

**Collaborative Summer Library Program
Board of Directors**

Regularly Scheduled Meeting
Monday, January 28, 2008
Noon CST—Conference Call

Present

Carol Baughman (KY), Karen Drevo (NE), Randi Eskridge (AR), Cathy Howser (AR), Ruth Metcalf (OH), Rhonda Puntney (WI), Sally Snyder (NE), Julie Tomlianovich (KS), Jan Wall (ID), Laura Lee Wilson (OH)

Karen Day and Barb Shultz—Administrative Services Agency

Matt Mulder—Highsmith

Absent

Nancee Dahms-Stinson (MO), Patty Langley (DE)

Attributed speech is not necessarily quotation.
Underscores indicate agenda items.

Conversation while waiting for members to check in:

Mulder: Sales are up 35% over this time last year. Highsmith has been able to make better predictions for amounts needed this year. Custom items are selling well.

Drevo: Asked about shirt customization.

Mulder: Tee shirts are going well this year, and we expect to be able to expand customization for 2009.

Snyder: Reported that Nancee Dahms-Stinson must resign from the Board

Snyder called meeting to order at 12:13 p.m. CST.

Minutes of November 5, 2007

Howser: **Motion** to approve Drevo: Second Passed by voice vote

Matt Mulder with Karen Drevo

Drevo: Mentioned Sandy Harris' departure and asked about her replacement.

Mulder: Her replacement is Kim Zuelsdorf who has been the Highsmith art director for 15—16 years.

Mulder: Brad Sneed is in the finishing stages of painting the 09 poster, and then he'll be working on line art. David Catrow should be submitting sketches this week—a little behind because of a long period of negotiations. CSLP is becoming well-known, and artists want more from their contracts.

Metcalf: In future will we need a professional negotiator or something additional in the RFP?

Mulder: In the past I have tried to promote the program by telling artists how many thousands of libraries will give their art exposure, and now artists want royalties on that.

Discussion of working on artists' fees and contracts

Drevo: She and Mulder have been discussing Rules of Use, especially #7 which has to do with third party vendors. Highsmith has granted some libraries permission to produce items not in the CSLP catalog.

Mulder: In the past, Highsmith has had the right of first refusal to produce custom items before giving libraries permission to go to third party vendors. Requests of this kind are increasing. Wants advice on how to handle them

Drevo: Wants Board to discuss how we want this handled.

Tomlianovich: Are people asking for the same types of products that Highsmith offers?

Mulder: Requests are all over the board.

Tomlianovich: Artists may begin paying attention to non-Highsmith products.

Howser: Asked Mulder, "What do you think needs to happen?"

Mulder: It's not unmanageable yet, but we need consistency from someone who signs off on the designs.

Drevo: Artists may ask for a percentage of sales of items, and how do you control it if it's not made by Highsmith?

Tomlianovich: How do we know how the third-party items actually look? I don't think it's unreasonable to ask for a sample of the proposed product.

Mulder: Doesn't want to prevent libraries from doing what they want to do, so from Highsmith's standpoint, they're OK with proceeding as we are now.

Metcalf: Would it be good to have in the Rules of Use #7 a web link to a contact person from whom to request permission?

Drevo: We probably should also explain how Highsmith must have first refusal. Maybe also something about granting permission to use the artwork

Mulder: We might be getting into a copyright issue when we assign rights to the art to an outside party because, in general, the artists hold copyright to their images.

Long discussion of artists' rights

Drevo: At the March meeting, we'll hear from Mulder after he's researched third party vendor agreements.

Discussion of non-members purchasing CSLP products

Mulder: This is problematic on web orders. We're secure on mail, fax, and phone orders, but it is very easy to get into the CSLP order page from the web. A log-in code might confuse members. Nowhere on the home page does it say that a library must be a CSLP member to order. Highsmith is considering a required field naming the library with which the purchaser is associated.

Drevo: Can you go ahead and make that change?

Mulder: Yes, we could even do that for this year.

Howser: Recommends both a statement and the required library field

Mulder: Hesitates to make a hassle for legitimate members just to catch the few who slip through the cracks.

Mulder: Highsmith has studied all non-public library orders. There really is not a big problem with unauthorized use, and it will probably never be possible to completely solve the problem.

Mulder: Should we move forward with those changes to the Highsmith web site?

Tomlianovich: Would rather try that before we start using a password or code. Would like to see wording limiting orders to CSLP members and a required field identifying public library affiliation.

