

CSLP BOD Meeting August 25, 2009

Present: Julie Tomlianovich (KS), Sally Snyder (NE), Karen Drevo (NE), Rhonda Puntney (WI), Jasmine Rockwell (SD), Karen Balsen (NY), Martha Shinnors (WA), Adrienne Butler (OK), Karen Day (ASA), Sue Sherif (AK), Sue Pannebaker (PA), Barbra Schultz (ASA), Karen Yother (ID), Laura Lee Wilson (OH), Grace Green (VT), Allison Santos (NJ)

Also in attendance: Dan Riefstahl (Webmaster)

7:30 Call to Order- **JT**-Thanks to all that have made the trip, who we are, what are we reading- Intros

**AS** presents past minutes for approval- **RP** motions, Snyder seconds, **GG** thirds, voted and carried

### **Website**

**Dan Riefstahl**- walk through of the new website and what you see and don't see. Discussion of open source software and all about Joomla.

BOD is all set up as editors and may edit content from front end.

**Permissions:** BOD- editors, public view and third for special people who have limited rights (state reps, etc.) **LLW**- as a BOD and committee chair minor editing can be done for typos, etc. **KB**- can state reps edit? **LLW** and **DR**- No, only BOD can edit. **KB**- is there a hierarchy on the BOD of who could edit? No, **DR** + **LLW** make all the major changes.

**DR**- Explained the editing process, how to use it and where to find the details. **JT**- there has to be some accountability that content is not changed, and changed and changed again until it no longer resembles the original information. **AS**- can we restrict editing access to certain areas of the website? **MS**- Shall we table this and not take up Dan's time? **JT**- we all need to be clear, with Dan here that editing will be done on a respectful and limited basis.

**DR**- New member's section, email ability through member's list that is delivered to the registered email account. Message board- easy to use and underutilized. **KB**- would like to be able use the forums to highlight activities of the committees, **LLW** says a new thread could be added but to be aware that any sensitive material should not be discussed since anyone who is registered but may not be part of the committee will view the information.

**DR**- explained how to subscribe to individual threads and how the content will be delivered, also how to unsubscribe. **DR** also showed the data collection which is hosted on Google Analytics. **AS**- Can the power point tutorial that DR is using be added to BOD side of the website for our tutorial purposes? **DR**- will add. **JT**- thanks DR + LLW for being able to provide such a thorough training and explanations making those who are less technically savvy understand.

**Shultz**-The new manuals have been shipped and includes artwork and 2010 artwork should go up on website under 2010 section. **LLW**- all old artwork must come off current websites by Oct. 1. Dan will do

this. **Drevo**- according to Rules of Use, it is ok to add the 2010 artwork since many states host workshops in the end of September and October.

**LLW**- when updates need to be done she sends the details to DR who makes the necessary changes. **JT**- Until we know exactly what can be changed in what documents, etc. let's not make ANY changes at all.

Break

**JT**- please feel free to get up and move around, restrooms and announcement of meeting motto, thanks for coming and taking your time to be here.

### **Wording for Website-LLW**

**JT**- LLW gets many requests from outsiders (performers, businesses and organizations) and the BOD needs to have a unified message to send when these requests come in. **LLW** presented an email that she sent to a musician. The BOD debated many versions of replies with discussion.

**Drevo**- Some work well for a vendor who is selling a product, but we need something else for performers. Language needs to be tweaked for performers, agencies, etc. **KB**- can we be stronger in language? **JT**- we do NOT endorse or promote any business, non -profit...etc., but we need to be clear and use a standard answer for all. **JT**- this is important that we handle this correctly since we receive so many requests.

**LLW**- Wordsmithing the disclaimer with the group. Paragraphs written. **Sherif** moved for a vote, **MS** seconds. Vote carries. **LLW** will mail the statement to AS for adding to minutes.

New reply reads as follows:

Thank you for your interest in the Collaborative Summer Library Program (CSLP). We understand the value of your \_\_\_\_\_; however due to our contract with our exclusive vendor and our policies, CSLP does not endorse or promote non-profit or commercial performers, individuals, organizations or businesses.

