

CSLP Annual Meeting Minutes
Thursday, April 20, 2006
Chauncey Conference Center, Princeton, New Jersey
1:00 pm, EDT

Announcements/Meeting Rules

Cathy Howser (AR) called the meeting to order. She asked everyone to sign up for the committees of their choice on the sheets that were being circulated.

She then went over the guidelines for annual meeting protocols so that business could be conducted in an orderly fashion.

Local Arrangements Committee

The Local Arrangements Committee were then given special recognition for the work they did in making this a great conference: Susan Fichtelberg, Dawna McClendon, Pat Obst, and Sheryl

Agenda

There were no additions, deletions, or changes to the suggested agenda.

Minutes of the 2005 Annual Meeting

Sally Snyder (NE) made a motion to accept the minutes, seconded by Susan Knesel (WY). Upon vote of the attendees, the motion was approved.

President's Report

This is the first year we have had a "President," due to the change in the Bylaws. Cathy Howser (AR) reported that it has been a good, interesting year. New ways were found to serve the membership and improve the products available to members. She stated that it has been a huge privilege to work with the people in CSLP, and it was truly a collaborative effort. Among the year's accomplishments were:

- Passed the Bylaws electronically (a new approach)
- Elected new officers
- Finished creating and distributing a Request for Proposal (RFP) for the Administrative Service Agency
- Finished RFPs and selected vendors for the Public Service Announcement producer (Lucid) and the official vendor (Highsmith/Upstart)
- Contracted with a new website provider (DRJ Interactive), a webmaster and a graphics designer for a new logo
- Contracted with Aramak Carrison for the facility for the Annual Meeting
- Negotiated the copyright issues with Highsmith/Upstart
- Negotiated with Highsmith/Upstart to distribute the Public Service Announcements (PSAs)
- Arranged for Spanish language translation
- Arranged to accept credit card payments
- Added a toll-free phone number
- Created our first formal budget
- Added new states to our members

The Board has met quarterly by telephone conference call (about 3½ to 4 hours each time). She said that while we are still experiencing growing pains, we are in good shape for the future.

Treasurer's Report

Jan Wall (ID) distributed handouts with financial records, including a balance sheet dated April 12, 2006. She mentioned that the Budget and Finance committee needs more members. The role of the committee is not to decide how the money will be spent, it is to organize and manage the CSLP funds.

Currently, the cash we have at the moment is \$451,109.85. The checking account balance fluctuates somewhat, but it is an interest bearing account at a 1.55% rate. The NSB Horizon savings account has a 4.65% rate with a maximum of fifteen transactions per month. One CD (certificate of deposit) for \$50,000 carries a rate of 4.1%, and it will be due in July 2006. The other CD for \$100,000 carries a rate of 4.77% and will be due in March 2007. Investing in the CDs was one of the committee's decisions, to protect the funds over time. The plan is to ladder the invested CDs so that a portion of the CSLP funds will come due every six months and we can either decide to spend it or roll it into another CD.

The Profit and Loss for January-December 2005 was also included in the handout. Because having a January through December fiscal year has not worked well for us, we are in the process of changing over to a June through May fiscal year. This will coincide better with the start of our program year and the end-of-fiscal year planning session in April. As a result of the transition, the fiscal year which started on January 1, 2006 will end on May 31, 2006, giving a short "year." The Budget for that interval was not voted on by the membership, because it was part of the one-time only transition. There is a negative balance primarily because that interval covers the current annual meeting expenses without any offsetting income, which is generally collected in the last half of the year. It will be corrected in the cycle beginning June 1, 2006.

It is clear from the most recent budget reports that our annual income is clearly above our annual expenditures, which has resulted in an accumulated balance. Discussion is underway on how those funds can best be used for the benefit of all CSLP members.

Conference expenses for the 2005 Annual Meeting in Bismarck, ND, were approximately \$25,000, but they will be considerably higher in 2006 due to the higher costs in New Jersey. However, we knew that when we voted to hold the meeting there.

Sue Sherif (AK) asked about how the change in fiscal year will impact the payment of dues, and Cathy Howser (AR) clarified that there will be no change. Bills will still go out at the first of June and members will have until November 1 to pay. That will cover the fiscal years for various states, some of which have July 1 as the start of their fiscal year. New members for the following year will need to pay their dues within that timeframe (June through November 1) in order to be a voting member at the next Annual Meeting. It is also the same time window that member states would use to give their 2-year notice of withdrawal. Stephanie Stokes (CA) asked if new states sign a contract that spells out the 2-year commitment they are making. Cathy Howser (AR) stated that they each must submit a letter of intent which states that they understand the commitment they are making.

