

**Collaborative Summer Library Program  
Board of Directors**

Called Meeting  
Monday, March 5, 2007  
11:00 a.m. CST—Conference Call

Present

Carol Baughman (KY), Mary Cameron (IA), Nancee Dahms-Stinson (MO), Karen Drevo (NE), Patricia Froelich (CO), Cathy Howser (AR), Ruth Metcalf (OH), Kim Patton (KS), Rhonda Puntney (WI), Stephanie Stokes (CA), Julie Tomlianovich (KS), Jan Wall (ID)

Randi Eskridge (AR)—Teen Manual chair elect

Karen Day, Barb Shultz—Administrative Services Agency

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

Cameron called meeting to order at 11:03 a.m. CST

Postponed approval of minutes until April meeting after Baughman edits them.

Minutes corrections: Linda Williams is from CT.

Drevo and Patton: High commendation for teen PSA

PSA Contract—Marketing and Public Relations Committee—Stokes

Stokes: CSLP form for photo release for teens in PSA. Submitted proposed form to Melissa Scholz.

Cameron: Received a question from a library that wanted to post teen PSA on its web site. Does CSLP own the PSA? Can it be posted on library web sites?

Stokes: Teen PSA is owned by CSLP and can be posted on library web sites. Stokes will file ownership documents with ASA. Stokes will get photo release permissions for all teens in the PSA.

Cameron: Teen PSA should not be posted until all teen release permissions are on file with the ASA.

Cameron: Asked for motion to approve the “publicity release” submitted by Stokes (Attachment #1) **Motion:** Howser Second: Patton Passed by voice vote

Stokes will file all teen release forms for PSA with ASA.

Stokes: Called for questions about PSA contract.

Cameron: Question from our last meeting: Should PSA contract go out for bids? As a group, did we decide that this would not go out for bid?

Drevo: Are we considering the teen PSA or just the children's?

Stokes: Just the contract with Weston Woods for the children's PSA

Drevo: Will there be a separate bidding process and contract for the teen PSA?

Stokes: This year's teen PSA is out there as an experiment. We want to see how it is used.

Drevo: Did we pay anything for it?

Stokes: No

Stokes: Marketing and Public Relations Committee wants to include radio files in children's PSA contract. Wants to renew contract with Weston Woods for video and audio PSA. Wants to extend the current contract for one more year. Scholz has checked the contract. Price is the same as this year's—\$35,000 for the video PSA and \$2,000 for the audio PSA.

Cameron: At Board's last meeting there were questions about the ambitiousness of the PSA time line included in the contract.

Stokes: Stokes has not received feedback on time line from pertinent committees, so time line has not changed since last meeting. Has discussed time line with Wall and Mulder.

General discussion of time lines of Vendor and Manual Committees. Manuals are not finished in April. Committees don't see camera-ready copy until at least June.

Patton: Manual Committees can't move fast enough to have PSA in time for fall library association conferences. Tomlianovich agreed

Drevo: Camera-ready art is not available until June/July.

Stokes: Let's change the time line.

Cameron: Reviews time-line date-by-date:

Cameron, Patton, and Drevo: Discussion of time-line changes. March 2007—this is too early for manual drafts. Patton and Drevo think late July would be the earliest for camera-ready copy from the major artist. Changing March 1, 2007 to August 1, 2007 would be more realistic.

Metcalf: Could Stokes be working on the contract with Weston Woods until August 1?

Drevo and Patton: Yes

Cameron: Continues asking group about time-line date-by-date

Cameron: April 28, 2007 should be August 1

Cameron: Delete sending manual drafts

Cameron: Aug 1—Sept 1—develop scripts and collaboration

Cameron: Sept 1—begin work

Cameron: Dec 1—project completed

Shultz: PSA contract language (page 2, item 4) includes option for one-year renewal “each year”, and that sounds like an unending contract.

Stokes: This is the same copy that is in the ASA contract.

Shultz: I don’t think of the ASA as a vendor, and maybe we need different kinds of contracts for vendors. Do we want the same kind of continuity with vendors that we have with ASA?

Cameron: We don’t always want the same PSA vendor because we’ll get the same look from year-to-year. A new vendor gives a fresh look.

Froelich: From my point-of-view, the problem is that you get a new look from a new vendor, but maybe we don’t always get someone we can work with.

Stokes: There seems to be a fear that we will automatically renew with Weston Woods. That would have to be reviewed by the Committee and then come to the Board. We have the option of going to bid every year. Also, every year CSLP will have a different artist for Weston Woods to use, so, even though a Weston Woods PSA will be animated, the look and feel will necessarily be different because the PSA will come from different art every year.

Cameron: Asked for approval of PSA vendor contract based on timeline changes to be made by Stokes who will get corrected copy back to the Board for review.

**Motion:** Metcalf Second: Drevo

Wall: Questioned voting without having updates to time-line. Wants to see final contract before a vote.

Drevo: Amended motion to have an e-mail vote after Stokes e-mails time-line updates to Board

Amended motion passed by voice vote

Cameron: Wall, will this PSA payment come from this year’s budget?