You may want to contact the membership [www.csllpreads.org/membership.html](http://www.csllpreads.org/membership.html) to inquire if individual states would be interested in your service or product.

### **Long range planning- Snyder**

**JT**- Provided an overview of the LRP and the history of relationship with Carole Fiore. It was mutually agreed that the question of the "who is our audience discussion" was probably never truly resolved.

**Sherif to Snyder**- Goal # 1 does not have a timeline or who is going to handling it, etc.? **Snyder**- after we created the LRP we each went back and decided who would do what and also that timelines need to be reviewed and updated regularly.

**Drevo**- Timelines may change due to obligations, etc. with Highsmith. **Sherif**- Are we going to be making this a final product? **SP**- are these goals going to be part of the strategic plan or is it our mission? Goal #

1 seems to be more our mission. **Snyder-** Fiore was very keen in outlining the document in this format, the document is the BOD's to amend to our liking. **SP-** the first strategies are just basic standard operating procedures. **JT-** one of the original reasons we asked Carole Fiore to come was because we had many discussions on who is our user/audience of CSLP. We decided we needed a facilitator to help us come to this decision. When it was over we came out with a document that was not exactly what we thought we were going to get. We are still faced with the question "who is our audience?" **SP-** when PA joined it was because they wanted to simplify and have less work and a high quality product. **Snyder-** has had to write a LRP for LSCA and LSTA for many years. Why are we calling it a Strategic Plan when it is Long Range. **KB-** would like a definition of the collaborative/ collaboration stated more clearly. **Snyder** states that this definition is already on the website. **KB-** still needs clarification on those definitions but will check the website. **JT-** everyone needs to remember we did this with best intentions.

**Snyder-** timelines? What do we need to address? The name of the document is now LONG RANGE PLAN. **SP-** do we need to assess the timelines annually if things already are working. **Sherif-** it is helpful to have these procedures in place for new people coming in. This gives us a framework for what we are presently doing and what we will need to look to the future to do. **MS-** in obj. # 2 the dates are needed. **Sherif-** offers to collect wordsmithing and fine tuning of the document. **JT-** will Sherif work with Snyder to work on this document? **LLW-** reminds everyone that the plan was approved by the BOD in Nov. **JT-** it also was presented to the membership at annual conference. **MS-** what about other data collection besides vendor info? do we need anything else? **GG-** are we national or under the radar and we have never finalized this decision. **SP-** what was the purpose of staying under the radar? **Snyder-** because we have always been under the radar and we remain in our comfort zone. The basic reasons for what we (CSLP) do will always remain the same.

**Snyder-** this is more of a review of the LRP and where we are with what we agreed to do. **LLW-** reviews where the website committee is presently, but doesn't have much to add after DR's presentation this morning. **KB-** will we begin work on 3.2.3 ? **LLW-** Dan gave advice on how to put videos up on training; in 15 min. intervals and show how documents should be filled out, etc. all dates are not carved in stone and should be viewed as dates to work toward. **JR-** is Goal # 2 obj.# 2 the forum? **LLW-** yes, will add topic/questions to forum to generate traffic. **SP-** we are at the end of the current program so not much interest since the website debuted in April, more excitement for 2010 no doubt. **AB-** chairs can add questions too. **KB-** the state reps should be emailed to let them know a new topic has started. **JT-** has AB or JR heard from Patti Sinclair on 2011 outline yet? **JR-** can we have the call for ideas earlier then we have? **AB-** Patti finished the 2010 manual in June. **Sherif-** if this is in the contract for the vendor (Patti) then we can't change the contract. **Drevo-** the timeline will be revisited w/ manual chairs through KY.

\***Sherif-** the next annual meeting is not in Seattle but in Tacoma.

