

**Collaborative Summer Library Program
Board of Directors**

Holiday Inn Select O'Hare
Rosemont, Illinois
Tuesday, August 28, 2007
8:00 a.m. CDST—Face-to-Face Meeting

Present

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

Barb Shultz and Karen Day—Administrative Services Agency

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

Cameron presiding.

Call to order 8:31 a.m.

Day reviewed meeting arrangements.

Approval of Minutes of June 4, 2007 Board meeting

Baughman received corrections.

Puntney: **Motion** for approval as corrected. Dahms-Stinson: Second
Passed by voice vote

Cameron directed Baughman to send corrected minutes to Metcalf for posting on the CSLP web site.

Day: Referring to minutes of April 11, 2007 Board meeting, reported that dues chart is incorrect. Wall will provide corrected chart. (Baughman inserted corrected chart in 4-11-07 minutes on 11-02-07.)

Drevo: **Motion** to reapprove corrected minutes for April 11, 2007. Snyder: Second
Passed by voice vote

Approval of Minutes of Annual Meeting in Portland, Oregon, April

Baughman received corrections.

Baughman will send corrected minutes to Metcalf to post on the web site in draft form for review of the membership. Minutes will be approved at the 2008 annual meeting.

Recording of Minutes

Cameron asked if any board members besides Baughman needed audio files of board meeting conference calls.

Discussion

Drevo: **Motion** that audio files will be for exclusive use of the secretary and may be deleted after minutes are approved Tomlianovich: Second Passed by voice vote

Gifts and Memorials

Cameron presented e-mails and handouts about gifts and memorials submitted by Stephanie Stokes (CA).

Dahms-Stinson: Requested discussion on appropriateness of gifts and memorials, types of gifts and memorials the Board wishes to establish, monetary amounts which might be attached, etc.

Cameron: Was concerned that a deserving person would be left out. Wanted policy to be consistent and applied equally.

Dahms-Stinson: Issuing a plaque to every person who serves as a Board member or committee chair would be too costly. People who volunteer for these kinds of positions know what they're getting into. Those, such as Michelle Gorman, who donate large amounts of time outside any official CSLP position are giving the kinds of service we want to recognize.

Howser: Believes it is appropriate to recognize presidents

Dahms-Stinson: Recognizing people beyond the office of president could get messy.

Cameron: Certificates would be nice acknowledgements, especially if CSLP is not going to frame them. It would be good to recognize volunteers with certificates of appreciation.

Dahms-Stinson: In this case, presentation of certificates should become a standard part of every annual meeting. Committee chairs and officers could be recognized at that time.

Discussion

Cameron: Summarizing, CSLP will award certificates of appreciation to outgoing

committee chairs and officers at the annual meeting preceding the ends of their terms.

Discussion of special acknowledgement of outgoing president

Dahms-Stinson: CSLP will present each outgoing president a plaque acknowledging service.

Dahms-Stinson: This policy needs a piece addressing service from other agencies, vendors, or individuals. CSLP may award certificates of appreciation to individuals or agencies who contribute to CSLP.

Dahms-Stinson: Submitted language of proposed policy:

CSLP will award Certificates of Appreciation to outgoing officers and committee chairs at the annual meeting preceding the ends of their terms. Certificates will be prepared by the CSLP Administrative Services Agency and signed by the President. CSLP will present the outgoing president with a plaque acknowledging the president's term and service to the organization. The plaque will be prepared by the CSLP ASA and presented at the annual meeting held before the president's term expires.

CSLP may award Certificates of Appreciation to individuals or agencies who have contributed to the work of CSLP through their time, effort or resources. Recommendations for nominees for Certificates will be forwarded to the CSLP Board for approval. Certificates will be prepared by the CSLP ASA, signed by the President, and presented at the Annual Meeting or by mail.

Eskridge: **Motion** to accept policy as proposed Tomlianovich: Second
Passed by vice vote

Tomlianovich: Can we make this policy retroactive for presidents? Jim Oliver, chair for many years, did tremendous work.

Cameron: What about Mary Jackson?

Drevo: Oliver and Jackson collaborated a lot.

Tomlianovich: Huntington and Howser were never acknowledged. They, in addition to earlier presidents, should be acknowledged retroactively.

