

## Collaborative Summer Library Program Board of Director's Meeting

Friday, April 24, 2009 Post-conference wrap- up

Present: Julie Tomlianovich (KS), Sally Snyder (NE), Karen Drevo (NE), Karen Yother (ID), Enid Costley (VA), Karen Balsen (NY), Ruth Metcalf (OH), Grace Greene (VT), Adrienne Butler (OK), Jan Wall (ID), Laura Lee Wilson (OH), Cathy Howser (AR), Allison Santos (NJ), Rhonda Putney (WI), Karen Day (ASA), Barbara Shultz (ASA)

Sally Snyder calls the meeting to order.

### US Territories

**Snyder-** The first item we discussed and tabled was the idea of US Territories as members. **Day-** I think we are all in agreement that they should be members, if it is allowed under the By-Laws. **Drevo-** Will speak to Matt at Highsmith to see if there will be any significant issues get product to them. **GG-** If they are willing to pay the shipping then what is the problem. **JW-** One of our By-Laws state that to be a member the state must be a member of FSCS and they aren't FSCS, there is nothing collected on them. What do we need to do to accommodate them? There is a line in the By-Laws that says "A state or agency may become a member by paying the membership dues set forth in addition to any other membership requirements set forth by the BOD". I assume we can set some membership requirements that don't have to have By-Law changes. **Snyder** agrees. **AS-** Would we then create standards for territories or do we ask them to participate for a year without voting rights? They could collect statistics for a year and after we have a year's worth of statistics they could have voting rights. **EC-** Aren't we just concerned with stationary outlets. Isn't it just a question of them counting their stationary outlets? **JW-** Yes, but we say dues are defined by stationary outlets based on FSCS. **EC-** If Virginia weren't a member wouldn't we just count buildings and use that number for dues? **GG-** It's the FSCS statistics we go by, and it's just because it is written in the By-Laws this way. We can change the By-laws but we can't change them for a year. **CH-** It says as "defined" by FSCS, not as collected by FSCS. FSCS has clear definitions about reporting. **JW-** If the Mariana Islands can self-certify this information based on stationary outlets, and then it is possible to allow membership since the By-Law wording is defined by. **JW-** How is this different than a partial state joining, we assume their information is correct. We need to talk to Highsmith, we need their input. We also need to talk to the Northern Mariana Islands and get the count of stationary outlets, no bookmobiles and move forward from there. **Shultz-** We have already set precedence for this by allowing DC membership. DC has more in common with a territory. **JW-** but DC also has FSCS statistics. Someone has certified these libraries meet standards. **Shultz-** But partial states have been allowed. People even have voting privileges from partial states. **Snyder-** Will entertain a motion that the Northern Mariana Islands become a member of CSLP with full membership privileges. **JT-** makes the motion, **Drevo** seconds. BOD votes to approve the membership of the Northern Mariana Islands. The motion is carried.

## **Conference Evaluation**

**Snyder-** We have discussed having attendees evaluate the conference, not the hotel's amenities or the food but the actual conference program (s). **JT-** Can this be done online via Survey Monkey? **CH-** Do we want to start this for this year's conference? **GG-** Thinks it should begin next year with a written evaluation that is turned in before they leave. **JW-** It could be either online or a handout. As a board do we know what we want them to evaluate? **GG-** Does this fall within the responsibilities of my committee? **JT-** It does now. **GG-** Will have something brief ready for 2010. **Snyder-** We need to be careful with just how many surveys we present. If we push too many people do not respond. **GG-** We also need to use the data we collect or we lose total credibility. **Snyder-** the BOD will address this in August.

## **New Committee Lists**

**Snyder-** Day has collected all the sign up lists for those who have joined committees. **Day-** I will get the list serves and the website updated to reflect the new committee members. It is each committee chair's responsibility to check with standing members of their committees to see if they want to continue to serve on those committees. **Day** will provide those names and emails to each of the chairs.

## **Future Conferences**

**Snyder-** We will be in Tacoma, WA in 2010 and we have had an offer from Arizona for 2011 and an offer from Pennsylvania for 2012. Do we feel that this is a good route to go? BOD agrees that these are acceptable venues with dates for 2011 and 2012 to be determined.

## **Chicago Board Meeting in August**

**Snyder-** We need to choose dates for our next BOD meeting in Chicago. **GG-** We need to set up a doodle poll to determine a date. New chairs are here at this meeting. **Day** will set up a Doodle poll; the hotel is available the last two weeks of August and first two weeks of September. **LLW-** If the BOD agrees Dan Riestefahl; the webmaster is available to come to the meeting and train us on using the new website's platform. BOD agrees that this is an excellent idea.