Jan Wall (ID) then went through the Budget for 2005, Budget for Jan/May 2006, and Proposed Budget for 2007. She stated that the committee tried to estimate slightly low for income and slightly high for expenses, but still staying within a realistic amount. In comparing the 3 budgets, it is clear that income has gone from \$253,300 in 2005 to \$405,000 in 2006. The bulk of the income comes from Highsmith/Upstart. The manual sales are also a money maker, costing \$86,000 to produce but generating income of \$140,000. There is some question as to whether Highsmith/Upstart will always give rebates in the future, and we cannot count on that in perpetuity but it is a reality for now. Income Line 3 is shipping and handling which is a "pass through," meaning that we collect the amount needed as income, then immediately spend the same for shipping costs.

Next year, the Annual Meeting will be held in Portland, OR, and it is anticipated that expenses will be less than New Jersey, which is reflected in the budget. CSLP will once again be paying for rooms for each state

rep as well as meals. There is also a budget line for officer and Administrative Services Agency (ASA) travel expenses, due to the fact that they are required to be at the meeting. The accounting expenses will pay for two audits at once, one for the short fiscal year and another for the new regular fiscal year. Professional fees will cover legal counsel, translator fees, advisor fees (e.g., financial advisor), or any other consultants we need to pay. The administrative fees are based on the one-year contract with North Central Library Services Area in Iowa. The amount can be renegotiated, as we do need to build in more funding when we add new members, which adds to their workload. The telephone and conference call line item pays for a dedicated line, toll-free number, fax number, and conference calls. This amount went down due to the fact that the conference calls are not as expensive as initially thought and the fact that some committees are not using conference calls to communicate. The manual production costs and manual design costs (paid to Highsmith/Upstart) were separated on the new budget.

The "Discount/Rebate/Enhancement" line reflects the goal to spend approximately \$135,000 in Fiscal Year 2007 for some type of project that will benefit the members. There are many ideas on how this can be accomplished, and the questions that have to be answered are things like, "Would anything we do have to be something utilized by all, or could it be something that members are free to choose or not choose?" The ideas are being submitted to the Vendor Relations Committee, and after discussion by that committee, the ideas will be submitted to the Budget and Finance Committee for review. The aim is to find a meaningful enhancement of the program rather than just spending money. This will help the Budget and Finance committee balance the budget as much as possible. The amount chosen would still provide revenue in 2007 of \$14,950.

Nancee Dahms-Stinson (MO) asked about the origins of the Discount/Rebate/Enhancement idea. Jan stated that it started with the Budget & Finance committee discussion on how to handle the imbalance between revenue & expenditures. Cathy Howser (AR) said that \$135,000 represents the amount collected for dues this year. Karen Drevo (NE) said that the Vendor Relations Committee has held discussions on it, and there will be more discussion about it during her report.

Sue Knesel (WY) made a motion to approve the budget as presented. The motion was seconded by Carolyn Corry (UT). Upon vote by show of hands, the motion carried unanimously.

Nancee Dahms-Stinson (MO) thanked Jan Wall and her committee. She appreciated their coming up with the initial ideas. She feels it is something that the general membership needs to give input on. She said that this was done three years ago with a much smaller group. That discussion took all afternoon and nothing was decided. She suggested forming an ad hoc committee with a rep from every standing committee and anyone else who wants to further refine the ideas that are developed. Then those ideas can be brought back to the membership through an email meeting. Cindy Christin (MT) said that today we will only have time for suggestions and not discussion. Bonnie Kunzel (NJ) stated that the YA Manual committee had placed a request for additional funds. Barb Huntington (WI) said that we need to give everyone an opportunity to come forward with their written requests. Martha Shinnors (WA) said some committees only had a couple of suggestions and it would be real quick to write them up. Kim Patton (KS) said that some of the suggestions would need to be decided on now if they are to be implemented this coming year. Cathy Howser (AR) said that the proposed amount of \$135,000 is not the limit of what we can spend, and if we need more, we have it. Mary Cameron (IA) asked if we can start with ideas from the committee chairs, then see if there are other ideas. Cathy Howser (AR) said that we can do it that way.

Vendor Relations Committee Ideas – Karen Drevo said this committee felt it was important to benefit all libraries who participate in CSLP and something at the lowest level of operation. They want to see the money used for something that will benefit individual libraries directly. Their first choice is to pay shipping on all Highsmith orders, and it would take approximately \$135,000 to do that. Their second suggestion is to spend some funds (not all of it) to produce nicer reading records and a full-color folder. She said that Matt

Mulder will talk more about this when he joins the meeting on Saturday. However, this is something that Highsmith/Upstart may be able to fund without us spending the extra.

Children's Manual Committee Ideas – Julie Tomlianovich (KS) said that their main idea was providing additional line art, which comes back to the CD. They are looking at having the children's and YA manuals packaged separately, and if they have to be packaged together, adding color inserts to separate them. Cathy Howser (AR) mentioned that adding color inserts would cost very little.