#### **RP- Diversity- Goal 7**

Will need to make revisions to her dates or make adaptations. **Snyder-** is the BOD alright with changes being sent to Sherif and Snyder to wordsmith changes? **LLW-** talked about the LRP in her own library and what is done, being done or what should be tabled. **RP-** the committee has been broken into sub-

committees and is actually producing a product. Translation is being done for themes in about 20 different languages. **KB**-asked if were lacking in diversity goals, and there are States that are doing something (?) w/ Braille audio lists and perhaps those states could send them along to CSLP. **JT**- Highsmith could send the bibliographies earlier to **MS**, **JR** and **AB** so this info can be shared earlier with membership. **KB**- are there notations for these titles ? **KB** feels this is very important to share and it should be the Diversity committee collecting them. **RP**- has a contact w/ someone in VA who is working on a list already.

**JT**- Addressed **KB**'s concerns and sites that within a current time frame, much work is being done. **JT** also mentions that in some cases the 2011 lists are already being worked on. T also explained that much of our work is done a year or more in advance.

### **Drevo- Rules of Use**

Goal # 8 is an ongoing project. Obj # 1 is in good shape. **GG**- points out that obj # 2 is also ongoing. A revised handbook in February 2010 will go to the BOD. What haven't we done? **AB**- we need to create our survey and look at the information that is being collected per state. **SP**- We can ask IMLS to include some of our survey data in some of their questions.

**KB**- Marketing Charge in LRP, when does she need to do this? Goal # 3. **JT**- BOD entertained bringing in as a train the trainer program at annual so state reps can go back to membership to train for quality workshop presentations. **KB**- will work on it during the next conference call and ask state reps for input. **JT**- please **do not** act on this immediately. Lunch

### **Organizational Handbook/Manual- GG**

Passed out a list of suggestions from membership at annual to be addressed by BOD.

All policies that **GG** could find have been added to the draft. BOD reviewed this list and addressed each individually.

**MS** will send **GG** a generic statement that says alcohol is not reimbursed by CSLP. **GG** will insert it into the draft.

Annual meeting has a protocol- pg 45 that will be inserted

FAQs- Who is doing this for website? **JT** will do this with **Day**. Past themes and dates states joined and other basic information will go in manual.

How many people can a state send to annual? **Schultz** is concerned with the amount we have spent on food at conferences. Should we limit? **KB**- can too many people influence the votes and discussions? Is this why we shouldn't have them? **Sherif**- when a state hosts the members who come are always helpful. **JT**- Is this a major problem \$\$\$ wise? By allowing people to attend it is energizing the program and brings fresh people to committees. **Snyder**- people who regularly attend have more of a sense of how CSLP and the committees work and understand more of the dynamics. **KB**- since the state is the

member then the state should have the final say. **Day**-when and if we are having financial difficulty then it should be reviewed. **JT**- the size of the annual meeting venue should also determine the amount of people per state who can come. **Sherif**- can we determine an amount a state can submit for reimbursement for food? **GG**- should this be up to the state rep or the BOD?

**MS**- Is there a cap of money that we can have in the bank while we are a non- profit? Should we be trying to spend down? **JT**- we have discussed this before, and we also receive money from Highsmith which is in our contract to receive a certain amount annually. **Drevo**- but we also had a scare when HS was bought out and we may be faced with this scenario again in the future so we need to keep a certain amount for protection. **Shultz**- auditors are saying it looks like we are stockpiling.

#### **List Serves: Day**

There is a general CSLP list and a state rep. list, the general list is inactive. It is agreed to disband the general list and move over to the forum on website. State reps and BOD should encourage members in all libraries to join and register for the website.

#### **Membership: GG**

What/ Who is a member? **GG** will add statement to draft. The final product will go in the membership manual.

Contracts: A sub- committee was formed to rewrite this section, it includes the four **Karens, Sherif** and **GG**. This will then be reviewed by the BOD and the final product will go in the organizational manual and on the website.

Schedules and Timelines- we will integrate the different schedules and add the new information to the manual and the website.

Section for general BOD responsibilities: There will be a small statement that provides an overview of the BOD and then refers back to the job descriptions for the officers and committee chairs.

