**Collaborative Summer Library Program**

**Board of Directors Meeting  
February 5, 2015  
10:00 p.m. CST Conference Call**

**Agenda**

1. Roll Call –Day

* Present: Yother, McLiath, McLain, Mishler, Crist, Donovan, Rafferty, Johnson, Black, Langley, Wilkerson, Rockwell, Day; Not Present: Lyons, Johnston, Space
* Happy Birthday to Elaine!

1. Call to order –Karen Yother
2. Approval of minutes of 01/07/15 meeting – Lyons

* Will skip over this section as minutes have not been sent out.

1. Executive Director Update – Rockwell

* The opportunity profile was released last week and submitted through many job related places and publications, including our state representatives and lists.
* Jennifer Winding will be our new main contact, because Theresa is going on maternity leave. She has been following up on all the survey recommendations that people submitted. There is lots of interest from a variety of places and people.
* Rockwell has a check in call with her next week.

1. Vendor Update –Johnson
   1. Artists timeline for 2017 illustrators

* Johnson sent out a suggested timeline to the list. Some members have commented already. If you have not commented and have something, please contact her.
  1. 2017-2018 RPF update
* Johnson sent the RFP to Janway and The Library Store, and followed up. She has not received any other information as of yet but perhaps they will send in close to the deadline which is the 13th.
* Day had received a call and will pass along to Johnson to follow up.
  1. Upstart Survey
* Johnson is working on the survey with Heidi.
  1. One Slogan Art
* Johnson said that in years past, something was submitted to us as a potential piece of one slogan art after all the other pieces were completed. The children’s science art was used the first year and second was a piece of general spot art.
* We generally have not given them specific direction but let them provide some options.
* We would also like all that art to be on the DVD (will discuss in the next vendor meeting).
* The group agreed that the closer that all the art will connect, the better it is for us.
* Johnson asked when it will show on the website; Black forwarded to Dan on Tuesday, coping Zack from Reingold.

1. Financial update
   1. Financial Reports

* Nothing has changed dramatically; we are ok where we are. Be aware that the island members have made requests to attend the annual meeting so we’ll start to see those travel hardship requests. Budgets have been submitted by board members. All of those are incorporated into the 2016 draft budget. McLain is working on solidifying the budget to present in March to the board and April to the membership.
* We have a CD due in July. No significant interest will show up until 2016 but we still have a net overage in the current budget.
  1. Board Travel
* McLain had a request to pay for travel in advance instead of reimbursement for one member. It seemed that this should be a common practice for all Board members and was discussed with the B&F committee. This means that DayTime could arrange the travel, or even if an individual purchased their ticket, the reimbursement could be submitted now versus after the meeting. There is an expectation that they will be there and anyone who has an emergency and ends up not coming could be written off as the cost of doing business
* There is a question about what DayTime would do. Because of the length of time to get reasonable air fares, sometimes buying months in advance, people may be personally carrying that amount on their credit card. DTA coordinates the travel for the face to face but it seems logical to have them do the same for the annual meeting. For the current annual meeting, we can approve on a case by case basis but for future, McLain is proposing that our policy will be to cover both and we may want to investigate travel insurance as well.
* McLain moves that DayTime Associates book travel starting in the fall for face to face meeting and for future spring meetings as well as reimburse members who have already booked travel for the annual meeting. Rockwell second. Motion carries.
* One last thing--Heidi was very helpful in coming up with a satisfactory shipping solution for the Federated States of Micronesia, reducing the fee from $1800 to $300, and everyone is very happy.

1. White Paper Update & next steps –Rafferty

* Thank you to the group for voting on the final version. The project has wrapped up. We now need to decide what to do.
* Rafferty wants to review January minutes to see what the group discussed for next steps.
* Bob from NSLA has requested a copy. We want to share with the ULC as well.
* Yother would like a one page summary with our message. Rafferty suggested someone from the committee such as Holly Henley from AZ. McLain said he would assist if needed.
* Black was in favor of presenting at a conference such as ALA and/or PLA. The ALA deadline has passed but the PLA proposal deadline is April 17th. PLA will be in Denver.
* ALA still has room for other than full presentations such as a poster session or panel round table talk. McLain is going to pursue the application.
* Mac is going to ARSL. Suggested it is appropriate for any conference we are going to attend. NSLA is in Baltimore.
* Send ideas to Rafferty if you have any. She will also consult the committee and report back.