## **Dis-solution of the Ad-Hoc Strategic Planning Committee**

**CH-** As chair of this Ad-Hoc committee, I think we are finished. We have accomplished the goals that the BOD tasked us to undertake. Unless the BOD has another charge for the committee **CH** would like to declare it dissolved. BOD agrees with **CH** and thanks her and her committee for their work. **CH-** One other thing she has done at the request of our President is to negotiate a new contract with the ASA office. Some members were ask to complete an evaluation of ASA's services and all the responses were very positive. New member states were also asked to participate in this survey. New members were very positive about the assistance they received from ASA . Two of the questions posed to new members were "What assistance did you receive?" and "What did you learn after joining CSLP that you would have preferred to know itinally?" These are answers that we needed to know to conduct future business. We received very interesting answers and positive. We need to realize that our recruitment is

dwindling, but there will always be new members attending conference and this should be used as a tool to evaluate and improve our plans, programs and services. **GG-** thinks this information does fall under the jurisdiction of the Membership committee and will be happy to incorporate these items into the Organizational handbook with timelines. **CH-**She is not sure if all the evaluations have been turned in, more may be forth coming. **CH-** has talked to Barb Shultz about the upcoming contract's renewal. It will include a 5% increase. Shultz is prepared to sign it. Snyder again thanks **CH. Shultz-** Who in the future will handle this evaluation. **GG-** It has always been the past president. BOD agrees that is who should handle this. **CH** to Snyder- the evaluations you have been given include all the revisions that were made to the evaluation.

**Day-** A reminder to all outgoing chairs; please turn your flash drives and phone cards over to your successors. All pertinent property and documents need to be shared with the successors.

### **Future Meeting Dates**

**Shultz-** Future meeting dates will be set through Doodle. **Day** will set up a Doodle poll to determine the date and time of our next teleconference in June. During this meeting the BOD will determine future teleconference dates.

### **Schools and Partnership Forms**

**Snyder-** The discussion today was that members do not want to fill out forms for partnering with schools. It is understood why this would be the case. **JT** and **Snyder** had a brief talk about this and determined that this item needs to be addressed more thoroughly at our Chicago BOD meeting.

### **Other Business**

**Drevo-** Will be talking to Melissa (attorney) about trade marking CSLP. She will discuss the item from Wednesday morning's BOD meeting about the original designer of CSLP's logo and if it is alright to move forward or do we need anything else from her. **GG-** Reminds **Snyder** that she also needs to speak with Melissa about the issues with Mouris Squared/ Have Inc.

**Shultz-** She talked to Matt and Heidi from Highsmith today who have a large database of email addresses from member libraries, not just state reps but from those who order from them and they think this is a wealth of information this could be. She acknowledges that it does by pass the state reps, but if we need information, etc. we have these email addresses. **Shultz** is specifically thinking about the PSA and if Matt could gather the people who actually buy the PSA and ask why they buy it and how do they plan to use it. **EC-** Some of her libraries would have issues with their information being used in this manner. **JW-** does not feel that Upstart has the right to use that information that way. If it were a matter of customer satisfaction but to poll the customer for other information falls outside of what has been suggested. Will state reps receive a report from Highsmith regarding products that were bought in their states? **Snyder-** This is in the long range plan. **Drevo-** There will be a breakdown in the Fall. We need to remind Highsmith that we want this. **Balsen-** Would like to have information about the PSA and how it was used in her state. **JT-** It would be very helpful to find out from the state reps what was done

with the PSAs that we provided to each state. Did they even use them? **Yother**- When people register on our website as a member that would be the place to capture their email address and ask them any pertinent questions about PSAs or anything else. At least this keeps a level of confidentiality. **Shultz**- We won't ask Highsmith to share those addresses. **EC**- I am very concerned about using those addresses in anyway. **Snyder**- Asks If Highsmith made a disclaimer stating that they may be contacted at a later time to fill out a survey of use of products would that be permissible? **EC**- If prior notification were made then it would be permissible.

### **Power Point of the History of CSLP**

**Snyder**- Some of our membership has asked to use the power point that was shown by Karen Day that depicts the history of CSLP. Do we want to maintain control of that presentation or with our permission may we allow membership to use this presentation at their workshops, etc.? **GG**- How could it be misused? **JT**- Has seen the power point presented and without going into too much detail feels that it needs to be used by a person with an understanding of the organization. It needs to be used by someone who can explain it clearly. **LLW**- Do you mean in a positive light? **JT**- Yes, and it must be accurate. **JT**- We need to be sure that slides aren't changed or the presentation has not been altered in any way. It would be beneficial to know who has it and what they did with it. **GG**- the how did they get it? **EC**- Then require that members sign a waiver stating they will abide by copyright standards and not amend the document in any way. **AS**- Of course it would be wrong to use it at ALA, but what about a state conference or summer reading workshops? **Drevo**- Thinks it would be useful to let membership know, especially those who do not attend our conferences which is the majority of our membership, who CSLP is and what we do. **Snyder**- The presentation does include our artwork. **Drevo**- We need to incorporate sound as a narration and update it regularly. We should require a waiver to have members sign. **JT**- It doesn't need a narration but just a basic script that is distributed with it that members must use. The script will be required to be used. They need to have the right information and it can't be presented in a way that makes us look dull and uninteresting. **EC**- Still feels that copyrighting will secure the document's integrity. **Snyder**- Is this something we want to address at our next face to face meeting? **JT**- Let's do it there. **Snyder**- It will be on the BOD meeting agenda.

**Snyder** adjourns the meeting.