General agreement to these changes to the Highsmith web ordering page

Drevo: At the March meeting, we'll hear from Mulder about third party vendor agreements.

Mulder: This year we did custom posters and bookmarks for six or seven states shipped to one location in the state. There is a question about putting the Federal Institute for Museum and Library Services logo on materials. There is also confusion about ordering customized printed materials. If Highsmith is going to be able to continue to do this, we will need to know in October.

Howser: If Federal money is spent on customized material, the IMLS logo should be on it. If Federal money is spent on stock inventory items that already exist, no logo is required.

Mulder: Signs off

Treasurer's Report and Budget and Finance Committee Report
Attachment #1

Wall: After our last BOD meeting, Budget and Finance Committee discussed our bottom line in savings, checking, and CDs. We purchased a \$150,000 CD (amount corrected 3-3-08), and this makes a total of \$500,000 in CDs.

Wall: Has received a request from Baughman to purchase a digital recorder before the annual meeting. The timing of this request puts the expenditure before the beginning of the new fiscal year.

Puntney: **Motion** to purchase digital recorder for secretary's use at the annual meeting
Tomlianovich: Second Passed by voice vote

Teen Manual Committee
Attachment #2

Eskridge: Will give up her position as chair at the annual meeting in Little Rock. Nikole Wolfe (KY) is interested in taking over the Committee, and Eskridge recommends her to the Nominating Committee.

Eskridge: In December she was promoted to the head children's librarian position, and she will have a baby in September.

Diversity Committee

Puntney: Barb Huntington (WI) will be working with the Committee.

Puntney: Is working with Metcalf on web pages.

Puntney: Will be working with Tomlianovich on translating manual pages.

Marketing and Public Relations

Day: In Langley's absence, reported that Langley e-mailed a draft of the children's PSA.

Day: Does the Board want to stay in the \$103.00 price range for a PSA package for each state? Are we putting both the children's and teen PSAs on the same piece of media?

Day: We have the master of the teen PSA in the ASA office. Will sent DVD version for web site this week.

Discussion of putting both PSAs on the web site as soon as possible.

Metcalf: Will put a note on web site to refer to manual CD for PowerPoint background templates.

Metcalf: Will look into availability of Newspaper in Education materials

Membership Committee

Snyder: Reported that Dahms-Stinson (MO) has resigned her position on the Board.

Drevo: Should we talk about what we're going to do with that opening?

Snyder: Dahms-Stinson didn't mention anyone to take over her position

Howser: Membership Committee hasn't met in about a year.

Day: Maybe there's someone on the Membership Committee who would have a little background. Maybe we can work with Martha Shinnars (WA), Nominating Committee Chair, to have a plan by the time of the next Board meeting.

Snyder: We'll start with Dahms-Stinson and see if she has any suggestions.

Vendor Committee

Attachment #3

Drevo: Recommending Karen Yother to become chair of the Vendor Committee in June of 2009. Beginning in June 2008, would like to have her sit in on Board meetings. Do I need Board approval to do this?

Snyder: Laura Lee Wilson has been doing the same thing for Metcalf.

Metcalf: Requested LLW be invited to sit in on meetings as of June 2007, so precedent has been set.

Drevo: Hasn't heard of problems with the Highsmith orders.

Discussion of transition to Kim Zuelsdorf.

Drevo: Does Board want to mull over the third-party vendor issue until we hear from Mulder in March?

Metcalf: Board can't make decisions until we hear from Mulder.

Website Committee

Attachment #4

Metcalf: Discussion of various web pages being revised, new pages going up, dead links being weeded, board and committee membership lists updated, etc.

Wall: Should approved/amended budget go on state reps page?

General agreement

Children's Manual Committee

Attachment #5

Tomlianovich: Manual Committee is currently reviewing chapters from Patti Sinclair, Highsmith manual consultant. Committee has had conference call to discuss problems with last year's schedule. Matt and Heidi Green have presented a schedule in which both children's and teen manuals would be complete on June 23, 2008. Discussed the fact that we are using two translators—one employed by Highsmith and one by the Diversity Committee—and this is slowing down manual completion. There has been discussion among Highsmith, Tomlianovich for the Children's Manual Committee, and Puntney on behalf of the Diversity Committee. All parties have agreed on changes so the manual can stay on schedule. The Diversity Committee translator will be the only one used. The indexer can't start until after translation, so a single translator should streamline the process.

Tomlianovich: Mentioned again the low level of participation by members of the Manual Committee. She and Sinclair are in the process of asking current members to respond to an e-mail message. If they don't, they will be removed from the committee list.