Discussion of presenting plaques to past presidents

Tomlianovich: **Motion** to apply the policy retroactively to past board presidents—Jim Oliver, Barb Huntington, Bonnie Kunzel, and Cathy Howser.

Dahms-Stinson: Second Passed by voice vote

Dahms-Stinson: We need three separate policies—one for gifts, one for memorials, and a third for certificates of appreciation. Submitted proposed language:

Memorials

Any state representative or member of the Board of Directors may make a request to the Board of the Directors for a memorial for a member or former member of CSLP in recognition of the member's contribution to CSLP and its mission. The request may include a suggestion for the memorial and a brief description of the member's contribution to CSLP. The Board of Directors will make a decision regarding the memorial request within one month of the request. Approval of memorial requests will be subject to the Board's discretion and the availability of funds in the budget line item for Gifts and Memorials.

Recognitions

CSLP will award Certificates of Appreciation to outgoing officers and committee chairs at the annual meeting preceding their end of terms. Certificates will be prepared by the CSLP ASA and signed by the President. CSLP will present the outgoing president with a plaque acknowledging the president's term and service to the organization. The plaque will be prepared by the CSLP ASA and presented at the annual meeting held before the president's term expires.

CSLP may award Certificates of Appreciation to individuals or agencies who have contributed to the work of the Collaborative through their time, effort or resources. Recommendations for nominees for Certificates will be forwarded to the CSLP Board for approval. Certificates will be prepared by the CSLP ASA, signed by the President and presented at the Annual Meeting or by mail.

Howser: **Motion** to accept policy as proposed. Puntney: Second
Passed by voice vote

Dahms-Stinson: Submitted the following policy:

Gifts

Any state representative or member of the Board of Directors may make a request to the Board of the Directors for a gift for an individual, agency or member of CSLP in recognition of a contribution to CSLP and its mission. The request may include a suggestion for the gift and a brief description of the contribution to CSLP. The Board of Directors will make a decision regarding the gift request within one month of the request. Approval of gift requests will be subject to the Board's discretion and the availability of funds in the budget line item for Gifts and Memorials.

Snyder: **Motion** to accept policy as proposed. Tomlianovich: Second
Passed by voice vote

Eskridge: Requested discussion on recognition of Michelle Gorman's work on the 2007 teen PSA. At Stephanie Stokes' (CA) request, Michelle Gorman submitted a list of equipment under \$5,000 that she would like for her ImaginOn teen group. Eskridge presented Gorman's list.

Discussion of giving the group a monetary donation to purchase equipment of their choice

Wall: In order to make a gift to ImaginOn soon, we could amend the budget today.

Cameron: Would like to resolve this issue today.

Discussion

Drevo: Recalled previous discussion of giving individual teens stipends for education.

Baughman: Recalled that Board decided not to do this after the fact, but to consider it for a future project

Drevo: Would like to recognize individual teens

Eskridge: **Motion** to establish a budget line item for gifts and memorials for \$5,000

Snyder: Second

Tomlianovich: Offered a friendly amendment to raise this line item to \$8,000

Tomlianovich: Offered a friendly amendment to call the line item “gifts, memorials, and recognitions”

Discussion

Vote on **motion** to establish a budget line item of \$8,000 for gifts, memorials, and recognitions. Passed by voice vote

Eskridge: **Motion** to make a gift of \$3,000 to Michelle Gorman's library in recognition of its contribution to the 2007 teen PSA Snyder: Second Passed by voice vote

Dahms-Stinson: **Motion** that CSLP Board provide certificates of appreciation to members of the ImaginOn teen board who provided contributions to the teen PSA

Tomlianovich: Second Passed by voice vote

Legal Services for CSLP

Cameron: CSLP lawyer, Melissa Auchard Scholz, is opening her own firm. We need policies on how CSLP will access legal services.

Drevo: Recommends we maintain Scholz as our official CSLP counsel. Has had good experience working with her.

Dahms-Stinson: Scholz can bring important historical perspective to our work.

Drevo: **Motion** to make Scholz the CSLP attorney Tomlianovich: Second
Passed by voice vote

Howser: We don't need to put her on retainer.

Cameron: In the future, Board members who use Scholz' services should send an

e-mail report to the Budget and Finance Committee chair, the ASA office, and the President. Reports of phone calls should include time spent talking to Scholz.