Wall: I’m not sure. That’s why I want to see the updated time-line. When will we sign the contract and when will the contract take effect?

Stokes: Timeline says April 1<sup>st</sup>.

Wall: Why are we paying out of this year's budget rather than next year's? Initial work will begin April 1.

Long general discussion of payment schedule for PSA vendor.

Cameron: Suggested friendly amendment to motion—to pay Weston Woods in three equal payments: April 1 when contract is signed (from this year's budget), August 1 when artwork and manual chapters are available, and December 1 when project is complete. This will be included in Stokes' changes to the contract.

Cameron: Wall, will this work?

Wall: Budget and Finance Committee is not a policy-making group. We'll just go over on that budgetary line item for the year. We'll make necessary adjustments to that line item for next year's budget.

### Vendor Contract

Drevo: Previously e-mailed Vendor Committee's recommendation to hire Highsmith for 2009 and 2010. Highsmith fulfilled all requirements of the Request for Proposal. Rivershore submitted an incomplete proposal—they did not bid the complete project. Rivershore uses in-house artists whose work is not up to CSLP standards, and they did not indicate they were willing to contract with nationally known artists as stipulated in the RFP. Their manual bid was almost three times that of Highsmith. Rivershore did not provide pricing for any other products as requested in the RFP. No other proposals were received.

**Motion:** Tomlianovich to approve Highsmith to be the CSLP vendor for 2009 and 2010.  
Patton: Second    Passed by voice vote

Cameron: Nancy Dahms-Stinson was dropped from the conference call, so Cameron postponed her discussion of gifts and memorials policy and by-laws changes until she could be reconnected to the meeting.

Cameron: Item not on agenda: Librarian in Bermuda e-mailed Cameron. She was planning to use all CSLP materials in her workshop and wanted to know what else she could get.

Schulz: Also talked to librarian in Bermuda. She was not connected to any military base. Thought she could use any of the materials. She was asking for clip art. No one has given her an answer.

Cameron: Should we take care of this as a Board? Or should we forward it to Mulder?

Cameron: Will e-mail her and explain that materials are for members only.

Day: Last week Day talked to Mulder who said he would alert Highsmith staff not to automatically send orders to Bermuda.

Cameron: Item not on agenda: Notetaking at the annual meeting: Should we get help for Baughman for the annual meeting? Should we hire a stenographer? Do we need

the detailed notes of the annual meeting that we were accustomed to receiving from Julie Linneman?

General discussion of the need for transcript quality record of proceedings of the annual meeting.

Cameron: Directed the ASA to look into hiring stenographers for the Portland meeting.

#### Gifts and Memorials Policy

Dahms-Stinson: Hasn't been able to work on this.

#### Bylaws Changes

Cameron: Asked Dahms-Stinson if Bylaws Committee will be proposing changes for the annual meeting.

Dahms-Stinson: Asked what was decided at the Long Range Planning Committee meeting about the weighted vote and about allowing school libraries.

Wall: The Committee was unanimous about not opening the doors for votes by schools but, at the time of their meeting, they did not have Dahms-Stinson's input about why it might be necessary. Committee believed the vote should be cast by public libraries. Committee discussed the definition of "libraries" and how we are paying our dues. From SurveyMonkey we know that 65% of libraries pay by the building and 35% pay by the entity. Committee will be presenting a couple of scenarios about how to count libraries in a consistent way. Committee wants to divorce dues from the weighted vote. Will be working on definitions—checking to see if Federal State Cooperative System definitions would work for CSLP.

Dahms-Stinson: Posted to Long Range Planning Committee, Sally Snyder's suggestion of a ceiling on the number of votes any state could have. Considering using the FSCS statistics as our official count. This would divorce the vote from the dues. Doesn't think we can eliminate school libraries neatly at this time. Missouri has several counties without public libraries. Missouri Department of Education pays dues for school libraries so they can get the CSLP discount. There are similar situations in California and Colorado where school libraries sponsor summer reading programs.

Cameron: This has implications for rules of use because schools are not supposed to use the materials before the public libraries.

Cameron: We aren't in a position to vote on bylaws changes at the annual meeting.

Howser: At the annual meeting, the Long Range Planning Committee can report on things it's looking at, but it won't have anything ready for a vote of the full membership. LRP Committee is looking at ways to spend money that will benefit all members. LRP Committee's position is that proposals for new projects should come from our existing committee structure with the Board of Directors making final decisions. LRP Committee will be meeting twice before the annual meeting.

#### Committee Reports for Annual Meeting

Cameron: Please submit committee reports for the annual meeting to ASA by March 26. Focus on items important for people who haven't been brought up to date for a year.

Tomlianovich: Has 100 theme and slogan suggestions from states that responded to SurveyMonkey. Suggested having Manual Committee whittle down the list before it is considered at the annual meeting.

Patton: Asked Cameron to stress at annual meeting that if librarians sign up for committees, they have to be prepared to work.