Teen Manual Committee Ideas – Kim Patton (KS) said that they want to see CSLP spend as much on the YA manual as on the children's manual, to enhance the quality, number of pages, etc. They would also like to see us pay as much for a YA Public Service Announcement (PSA) as we do for a children's PSA. They have had clip art concerns for some time now, and they would like to get a separate graphic artist for the YA clip art. They also want to see a separation of the manuals in the form of a folded tab with YA art on the separating piece in cardstock, so it is immediately obvious where the YA portion begins.

Marketing and PR Committee Ideas – Stephanie Stokes (CA) said that their first choice would be to add a teen PSA. Second choice would be a 10-minute PowerPoint with video and insert a 30-second PSA on CD. Then libraries would have a template where they could add personalization at the front and end. It could also be downloaded off the website. The purpose of this would be for school visits, board meetings, rotary clubs, Friends groups, and to take to summer reading workshops.

Website Committee Ideas – Ruth Metcalf (OH) said that they had none at this time.

Diversity Committee Ideas – Patricia Froehlich (CO) said that the only thing they would add is to expand the bilingual Spanish materials. As a thought for the future, she added that because we are becoming a national presence, we need to start thinking long-term. Over the long-term, we might want to fund some research on summer reading, but this will require some time and thought. Ruth Hyatt (AR) added that libraries wanting to translate their own publicity pieces into Spanish could really use access to the CSLP translator. Someone suggested having a template with wording in multiple languages for bookmark creation. Sara Pitkin (UT) said she thought that having Braille embossed materials would be a worthy enhancement.

Membership Committee Ideas – Nancee Dahms-Stinson (MO) said that most of the things they could use involve time more than money.

Sue Knesel (WY) said that hiring an event planner to assist with Annual Meeting arrangements would allow some states to host the meeting that cannot now do it with their limitations in staffing.

Martha Shinnors (WA) suggested that we hire a student or someone else to do a survey on Survey Monkey for us. They could not only collect and analyze the data, they could also present the results. She also suggested doing a PowerPoint with the first page customizable that could be used for presenting to different audiences. Cathy Howser (AR) said that while there is already budget for professional fees, if we did this, we would need increase the budget for professional fees to pay for a survey.

Anne Simon (NY) said that we need more languages than just Spanish. She suggested two fact sheets for parents, one on the SRP theme and one on how to get your child to read. These could then be translated into about ten different languages, with an additional template for more obscure languages (e.g., Bangali, Creole Haitian, Serbo-Croatian) that could be shared online. Someone mentioned that one library in particular has 93 language groups in their service area.

Nancee Dahms-Stinson (MO) said that if money is available, she would like to see a "Train the Trainer" workshop to which each state could send 2-5 people. These people could be trained to provide Summer Reading Program workshops to everyone in their state, including use of a PowerPoint, talking about research and why the program is important, as well as what programs are fun to do, how to adapt the manual, and best components of what we are doing. This would address the lack of communication between states about what we do and how to do it better, and it would directly benefit local libraries. Stephanie Stokes (CA) asked if it would work to tape a presentation and have it available on the website, but the general consensus was that people wanted to come together and have the session be more interactive.

Laura Lee Wilson (OH) likes the Train the Trainer idea. She said that Ohio offers several workshops, and the same people presenting move from workshop to workshop. She likes the idea of offering a stipend for one person to do the training on their own time.

Melody Allen (RI) said that all of these ideas should be evaluated in terms of permanent enhancements vs. those that are simply a one-time bonus. There is no guarantee that this money will be available every year, and if we do something once and cannot do it again annually, we may be raising expectations and setting libraries up for disappointment when we withdraw the bonus. They will expect the enhancement to become an annual part of the program.

Danis Kreimeier (CA) asked about how the rebates are determined, and if there is a set amount or is it just up to the kindness of Highsmith/Upstart. Cathy Howser (AR) said that the rebate is a donation from the vendor and we cannot always rely on that. Karen Drevo (NE) added that it is not part of our RFP that we get subsidies or rebates from the vendor we choose. Mary Kay Dahlgren (OR) asked if we could make that part of the RFP so that we could rely on it year to year. Cathy Howser (AR) said that might be seen as asking for a bribe, and we cannot insist that our vendor give money back to our organization. Mary Kay then asked if we could ask for a deeper discount for member libraries. She felt that there should be an acknowledgement that as the vendor makes more money from the increase in sales and increase in our membership, some of that benefit should be given back to the libraries in the form of deeper discounts. With only a few states not participating, Highsmith/Upstart currently has a near-monopoly on summer reading program and these rebates are a business decision, not mere generosity. Nancee Dahms-Stinson (MO) said that the deep discount concept could be built into the RFP and they could be graded with extra points for vendors that will provide the deepest discount. Sue Knesel (WY) stated that deep discounts are not the point of this donation. It is a gift and we can do lots of good things with it. Sue felt that a committee will be needed to sort all of this out, and our meeting could be more productive if we handed the discussion over to them.