Eskridge: Is doing the same with the Young Adult Manual Committee. Even though she's not making a lot of contributions, she would like to remain on the Children's Manual Committee in order to be able to help coordinate work of both committees.

Day and Tomlianovich: Board members and committee chairs will stay on the committee e-mail lists though their names will not be included in the manual.

General discussion of non-participating committee members

Tomlianovich: Has sent state representatives e-mail about future themes and slogans. Has had responses from only five states. Members seem to be resisting entering things on Survey Monkey.

Metcalf: Does Tomlianovich want manual schedule posted on the state reps page?

Tomlianovich: No. If state reps see this schedule, they may expect the manual in July, and it will be impossible for the printer to have it by then.

Tomlianovich: When are we going to present the certificates of appreciation?

Day: Her goal is to have them in Little Rock along with the plaques for past presidents.

Day: Going back to the mail lists: when people were dropped from Metcalf's committee list, they immediately tried to sign up again. We need a uniform way for committee chairs to notify members when they are dropped.

Tomlianovich: Plans to send individual e-mails saying something like, "Because the committee has not heard from you, you will no longer be receiving mailings."

Day: Thinks other committees should do this across the board.

Drevo: Agreed

Metcalf: Doesn't mind lurkers on the Web Committee.

Tomlianovich and Drevo: On Manual Committees, a lot of people want to get manual chapters early. On Vendor Committee, they want the art early. But they will not respond to any e-mails or participate in the work of the committees.

Day: If someone is really interested in knowing what's going on, maybe they should be allowed to stay on a committee. Maybe on committees in which proprietary information or products are not going out ahead of time, such as the Web Committee, it would be OK to have lurkers. Whatever we do, we have to be consistent about informing the ones who are removed from the committees.

Tomlianovich: Will send individual message to members of her committee who are removed.

Day: Requested that all chairs follow this procedure. Asked if chairs might send messages asking if members plan to be on or off the committees.

Tomlianovich: When she has sent manual chapters, there are many members who don't ever respond even to let her know if they've received the chapters.

Metcalf: Is there something in our bylaws that states committee members will automatically be placed on the committee listserv?

Howser: It's not in the bylaws, but maybe it should be placed in the committee procedures.

Tomlianovich: This was covered in the committee meetings at last year's annual meeting. Remember "workers not lurkers?" But plenty of people don't buy in and will not give their opinions nor participate in any other ways.

Howser: We have to let them know that committee membership comes with responsibility.

Drevo: It is difficult for committee chairs to receive complaints at annual meetings when there are so few members who participate.

Tomlianovich: There are five or six members of the Children's Manual Committee who never fail to participate and give wonderful ideas, but most others never respond. They should not be listed in the manual.

Snyder: Thinks it's OK to have lurkers on the committee lists, but if they are not going to participate they should not have their names in the manuals.

Tomlianovich: Will proceed with informing her committee members who will be removed from the listservs.

New Business

Snyder: Date for annual meeting

Metcalf: Question about posting annual meeting registration links on the web site. Day will submit all the documents needed for this.

Day: We're scheduled in Omaha for April 22-25, 2009. For 2010, Day is working with Michigan on locations as well as dates that won't conflict with the Public Library Association conference in Portland. For 2011, Washington and Alaska are working together to co-host CSLP. Georgia has requested 2012.

Discussion of travel arrangements and schedules for the upcoming annual meeting in Little Rock. Still no word on the Mother Goose training tentatively planned to follow the CSLP annual meeting.

Snyder: Adjournment at 3:05 p.m. CST

Attachment #1

12:43 PM **CSLP- Summer Library Prog.**

01/25/08 **Balance Sheet**

Accrual Basis **As of January 31, 2008**

Page 1

Jan 31, 08

ASSETS

Current Assets

Checking/Savings

Cash in bank - checking 167,850.47

NSB Horizon Inv 151,897.04

Savings-CD 500,000.00

Total Checking/Savings 819,747.51

Accounts Receivable

Accounts Receivable 4,195.96

Total Accounts Receivable 4,195.96

Other Current Assets

Undeposited Funds 4,066.06

Total Other Current Assets 4,066.06

Total Current Assets 828,009.53

TOTAL ASSETS 828,009.53

LIABILITIES & EQUITY

Equity

*Retained Earnings 576,420.07

Retained earnings 9,628.52

Net Income 241,960.94

Total Equity 828,009.53

TOTAL LIABILITIES & EQUITY 828,009.53

12:42 PM **CSLP- Summer Library Prog.**
01/25/08 **Profit & Loss**
Accrual Basis June 2007 through January 2008
Page 1