Choosing venues: If someone is interested in hosting please contact **Karen Day, MS** and **Sherif** will provide a checklist of what needs to be done for each venue. **Schultz**- this also changes from venue to venue depending on entertainment. Future venues are; 2011 in Arizona and 2012 in Pennsylvania. **AS** offered to help SP with 2012 planning.

All officers, committee chairs and committee members must be employed by a CSLP member unit. 9 years is the term limit to serve consecutively. **LLW** found past minutes from 6-4-07 that discussed term limits for officers and committee chairs and committee members.

\*\*\*New: All Committee chairs, officers and committee members must be employed by a public library, library organization or state library. **Snyder** makes motion to accept this, **AS** seconds. Motion carried.

Request has been made to review section by section the Organizational Handbook, we will not be wordsmithing today.

More membership:

**Day** - a statement needs to be made about territories since the territories are coming on board. **Sherif** – can we be made clear how state reps are chosen? Is this information been shared with the territories?

Past President pg. 10 no Vice President, it is President Elect

Secretary: **Day** computer in possession of Secretary. **AS** will write statement of CSLP ownership and send to GG for manual.

Page 15- 1<sup>st</sup> under duties will discuss term limits and statement of term limits agreed upon today.

Page 19 under members # 6 delete informal and add this to all committee members' responsibilities

Page 20- September- delete that the discussion is only on the state rep list and not CSLP discussion list which will be deleted. Page 21- Rewrite last sentence deleting #1+ 2 which we are unclear of numbering.

Page 22- **Drevo** will develop this section. Under charge site under consultation with the CSLP copyright attorney and BOD. Add adult content when adult is a standing committee.

Page 27- July should become August. KB- needs to review subcommittees on Page 26. Page 28- ASA will provide these documents listed.

The Nominating Committee is appointed by the president no later than Feb. 1 and consists of a chair and four members. Page 31 # 3 approach state reps about nominations. **MS**- was past nominating committee chair- information needs to be clearer for nominations. April pg 32- remove "taken from the floor".

Teen Manual- Duties of Chair # 2- Delete this and also on Children's Chair Duties. Revisions by **JR** on timelines. Change the verbiage on April /discussion choice .

Long discussion on the selection of the teen theme and how some felt very left out of the loop. Teen librarians felt that there was also a problem with the art selection as many were not happy with the art choices for 2010. It was pointed out that during selection time at annual everyone had the opportunity to speak their mind. Some of the membership reported that they felt there was pressure on choices for the future slogans (2011) and the theme for 2012 by the facilitator of the vote for teens. **JT** finally had to bring the discussion back around to **GG**.

Page 35- KY- **Do** we need to include the Adult program? Charge- change to "the manual committees" **KY** will revise. Page 36- Delete Survey statement under August.

#### **Adult Summer Program Survey: MS**

Survey will be sent to state reps, Questions; Have you done an adult program in the past? Did you use Master the Art of Reading? Do you plan to use the program in 2010? How long did your program last? We have a date listed for this survey. **MS** will send out the survey. Alaska wants to do the adult program in the winter if the BOD approves.

### **Conference in Tacoma updates: Sherif and MS**

Hotel Murano, named after Murano Glass and same town in Italy. The hotel is beautiful. Comparable to Embassy Suites. Striking and different. [www.hotelmurano.com](http://www.hotelmurano.com)

Temperatures are 55-60 and it is rainy. Will be bloom time, azaleas and flowering trees.

### **Other information on Rules of Use: Drevo**

Barbara Scott was granted permission to use a total of 12 items from past year's programs in her new book 1000 Finger plays and Action Rhymes...

Two new statements for Rules of Use;

Under May Not Do: Photo copy incentives and reading logs. Altering any artwork is prohibited.

Proposes to add these two items under May Not:

Discussion on what artwork can be used and where. **Drevo** explained what the pre-approved artwork is and what artwork may be used by others. **KB** had several concerns in working with organizations, agencies and schools in her state.