Dahms-Stinson will submit policy language on this.

(Dahms-Stinson e-mailed the following proposed language to the Board on 9-5-07:

Legal Services

Melissa Auchard Scholz is CSLP's attorney. Board members will not seek legal guidance from any other source.

Committee chairs and officers conducting CSLP business may consult with the attorney for assistance via e-mail or telephone. Email communication with CSLP's attorney must carbon copy the CSLP President, Treasurer and ASA director.)

Request for Proposal (RFP)/Contract Process

Cameron: Process fell apart last year. Wants consistency in the RFP process. Wants some sort of agreement on when we do an RFP and when we don't. Example: In the case of Dan Riefstahl, the web master, we liked his services so we kept him without doing an RFP.

Howser: Contracts for ongoing services have renewal clauses. Discrete services do not have renewable contracts. Consider the difference between programmatic and operational expenses.

Dahms-Stinson: Will develop language for this.

(Dahms-Stinson e-mailed the following proposed language to the Board on 9-5-07:

Professional Services: Contracts, Requests for Quotation, Bids

For any products or services that require professional services outside of the scope of the CSLP Officers, Committees or ASA, the Board or appointed committee in charge will prepare and release a request for quotation, if one or more of the following criteria apply:

1. the work for product or service cannot be bid on a per piece basis.
2. the estimated cost of the product or services will be equal or greater than \$10,000.
3. the requested service or product requires professional artistic or creative abilities, the provider of which is qualified by education, experience and/or technical ability.

The Committee or Board managing the project requiring professional services will follow the guidelines and procedures laid out for development and release of the request for quotation.)

Shultz: Barb Huntington thought we would be developing templates for projects that could be updated each time we used them. Some projects lend themselves to standardization more readily than others.

Cameron: What should we do today?

Drevo: Outlined steps in the Vendor Committee RFP process.

Wall: RFP process is so complicated. Do we want to go through that for small amounts? For example, the Diversity Committee is issuing an RFP for \$525 for translation. Is there such a thing as a contract that is too small for an RFP?

Dahms-Stinson: For some things, maybe a "request for bids" would be acceptable instead of an RFP. Policy Committee is struggling with guidelines for how committees can purchase services for programs. Do we put a dollar limit on services after which there must be an RFP?

Snyder: We should consider two types of expenditures: (1) guidelines for ongoing operational services such as legal services and (2) guidelines for Committees working on programs and projects.

Dahms-Stinson: Some projects might be handled by simply developing specifications and requesting bids. If bids come in under budget, the Committee requesting bids wouldn't need Board approval for expenditures under line items that were previously approved by the Board. Other projects might be big enough to require an RFP.

Cameron: What should we do today to move this process forward?

Dahms-Stinson: Can we define what elements would define a project requiring an RFP?

Long, complicated discussion

Dahms-Stinson and Baughman will refine language for the policy and present to Board tomorrow.

Drevo's steps for Vendor Committee RFP will be used to develop a standardized list of steps and a suggested schedule for other committees to use.

Lunch break 12:05 p.m.

Reconvened at 1:00 p.m.

Staggered Committee Chair Terms

There is concern that too many chairs will be leaving at the same time.

Stephanie Stokes (CA) resigned because her contract with the California Library Association was not renewed. Stokes recommended Patty Langley (RI) to fulfill her

unexpired term. Langley is doing extremely well so far.

Drevo: **Motion** to approve Langley's appointment. Tomlianovich: Second

Dahms-Stinson: Friendly amendment that Langley's term will last until May 31, 2008

Passed by voice vote

Cameron: We don't have anything in place for committee chair orientation.

Tomlianovich: Last year sent Dahms-Stinson a list of what's expected of Children's Manual Committee Chair.

Dahms-Stinson: Also received Drevo's. Received timelines from Stokes.

Howser: We need to put staggered committee chair terms in place.

Day posted on flip chart:

Children's Manual—Tomlianovich eligible through 2008/09

Teen Manual—Eskridge eligible through 2010/11

Marketing and Public Relations—Langley eligible through 2007/08

Web Site—Metcalf eligible through 2008/09

Diversity—Puntney eligible through 2010/11

Vendor—Drevo eligible through 2008/09

Membership—Dahms-Stinson eligible through 2009/10

Dahms-Stinson: What do we want to do about someone who is replaced mid-term?
How many months of service count toward fulfillment of term?