Jun '07 - Jan 08
Ordinary Income/Expense
Income
Dues 30,339.00
Manuals 162,521.56
Postage & Shippin Income 15,814.64
PSA purchases -660.28
Rebates 263,318.00
Reimbursable Merchandise 48,793.46
Total Income 520,126.38
Expense
Annual Conference Expenses 10.60
Audit 1,200.00
Bank charges 194.29
BOD /Committee Meetings 9,163.36
Insurance 1,000.00
Management reimbursement 25,000.00
Manual expense 131,741.68
Office supplies 337.98
Postage & shipping Expense 8,142.02
Professional fees 1,095.00
PSA Expense 34,893.71
Rebate Enhancement 21,570.00
Reimbursable Mdse Expense 48,793.46
Telephone 571.23
Travel expenses 355.68
Website 1,681.60
Total Expense 285,750.61
Net Ordinary Income 234,375.77
Other Income/Expense
Other Income
Interest income 7,585.17
Total Other Income 7,585.17
Net Other Income 7,585.17
Net Income 241,960.94

Attachment #2

January 28, 2008
Teen Manual Committee BOD Report

The TMC held a phone conference in December. Several things were discussed...

- an update from Patti Sinclair on the 2009 manual progress
 - we are still waiting to receive the first chapters to review; we should expect them the first week of Feb.
- I announced that I am only serving one term as committee chair. As mentioned in an earlier email to the BOD, I would like to formally recommend that Nikole Wolfe be my replacement.
- We also discussed possible changes that we would like to see in the manual over the next few years.

I am compiling committee membership forms. Members of the committee have been notified and reminded several times that they will be dropped from the list if they do not complete the form. The final deadline is Feb. 14th. I will send the new list to Karen Day the following day.

Randi Eskridge, Teen Manual Committee Chair
Bob Herzfeld Memorial Library
Benton, AR
1-501-778-4766

Attachment #3

January 28, 2008

CSLP Vendor Committee Board Report

Respectfully submitted by: Karen Drevo, CSLP Vendor Committee Chair

Sandra Harris has left Highsmith. Highsmith is searching for her replacement. In the mean time, Kim Zuelsdorf will be filling in for Sandra.

The artwork for 2009 is moving along...

I have (so far) heard no negatives regarding the 2008 order form or of any problems concerning the ordering process.

Pending the approval of the Board of Directors, I have "officially" lined up Karen Yother of Idaho to step in as chair the Vendor Committee when I step down in June of 2009. Karen has been on the Vendor Committee for a few years and is familiar with the workings of the committee. Beginning in June of 2008, I would like to have Karen Yother sit in on our CSLP Board of Directors' meetings, be involved in the upcoming RFP and contract process, and I have begun to copy her on emails I send to people inquiring about ROU issues and other Vendor Committee related issues. I am fully confident that Karen Yother will be up-to-speed when she (pending your approval) steps in to chair the Vendor Committee.

Attachment #4

CSLP EXECUTIVE BOARD MEETING - 1/25/08 WEBSITE COMMITTEE REPORT - RUTH METCALF, CHAIR January 28, 2008

Anticipated Updates on CSLP website

Updates done since last meeting:

- Continued updates of member states
- Addition of 2008 Manual Bibliographies
- Change user name and password to access "Members Only" page

The following updates will take place in the next few months:

- Minutes on MEMBERS ONLY section – Make sure they are up to date - Work with Carol Baughman on this
- Creation of Diversity page – work with Rhonda Puntney on this
- Addition of Children and Teen PSAs
- Addition of 2008 NIE ads
- Addition of YA resources ???

Other issues include:

I need to verify that the RULES OF USE are correct. I mentioned this at our last meeting, but I was unable to follow up on this due to work here.

We also need to verify that the CSLP Bylaws are correct. Same issue as with the RULES OF USE.

At our last meeting I mentioned the need for better methods for adding information to the website. I am speaking more of submission guidelines for new material to be added to the site. Laura Lee Wilson and I will work on a draft of guidelines for this since she will be the incoming chairperson next year. If we streamline this process it will make it much easier for Laura Lee as chair and also in general to get things posted to the site in a logical manner.