Tomlianovich: She and Patty Sinclair decided not to put names of committee members who do not respond in the manual.

### Vendor Handouts at Conference

Cameron: We've received many requests from vendors who want to hand out things at our annual meeting.

Metcalf: Told a publisher to ship things to the hotel in Portland.

Patton: As long as we just put things on a table for people to pick up and not force people to take them, it's OK.

Cameron: With new web site contract, Metcalf will be sending updates to Dan Riefstahl one day per month. Send requested changes and additions to Metcalf by the 20<sup>th</sup> of each month. Send to Metcalf, do not copy Dan Riefstahl.

Cameron: Working on face-to-face Board meeting in Chicago August 27, 28, and 29 (two of those three days). Developing an agenda of big issues for discussion. Will have firm dates soon.

Wall: Budget and Finance Committee will be discussing travel budget for this meeting.

Wall: Should B&F go ahead and put in budget line for gifts and memorials even though we don't have a policy yet?

Cameron and Drevo: No

Cameron: Send Cameron agenda items for our April Board meeting. We will have breakfast that morning.

Cameron: Has invited committee chairs-elect for this meeting.

Patton: When Stokes was doing report, I thought she would mention plans for future teen PSAs. At some point, Board will have to come up with the same budget and procedure for a Teen PSA as for children's PSA.

General discussion of the exceptionally high quality of the teen PSA and how to reward Michelle Gorman's group. Discussion of future teen PSAs.

Stokes: I'm going to do a little research to come up with ideas for what we might do for Gorman and her group—something for them or something for their library.

Drevo: Idea: What if every year we had a competition for teens to make the PSA? And instead of giving an honorarium, we could call it a scholarship.

Cameron: We will make a decision about an honorarium for Gorman's group at April meeting.

Eskridge: Would like to receive e-mail with PSA contract and timelines.

Metcalf: Thanks to Nikole Wolfe (KY) for doing Teen Resources page.

Discussion of who will chair Teen Manual Committee meeting. Patton will conduct and Eskridge will observe.

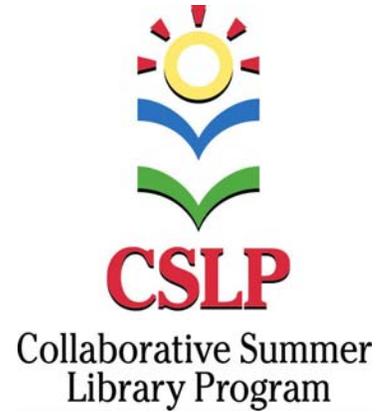
Froelich: Diversity Committee has met. Developing a timeline. Looking for things to translate as soon as possible.

Puntney: Working on mission statement, goals and objectives, and budget of Diversity Committee.

Patton: **Motion** to adjourn at 1:49 p.m.CST Drevo: Second Passed by voice vote

Attachment #1

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**CSLP PUBLICITY RELEASE & PARTICIPATION FORM**

I ("Parent") and/or my dependent child(ren) are voluntarily participating in the Collaborative Summer Library Program ("CSLP") at the \_\_\_\_\_ (the "Library"). In connection with my and/or my dependent children's participation in CSLP, I hereby consent to the production of videotaped interviews and photographs of me and/or my dependent children by CSLP, the Library and/or the news media.

Parent hereby grants, without compensation, to CSLP and the Library the irrevocable, perpetual, and world-wide right to use Parent's and his or her dependent children's name, voice and physical likeness in internal and external promotional materials ("Materials") for CSLP and the Library. This right shall extend to any and all uses of Parent's name, voice and physical likeness and/or his or dependent child's name, voice and physical likeness by CSLP, the Library, or the news media for any lawful purposes related to CSLP and/or the Library.

Parent further grants, without compensation, to CSLP, the Library and the news media the non-exclusive, irrevocable, perpetual, and world-wide right to edit, modify, reproduce, publish, create derivative works from, and publicly display in any medium the Materials and any other work of authorship created by CSLP, the Library and/or the news media using Parent's name, voice and physical likeness and/or his or her dependent child's name, voice and physical likeness.

Parent waives any right to inspect or approve the finished Materials. CSLP, the Library and/or the news media shall have the full right at its discretion to edit, modify, add to, and/or delete material or juxtapose any part of the Materials with any other materials.

Parent hereby releases CSLP, the Library and the news media from any and all claims, demands, or causes of action including but not limited to any right to present or future compensation, defamation and Parent's rights of publicity or privacy and/or his or her dependent children's rights of publicity or privacy in the use by CSLP, the Library and/or the news media of Parent's name and physical likeness and/or his or her dependent children's name and physical likeness as contemplated herein.

Parent has read this release and understands its contents and intends to be legally bound hereby.

\_\_\_\_\_  
(Signature of Parent) (Date)  
\_\_\_\_\_  
\_\_\_\_\_

(Printed Name of Parent)

(Parent Address/City/State/ZIP)

\_\_\_\_\_

Names of Dependent Children:

\_\_\_\_\_  
(Signature of witness)

\_\_\_\_\_