Howser: When appointing the Long Range Planning Committee, we put a member of every committee but not the committee chair. One reason for this was the plan to provide exposure that would be part of training for future committee chairs.

Cameron: Committee members may have two three-year terms. Are committee chairs keeping track of their committee members' terms?

Howser: All committee member terms started with passage of the new bylaws in 2005.

Cameron: Directed committee chairs to work with ASA to provide committee member lists with dates of service for each member.

Cameron: Committee members must be employees of libraries or state library agencies.

Listserv Membership Lists

Day: If a state rep says, "I want so-and-so to be placed on the general CSLP list," is that OK? Do we want vendors on this list? How long do non-state reps who come to annual meetings stay on the general discussion list?

Cameron: If we put up the Wiki, this general discussion list could be eliminated.

Dahms-Stinson: Maybe we need a list for people who are serving on committees.

Cameron: There have been complaints about state reps not getting information out across their states fast enough. They must understand that they have to step up and forward information to their librarians faster.

Discussion

Dahms-Stinson: Proposed new CSLP general list for individuals who serve CSLP as board members, committee members, and state reps. If there is anything for the general membership, it could be a Wiki.

Day: Who is in charge of issuing a statement that the CSLP list will be cleaned up and changed?

Tomlianovich: Concerned about discontinuing the list without having something to replace it.

Wall: Why are we thinking of discontinuing the list?

Day: Maybe we need to educate the state reps so they understand their responsibilities for forwarding messages.

Howser: We've discussed creating online training for state reps.

Cameron: Summarizing, we've discussed having a general list with no limitations. And we've discussed having a list for committee members.

Wall: Proposed for immediate future, sending message to general list saying we're purging the list, and list members must respond within two weeks if they want to stay on the list. Anyone who attends the annual meeting has the option of joining the list by submitting a form.

BOD Resignations

Cameron is resigning as president of CSLP because she has taken a position with the Iowa Department of Education. Her last day with CSLP will be September 4, 2007. Sally Snyder will be taking over the presidency.

Tomlianovich: To the earlier motion on recognizing past Board presidents, offered friendly amendment to give Cameron a plaque

Little Rock Agenda

Cameron presented a draft proposal for Annual Meeting agenda for Little Rock.

Howser: There will be dinner at the Clinton Center on Thursday night. They want us to tour first and eat afterward. State library consultants will reschedule their meeting.

Howser: Mother Goose training grant writer from Vermont Center for the Book is planning training on Saturday. They are thinking of a dinner on Friday night before the CSLP meeting is finished.

Howser: Do you want an optional reception and storytelling on Tuesday night at the Central Arkansas Library System (Little Rock Public Library)?

Drevo: Maybe we could have an olio of CSLP members.

Dahms-Stinson: Suggested moving presentation of Certificates of Appreciation to Thursday morning during the business meeting.

Break at 2:30 pm

Reconvened at 2:48

Teen PSA for 2008

Cameron: Patty Langley (RI) will finish the children's PSA but cannot do the teen PSA. Weston Woods loved Jan Duursema's art work. Quoted \$48,000 for the teen PSA but will try to get it down to \$40,000.

Eskridge: Stephanie Stokes believes Weston Woods will come down below the \$40,000 mark. Also, \$40,000 will not cover translation.

Cameron: Presented PSA sales as of July 6th.

Cameron: Langley believes we should be evaluating use of the PSA in addition to artistic merit and production values.

Drevo and Howser: We must review the purpose and the audience for the PSA.

Discussion of various ways to use PSAs

Discussion of what teen PSA will be produced for 2008 and possible teen video contest for 2009 PSA.

Drevo: Is there a subcommittee of the Marketing and Public Relations Committee that could take on the teen PSA?

Cameron: Stephanie Stokes thought the current Weston Woods contract could be amended.

Cameron: Believed we don't have enough evaluation information to justify production of PSAs. Didn't believe the PSAs are being used.

Drevo: Concurred

Discussion

Cameron: Back to the original problem: We'd like a teen PSA for this year, and there's no board member to oversee it.