Website Committee Updates

Current members of the CSLP Website Committee include:

Carolyn Corry, Children's Librarian
Pleasant Grove Public Library, Utah

Kay Taylor, Children's Librarian
Craighead County Jonesboro Public Library, Arkansas

Janice Heilman, Children's Librarian
State Library of Michigan representative

Laura Lee Wilson, Children's Librarian
Holmes County District Library, Millersburg, Ohio

Patty Langley, Children's Consultant
State Library of Delaware

Linda Williams, Children's Consultant
Connecticut State Library

Stephanie Stokes, CSLP PR & Marketing Chair
Studio City, California

Nikole Wolfe, Children's Consultant
Kentucky Department for Libraries and Archives

MISSION STATEMENT:

The Website Committee will provide resources and relevant information to CSLP members (state representatives and their constituency) as well as to potential CSLP members. NOTE: The mission statement will be posted on website with the Committee roster.

Our goals are :

1. To monitor and update the CSLP website as a committee
2. To respond to website issues in a timely manner
3. To make the website more accessible
4. To explore the possibility of innovative methods of information sharing on the CSLP website
5. To explore the possibility of an alternative and accessible version of the CSLP website

Respectfully Submitted
To the CSLP Board of Directors
Ruth A. Metcalf
CSLP Website Committee Chair

Attachment #5

Children's Manual Committee Report January 2008

Patti Sinclair has sent the manual committee chapters three through eight to review.

Chapter 3: I've Got Rhythm
Chapter 4: Ham It Up
Chapter 5: Now You See It
Chapter 6: Moving Around
Chapter 7: Free Play
Chapter 8: Adult Programming

Out of thirty one committee members, the same six to seven people respond. These people have provided thoughtful suggestions and taken the time to acknowledge receiving the chapters. These are the same people who responded to a final check to see if the listed committee members wish to stay on the committee. Those who have not responded will be dropped from the committee list.

A conference call was made to clarify the timeline of the manual process. Those on the call were Matt Mulder and Heidi Green, Highsmith; Karen Drevo, Vendor Committee; Karen Day, ASA Office; Julie Tomlianovich, Children's Manual Committee; ??? It was at this point we realized there were two translators being used, thus duplicating the work and slowing the process. The Diversity Committee will continue to provide the translator and Rhonda Putney, chair person of Diversity Committee has been in contact with Highsmith. Delivery date of the final CDs and Final Lasers to the ASA office will be June 23, 2008. Complete timeline is attached.

The bibliographies from the 2008 Catch the Reading Bug manual are on the CSLP website under Programs as well as a Planning Timeline that is only a sample, and may be used by new children's librarians in the planning of their summer program.

SurveyMonkey is being used to collect slogans for the 2010 program with the "water" theme and general theme suggestions for the 2011 program from member states. The e-mail request was sent November 12, 2007 to the State Representatives asking for a response by February 14, 2008. A reminder was sent January 8, 2008. As of Friday, January 25th, five states have submitted slogans and themes.

*Respectfully submitted: Julie Tomlianovich, Chairperson Children's Manual Committee;
January 25, 2008.*

2009 CSLP Program Manual

“Be Creative @ Your Library”

2008 Schedule

First Set of Chapters at Highsmith	January 10
Art Direction to Illustrator	January 17
Art to Highsmith	January 31
Sample Chapter Layout Sent to CSLP	February 28
Sample Chapter Layout Approved by CSLP	March 13
First Set of Chapters Sent to CSLP	March 20
First Set of Chapters Approved by CSLP	April 3
Second Set of Chapters due at Highsmith	February 14
Art Direction to Illustrator	February 21
Art to Highsmith	March 6
Second Set of Chapters Sent to CSLP	April 3
Second Set of Chapters Approved by CSLP	April 17
Third Set of Chapters due at Highsmith	March 13
Art Direction to Illustrator	March 20
Art to Highsmith	April 3
Third Set of Chapters Sent to CSLP	May 1
Third Set of Chapters Approved by CSLP	May 15
Teen Manual due at Highsmith	April 10
Art Direction to Illustrator	April 11
Art to Highsmith	April 25
Teen Manual Sent to CSLP	May 22
Teen Manual Approved by CSLP	June 5
Manual to Copyediting and Indexing	May 20
Manual back at Highsmith	June 10
Teen Manual to Copyediting and Indexing	June 6
Teen Manual back at Highsmith	June 13
CDs and Final Lasers to CSLP	June 23

Important Schedule Notes:

Highsmith Staff out of office at PLA: March 24–28

Highsmith Staff out of office at TLA: April 14–18

Highsmith Staff out of office at ALA: June 26–July 2