**JT**-Questions need to come from **KB** on what are her concerns for her state, this needs to be ready for the next teleconference. Specifics of each concern need to be sent anonymously. This needs to be to **JT** a week before and then distributed to BOD for conference call. **SP**- said that a library had been given permission to purchase bags elsewhere and Highsmith gave permission to reprint the bags with approved artwork for distribution in the state. **SP** will look into this matter for clarification.

**JT**- wants specific examples from **Sherif**, **SP** and **KB** so they can be presented to Matt. Anyone who has any questions or comments besides the 3 noted is invited to send them along. **Drevo**- Shall we have a point person to handle all inquiries to Matt? **JT**- If additional Rules of Use need to be written, so be it. Examples of Do's and Don'ts with visuals need to be sent to **LLW** for posting on the website under RofU.

Back to **Drevo**- The BOD approved at our last meeting the 2 items that need to be posted in the RofU.

Vote on reproducing the reading records, **SP- Snyder** and **KB** abstained on vote. **GG** motions, **AS** seconds. Vote carried.

**JT**-Any follow up questions send to **JT** for conference call.

### **ASA Updates: Day**

- A. Committee Lists- distributed to all committee chairs, chairs need to review, if there are questions talk to Day

- B. 2011 Conference- Phoenix AZ, is in early planning stages- Scottsdale will be destination, 2012 location will be in Hershey, Pa
- C. Manual Printing- bids sent out and received, not using the same printer as last year. Manuals have been shipped in duplicate. DVD's have also been sent out to state reps and distributed to state reps that are on BOD. 3 separate manuals will be shipped to libraries which will include 3 separate CDs that have each programs artwork. If a library ordered DVDs they will be labeled accordingly. PSI is our printer this year and have 2 plants working on our manual.
- D. Navy- A representative contacted ASA who would like to shop with Highsmith by end of September. 300 naval libraries, manuals, etc.
- E. New members- Mariana Islands and American Samoa are in for 2010, manual will be sent
- F. Product insurance from Lab Safety- ASA was contacted about insurance for Grainger Lab Safety's parent company. It will cost us between \$4,-\$7,500. Matt has an option for us, but it is null and void .
- G. Travel Vouchers- Distributed and please remit to ASA office
- H. Upcoming meeting dates- on Wednesday

**Wednesday, August 26, 2009** convened at 7:30 a.m.

**Michelle Willis's proposal for Early Literacy Program- JT & AB+AS.**

**AS** gave a background on this proposal and how it is envisioned, etc. Discussion; most members support this but **Sherif** and **SP** think it does not have to be a separate manual and to keep the slogan the same. **Snyder**, we are contracted for a certain amount of pages and that would impact the children's manual if a preschool program is added to that. **Sherif**- we could incorporate the material into the children's manual. **JT**-likes the incorporation of ECRR principles, likes the idea and that libraries can really run with this, wonders about another manual, costs, shipping, etc. could this resource be electronic ? **Sherif**- it would have to be available as a print ready resource for downloading. Discussion on how to incorporate this and if an addendum could be made to current Highsmith contract. Discussion on making it a chapter in the children's manual. **JT**- everyone is positive on the concept but would like to make it a chapter in the manual, no artwork and same slogan. **Schultz**- would we like Highsmith to create graphics in house? **Drevo**- shall we let Headstarts partner to use this information? **JT**- discussion has veered away from original proposal . **Sherif**- motions to accept the proposal as a chapter that focuses on in library and at home, **MS** seconds. **JT**- we will have to have a conversation with Highsmith and **Patti Sinclair**, **AB** and **Michelle Willis**. **JT**- can we vote as an overall concept? **Sherif**- Is AB ok with this? **JT**- AB has seen this and is on board. Votes carries. 2010 resources will be available online. 2011 will be the chapter.

Conference call between interested parties will be scheduled.

**AB**-Can this be a year round program?

Dates for future meeting calls. All calls are CST.