Drevo: Would Michelle Gorman be interested again this year if we were able to pay her group?

Dahms-Stinson: Can we quickly put together a Request for Quote (RFQ) for a teen PSA?

Dahms-Stinson: Let's call Michelle Gorman and tell her we're thinking of issuing a Request for Quotations.

Dahms-Stinson: Since Langley is not here and can't work on it, could we ask Eskridge to contact Michelle today?

Eskridge called Michelle Gorman of ImaginOn who said she would be interested in responding to an RFQ.

Dahms-Stinson: Will put together a draft RFQ for the teen PSA tonight. Can we keep this room and have pizza delivered?

Budget Procedures

Wall: Submitted:

Budget Request Policy

The Administrative Services Agency, Committee Chairs and Officers who are requesting expenditures from the CSLP budget will annually submit to the Budget and Finance Committee a written request itemizing costs and expenditures by February 1. This request will be the basis of the relevant line item. Any expenditure that will exceed the itemized requests by over \$100 must have the prior approval of the Budget and Finance Committee and the Board of Directors.

Wall: Budget and Finance Committee is proposing this policy because it is not a decision-making body. It should only be making proposals to the Board. Committees' program requests requiring budgetary allotments should be reviewed and approved by the Board before the new budget is approved at the annual meeting.

Dahms-Stinson: There should be a budget request form for use by committees making proposals for new programs.

Howser: The Long Range Planning Committee has discussed such a form to be submitted to Budget and Finance which would in turn review and report to the Board on the availability of funds.

Dahms-Stinson and Wall: Believe such a form should go directly to the Board because this is the body that should plan what we want before Budget and Finance finds a way to

fund it.

Dahms-Stinson: Should each committee be required to submit a budget request each year? Should each committee be required to submit a project proposal form each year?

Product Phase-Out

Cameron: From December 11 Board meeting minutes: when to phase out products sold by Highsmith?

Drevo: Mulder is overworked right now and hasn't had time to address it. Let's leave it up to him to return to this subject.

Old Manuals

Day submitted a list of leftover manuals.

Cameron: Tennessee has requested using Dragons Dreams and Daring Deeds in 2009.

Discussion

Cameron: Slogan is not copyright protected. Tennessee has to join CSLP for two years in order to be allowed to purchase manuals. They may not use the graphics CD. They have to work out their own deal with Highsmith in order to purchase products. Only members of CSLP may purchase manuals from previous years at \$10.00 per manual plus shipping.

Dahms-Stinson: Believes Tennessee will not join CSLP.

Cameron: From Day's list, how many manuals should be kept in the ASA office?

Discussion

Cameron: Summarizing discussion, for archival purposes, keep ten copies of manuals more than five years old. Keep no more than 250 copies of newer manuals.

Committee Participation

Cameron reminded Board of the discussion in the December 11, 2006 Board meeting:

"Discussion of poor response from committee members. Only five of twenty members are actively participating.

Other members agreed that they were having the same problems with their committees. Apparently, librarians are signing up for committees in order to get their names printed in the manual or to receive e-mails so they will know what's going on.

Cameron: I'd like to make this a separate **agenda** item for February meeting. In procedures manual, maybe we should include a list of committee member responsibilities. Would like to talk about this when Nancy Dahms-Stinson, chair of Membership and Bylaws Committee, is present."

Tomlianovich: Reviewed the problem.

Discussion

Dahms-Stinson: Read proposed policy:

1.5 DUTIES OF COMMITTEE MEMBERS

1. Committee members will communicate to the chair and other members regarding questions and issues posted to the committee electronic discussion list.
2. Committee members will participate in virtual meetings, when feasible.
3. Committee members will meet deadlines set by the chair.
4. Failure to adhere to one or more of these duties will be reason for the committee chair to remove the member from the committee and the committee electronic discussion list.

Wall: **Motion** to adopt the proposed policy on duties of committee members

Puntney: Second Passed by voice vote

Discussion

Tomlianovich: **Motion** to recognize good, active Children's Manual Committee members by including their names in the manual. ???? Second Passed by voice vote

Day described plans for evening meeting and discussed travel and expense forms for Board members to submit for reimbursement of expenses for this meeting.

Recessed at 5:03 p.m.