

**Collaborative Summer Library Program
Board of Directors**

Meeting
Friday, April 13, 2007
7:30 a.m. PDT
Hilton Portland and Executive Tower
Portland, Oregon

Present

Carol Baughman (KY), Mary Cameron (IA), Nancee Dahms-Stinson (MO), Karen Drevo (NE), Randi Eskridge (AR), Cathy Howser (AR), Ruth Metcalf (OH), Rhonda Puntney (WI), Sally Snyder (NE), Stephanie Stokes (CA), Julie Tomlianovich (KS), Jan Wall (ID)

Karen Day, and Barb Shultz—Administrative Services Agency

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

Cameron called meeting to order at 7:50 a.m. PDT

The purpose of the meeting was to complete the unfinished agenda from the Board meeting of April 11, 2007.

Chicago Board Meeting

Cameron: Board will meet in Chicago on August 27, 28, and 29, 2007.

Day: Making arrangements for meeting space and lodging at the Hilton Inn Select O'Hare. Brief discussion of sharing rooms. Roommates are encouraged but optional. Members will consult Day about travel arrangements.

Discussion of agenda items for Chicago meeting

Cameron: There will be no regular committee reports.

Cameron: Wants Chicago meeting to include plenty of time for discussion of special issues, especially from the Membership and Long-Range Planning Committees. Wants the Web Site Committee to lead a discussion of links to commercial sites—which ones should be posted on the CSLP site and which should not.

Cameron: Should we have an outside facilitator for this meeting?

General consensus that, since this will be its first meeting of this kind, the Board does not yet need a facilitator.

Dahms-Stinson: Cameron is good at keeping the discussion on topic and productive.

Cameron: Wants to discuss developing consistent standards for every Request for Proposal and for every Contract.

Dahms-Stinson: Who has authority to request the services of the CSLP lawyer? Is there a process in place for access to Melissa Scholz? Perhaps we need a procedure for that.

Shultz: CSLP recently received approximately \$300 bill for legal services, and it has been impossible to ascertain which committee the services were associated with.

Cameron: When bills come, we need a system of checks and balances to authorize payment, though Cameron doesn't want to authorize every payment herself. Doesn't want to override the discretion of committee chairs. Since Wall currently authorizes payments, perhaps she should also authorize access to the CSLP lawyer so we will know in advance when charges for legal services will be coming.

Discussion of legal fee mentioned by Shultz that appears to have been for service for the Marketing and Public Relations Committee. (At this time Stokes was not present.)

Wall: Stokes may not have known the lawyer was working, perhaps to research a question from Stokes.

Cameron: The Board authorized Stokes to ask lawyer to review the photo permission form.

Shultz: Believes the attorney wrote the permission form for the teen audio done in South Dakota

Waiting for Stokes' arrival, Cameron returned to discussion of agenda and schedule for Chicago meeting.

Schedule for both Tuesday and Wednesday, August 28 and 29:
Breakfast at 8:00 a.m.—meeting 8:30 until 5:00 p.m.—dinner on your own both nights

PSA Update

Stokes: Has received no response from the voice mail she left for her contact at Weston Woods (Secretary's note: Later in the day at the meeting of the general membership, Cameron announced that Weston Woods had called to say it was still interested in doing the children's public service announcement for the 2008 program.)

Legal Bill

Continued discussion of invoice from lawyer for photo waiver form

Stokes: Sent the form to the lawyer at Cameron's request. The same release form was used for the South Dakota teens who made the audio PSA and for Michelle Gorman's group who made the video PSA.

Continued discussion of various communications with lawyer

Stokes: Lawyer replaced the form she submitted with a form from their files rather than spend time revising our form.

Meeting Dates for 2007

Discussion of dates for conference calls

Wall: Budget & Finance Committee will have a new timeline for the next budget cycle and wants budget proposals from all committees before February 1, 2008. Suggested B & F Committee meet with Long-Range Planning Committee to plan proposals for expansion of CSLP services well in advance of February 1. Also needs a Board meeting for budget approval before the annual meeting.

Schedule of coming year's Board meetings:

June 4—conference call—noon to 4:00 p.m. CDT

August 28 and 29—face-to-face in Chicago

November 5—conference call p.m.

January 28, 2008—conference call p.m.

March 3, 2008—conference call p.m. to approve budget—last Board meeting before annual meeting

Legal Services for CSLP

Cameron: Tabled this item until the August meeting.

Big Read Initiative

Cameron: Has received a request from a librarian on a US military base in Europe who has been using the CSLP program. Asked for partnership support of their grant proposal for a Big Read project

After discussion, there was general agreement that CSLP would not become involved in this project.

Since CSLP has received several similar requests, at the August meeting the Board will discuss the need for a policy to address partnership requests and opportunities.

Cameron: Another item for August meeting agenda: Do we want international members? Do we want international partners?

Committee Membership

Cameron: We need to know who's serving on committees and how long they've been serving.

Cameron: Directed committee chairs to come up with lists of members and terms of service. We need to keep track of term limits for members as well as chairs. Both are spelled out in the bylaws.

Cameron: Committee chairs should be grooming their own replacements. Eskridge and Puntney are good examples of this.

Dahms-Stinson: We also need to stagger the terms of committee chairs so they won't all be leaving at the same time.

Wall: It would be good to have some terms expiring in odd and some in even years.

Metcalf: Can we have a list of current chairs and dates their terms expire?

Stokes: Could we include these dates on rosters of officers and committee chairs that are distributed to members?

Cameron: We should do that and also add that information to the roster on the web site.

Motion: Dahms-Stinson to adjourn at 8:15 a.m. Second: Tomlianovich
Passed by voice vote