November 16- 12-4

January 11- 12-4

March 1- 12-4

Conference in April 7 time, morning BOD meeting time TBA and wrap up meeting on April 9 in the afternoon after conference

### **White House Endorsement- Snyder**

CSLP was contacted by Postal Products/ USPS to develop a relationship with the White House and the Obama's. Adam Meitz seemed to be the only contact for Snyder, did not have any other contact numbers or emails for anyone else. The idea seemed to be over when Snyder told Meitz that the BOD would not vote on it. **Sherif**- knows of someone who has a family member that works in the White House this could be a potential contact w/ the right people or they could advise us how to proceed. **JT**- we are CSLP and the endorsement needs to be specific to CSLP. Postal Products are a seedy bunch and need to be avoided.

**Sherif** and **Snyder** will work on contacting White House. **GG** knows Sen. Leahy and will help.

### **Approval of 2010 PSA with examples of artwork- KB**

Groups used a score sheet which was useful. **KB**- read the proposal and story line for both PSA's

Teens- project manager Nikole Wolfe- Page Turners was selected

Children's- Patty Langley- Jeff Hamelin was selected

Examples of both of their work was shown

**JT**- The committee recommends Page Turner and Jeff Hamelin so let's vote.

**Drevo** motions for kid's PSA, **AS** seconds, vote carries

**Snyder** motions for teens, **Drevo** seconds, and vote carries

**JT-PR** will continue their work with both vendors selected. **KB** will contact Schultz about contracts

**\*\*\* Voice Recorder was off for a portion of this discussion**

**CSLP using social networking- KB**

**Sherif** would like to promote a global map to show where the membership is from which might help to show interested parties and legislators . **Drevo**- can we table this until we have a clearer vision of how we would like to use it. **JT**- we have this new website which is underutilized. **JT** liked the page which displayed the members who've registered for the CSLP website. We need to promote the options we have on the CSLP website.

**Drevo**- who found Dan? **SP**- a librarian from Erie, Pa. **KB**- was he an RFP? **JT**- Yes- **KB**- will I need an RFP for the radio spots? **JT**- yes

**JT**- Day what is the dollar amount for the RFP for radio spots? **JT**- **KB** needs to find one vendor to handle the RFP for kids, teens and adults

No further discussion of LRP Snyder and Sherif will continue the work discussed yesterday

### **More Organizational Handbook- GG**

Lori Special (NC) would like to present the Whys for the Wise and that the membership committee will take over this responsibility.

This will be on the agenda for the annual meeting.

### **Policy on CSLP linking to other websites- GG & LLW**

CSLP will not post on its website any links or information about for-profit entertainers or companies. CSLP will link to non-profit groups or organizations that have as their mission the education and/or entertainment of children and whose work coincides with the summer's theme.

**LLW** says that this policy would refute the email reply that we created yesterday. **Sherif**- we could also have an email that is for a YES that we could send. **JT**- the Army Corps of Engineers and Red Cross did not want anything from us; they just wanted to provide us with information. **Drevo**- when requests come in they should all be directed to the president. **LLW**- people that we would put on the website would be our approved partners. **Drevo**- cited the Policy for Collaboration which was drafted by our attorney. We should use that in its place.

Army Corps of Engineers and Red Cross will have to fill out the necessary paperwork. **SP**- how is this arrangement a sponsorship or partnership. **SP**- if we are just linking with them, it doesn't seem we need a written agreement. **LLW**- it doesn't seem it is a big deal if the link is buried on the resource page but if they are highlighted on the homepage it is a different story.

**GG**- so we don't need a policy? **BOD**-NO!

**Sherif**- page 49 Legal services you have to use the lawyer which is expensive. Shouldn't the ASA office be alerted if the lawyer is going to be contacted. **Snyder**- no one should be contacting the lawyer without first contacting the president and the ASA office. **Drevo**- been working with lawyer to deal with copyright issues. Does she need to tell ASA? **BOD**, they know now.