1. Survey Statistics--Black

* Black sent out the final survey results and summary to the board. She said we had a pretty good return from the survey…all but a few. Some responded quickly and others required more follow up.
* Four states did not submit results: CT, MT, ME, and IL. Maine and Montana do not collect nor submit any kind of statewide count and therefore do not have anything to share. CT didn’t want to answer and IL didn’t want to respond because they are a partial state--not all members of CSLP. (Others said numbers aren’t current.) Black said it didn’t matter which program you use…we are trying to find out how many children participate in summer reading overall. CA and VA did share their numbers.
* Overall 7.3 million children are reported to participate in a summer reading program in a public library. If we want to use this in an annual report, we are going to need to clean up the information. Black wants to rethink what we are asking and how we are collection so that we can be sure that the information is strong, legitimate.
* Getting 70% to respond was a challenge. For example, Montana does not have a YS consultant at the state library, which is why no one gathers the information. Maine doesn’t either and doesn’t collect. We want to be sure we are emphasizing the importance of gathering stats and telling our story and build that momentum. So at the annual meeting, we want to be able to have an informal discussion about what can we do to assist situations such as these state’s situations but also have a big picture discussion of what the gathering of these statistics is so important.
* We may want to develop a pilot program with questions that are more scientifically accurate. If we design properly, it can be an educational piece on which we can build. States like Idaho (contact Staci Shaw) may be a good suggestion; also California, and touch base with Bob from NSLA. If we prepare this correctly, we can probably write a proposal for additional research to IMLS.

1. Rules of Use – Wilkerson

* We need to revise and create a new ROU document. We have been very generous with our releases…nearly everything except t-shirts, is issued a release. However, there are various companies and organizations that support us and others that benefit from us, and we may need to clarify some of our positions and fee structure.
* The different fee structure for organizations, companies and partners should be able to help us in recouping the fees associated with hiring the artist. This could be a good revenue stream for us starting 2017.
* Lydie is aware of where we are in this process and is working on amendments for what to charge people.
* One suggestion was having other art so it is more apparent who is the for-profit group. However it would likely increase our artist expense to also be able to create additional art. We could possibly have something small, like a symbol, on one set of art to differentiate it. Something small that we would recognize but not develop a whole different set of art.
* Wilkerson asked everyone to send comments, questions and thoughts to her so we can have a comprehensive discussion in April.
* One other thing—there was an author using our slogan and the situation with that person and the publisher has been handled.

1. Board structure discussion—Langley/Yother

* Langley started the discussion last month about terms of office and followed up with a discussion with Mac and Karen Y. about the bigger picture with the Executive Director and possible board restructuring. She sent an email asking the board about their ideas for a revised board structure and received many great suggestions.
* She will continue to take ideas and comments. Please keep emailing them and we’ll discuss in March. It will likely require a bylaws change and will require a vote by the membership, which probably won’t be decided for a vote in April.
* A few people liked the representation balance with members at large, and representational of state libraries as well as public libraries of various size, region etc.
* It was suggested to not use the ALA definitions of “small” and “large” because for many, they are not accurate to what is truly small or large in various states.
* The group welcomes more input and involvement and agreed that the board doesn’t have to be just committee chairs. However, keep in mind it may be difficult for someone in a public library to be as active and be able to travel. It can be more challenging when you are in a public service position versus those who have more of an office position. While we would like to see a balance of state and public libraries, we should also be mindful about the size of the board because a larger board brings greater expense, especially for face to face meetings.
* Not sure if we want to really double the size of the leadership (we currently have 16 on the board.) The nominating committee has a hard time now trying to fill these positions. We may want to have an Executive Board (smaller, Governing Board) and an Advisory Board (could be more committee chairs) and that not all would have to attend or participate in everything but the Executive Board could provide leadership and long term guidance while the advisory could focus on programs and committee work.
* Could also consider a stipend (small, not all reimbursed) for travel for any board members.
* Some chairs self- identified that they may not need a spot on the board. Would take away committee chairs on the board but replace with some other kind of representation so the board remains similar size. It’s important to be sure that everyone is represented.
* We can rethink where we hold face to face meetings as well. Please continue to send in your comments about structure to Patty.

1. Website & Logo update – Yother

* CSLP has a meeting with Reingold today.
* We should receive a final draft of the website. The official target date for the launch is February 17th.

1. Annual Meeting update -- Day

* There have been a few small adjustments to the agenda. A more final draft coming soon.
* Please submit your reports for the packets by March 31st. Please make your requests for equipment as soon as possible.
* We have 43 registrations. Right now our night out will be at the art museum 2 blocks away and we’ll have a meal and tour.
* There will be some hardship travel requests. Board members may have them because the air fare is over $700. Also we know from places like the Federate States of Micronesia and the Mariana Islands. Also, we have had interest from Frank in Guam. They are planning to buy materials and join, and hope to attend the annual meeting.

1. Next Board Meeting –

* The next board meeting will be March 11th at 11:00 a.m. CST.
* Meeting adjourned at 11:17 a.m.