**JT-** Patti Sinclair is being contacted by state reps to receive segments or the entire manual earlier than ASA distribution. Highsmith has revamped product. **JT** would like a written policy that states that the state reps and the territories plus the ASA office will be the first to receive the manuals. The policy needs to be made clear to state reps. CSLP understands that many workshops are held in the Fall and that this info would be useful, but we cannot mail individuals out early.

**AB-** we can do this as a FAQ and add it to the timeline and put the policy there. **JT-** as soon as we know chapter headings then they should be uploaded to the website. **Day-** we used to do this.

**Day-** We also have to make Highsmith and Patti understand this is our policy. **Snyder-** Lori should use this in *Whys for the Wise*.

**GG** will write up a policy about this topic. **Sherif-** it needs to include that neither the ASA nor the BOD is responsible if there are problems with the cds, dvds, or print runs in the manual. All inquiries should be politely directed to the ASA office.

A policy needs to be adapted by the membership committee and AB on this subject.

**JT-** are individual conference call minutes posted on the website? No. These minutes are included within the committee Board reports. **Sherif-** if we are posting committee reports prior to BOD review then it should not be a part of minutes viewable on the website. **JT** agrees with this.

**JT-** vendor committee timed reading records, **KY** decision needs to be made with either oval or quadrant. **Drevo-** big picture, libraries can figure out how to use whatever shape is decided upon, they can use other stickers, stamps, markers, crayons, pencils.

**Budget & Finance Report :** **SP** Financials submitted prior to board meeting.

### **Committee Reports**

Please see previously forwarded to BOD

Kid's manual- nothing new to add, thanks to all the members of the committee for their work. Call for 2011 ideas will go out to state reps soon

Copyright & Rules of Use- Needs to send yesterday's work to GG and then it's all good.

Diversity- **RP** working on translations and baby signing video, was suggested that a video be done with kids saying the slogans in various languages.

PR & Marketing- **KB** on target with PSAs and the committees overall, subcommittees did a great job, special thanks to Nikole Wolfe and Patty Langley. Will have info to send to **GG** from items that were discussed yesterday. Will write up RFP for audio/radio spots. **KB** has an idea for a teen audio where kids say the slogan in a variety of languages set to music, maybe including a phrase such as Go to Your Library in other languages. **KB** wants to know if this is something that the BOD would approve of her doing. **LLW-** you do not need BOD approval to make decisions within your committee.

Teen Manual- **JR**- nothing additional. **KY**- you mention working with the vendor committee in your report. **JR** and committee would like to present to Highsmith suggestions of what they might like to see in the catalog. **JR**- can activities designated for tweens be mentioned as such.

**Sherif** points out that we will have to look at this for the preschool program.

**KB** suggested that we should alter the structure of choosing the theme, the artists and the slogan and the process. Perhaps try a different method of selecting if people aren't happy with the end result.

**Drevo**- we need to respect the work of the committee, we cannot please everybody all the time.

Vendor- **KY** hopes everyone has seen the artwork that is ready for 2010. A big thank you to the committee. **JR**- says hiring a quality graphic artist other than an illustrator to make the teen artwork more like an advertising ad might be something to consider in the future. **GG**- why is the turnaround time so short? We could use a bigger window. **Sherif**- thought we had a wider window of time when **Drevo** chaired. **Drevo**- Heidi handles this from HS 's end and it is just her style of working. Time line was essentially the same.

Website- **LLW** has a list of stuff to work on and was happy to have had Dan here. While **LLW** appreciates all our kind words, they really belong to Dan. **LLW** is happy that we could extend the contract with him.

Adults- **MS** submitted RM's minutes and is proofing the 2010 manual, it will be sent to Day. Patti has a call for ideas for 2011 and requests info on seniors, or adults with special circumstances.

**Drevo**- told a nice story about Henry Cole who appeared at their literary festival.

**Snyder**- Thank You Julie!

**Sherif**- Thank you to the ASA office

**JT**- Meeting adjourned, Motion by **JR**, second by **GG**, vote carries 1:45 CST