Carol Baughman (KY) said that if the deep discount were built into the RFP structure, and the vendor would always offer the lowest price in lieu of a rebate, libraries would benefit by being able to buy more products. Sue Knesel (WY) said that the vendor would not get any tax benefit from that. Karen Drevo (NE) said that she sees all the vendor bids, and it would be a concern to her if the deepest discount were the reason we chose a particular vendor. While a vendor might underbid Highsmith/Upstart with better discounts, that would not mean that they would necessarily be able to handle the massive quantities that we require, the packing and shipping requirements, the personnel needed to work with us, etc. Highsmith/Upstart will bend over backwards in the next RFP cycle to keep CSLP as a customer and get the contract.

Marquita Boehnke (KS) reminded committee chairs that, because of the large amount of money CSLP has, they need to work with the Budget & Finance Committee to make sure that they are getting enough of an allocation to do their work to the best of their ability. Outside of the \$135,000 for this year, the committees should keep track of things that might make their work better and make sure it gets communicated to B&F.

Karen Drevo (NE) said that free shipping is something could be done simply and easily next year without a lot of additional work. She felt that was something that would benefit all libraries. Mary Kay Dahlgren (OR) said she had problems with the future implications of this and whether or not we would then be required to pay for everyone's shipping year after year. Cathy Howser (AR) said that we need to be looking at long range ideas. This is an issue that will not go away without careful planning, and with \$400,000 in savings and substantial revenues annually, we want to make sure we use it wisely.

Carol Baughman (KY) said that while it was not discussed in the Marketing and PR Committee meeting, she would like to suggest that we increase the amount for the video PSA. Stephanie has been beating the bushes for donations, getting actors to work for free, and if we have money, we should not have to do that. Stephanie Stokes (CA) added that it is against the law for children to work for free, and not only do they have to be paid, there must be a social worker on the set, etc. A lot of our PSA money goes to cover that kind of stuff, plus catering services that are in their contracts. Their union has rules about things like the number of chairs provided on set. Stephanie asked if Highsmith/Upstart reports this as a donation, and if we are treating it as such. Jan Wall (ID) stated that it is given to us as cash, not an in-kind donation. Stephanie wondered if it was something they reported to the IRS as a donation, and if so, do we give them a receipt. She wondered if there were audit implications.

Sue Sherif (AK) made a motion that we set up an ad hoc committee to analyze these and all other ideas, both one-time and ongoing expenses, and that they would create a prioritized list to present electronically, and further discussion could take place online. And further, that the Budget & Finance committee could research the ramifications of the rebate and answer any questions about how it is handled to be reported at a future time. The motion was seconded by Rhonda Puntney (WI). Mary Cameron (IA) offered an amendment that she would like to see this ad hoc committee called the Long Range Planning committee and that they would bring their recommendations back to the membership. Jerri Heid (IA) made an amendment to the amendment (approved by Mary Cameron) that the ad hoc committee would look into what it might take to hire an executive director to oversee running the organization.

Susan Pannebaker (PA) asked if we could create a trust fund to create an ongoing source of income, but Nancee Dahms-Stinson (MO) said that at the Annual Meeting in Nevada, the membership voted to see what it would cost to run this organization without the rebate. Cathy Howser (AR) said that now CSLP has grown and the financial status has changed.

Upon vote of the group, the amendment passed unanimously.

Bonnie Kunzel (NJ) offered a warning on asking for a deeper discount. She said that bidding vendors are assigned numbers to ensure objectivity. Their recent bid for a book vendor for the entire state went to an unknown company whose prices outbid Baker & Taylor's and Ingram's. She said this company will not be able to fulfill at the level B&T and Ingram can, yet they will now have a multiyear contract that can't be broken. So, deep discounts are not always the way to choose vendors.

The meeting then adjourned for a Break (2:45 pm).

Membership Committee

Cathy Howser (AR) reported that Julia Meredith (MI) did not get to do much with the committee due to circumstances beyond her control. She has now left her State Library to work as a library director and will not be continuing as committee chair. This committee is the one that has been charged with creating a procedure manual called the Organizational Handbook. We have some preliminary information that Julia gathered (such as samples from similar manuals from other organizations). The committee met this morning and now has a little bit of direction on where they are going. There is a timeline of when things will be done. There is a rough draft in the Bylaws. Each committee will have its own description. Each officer

will have to write a description to delineate what each one does. This document will always be a work in progress, as it will change to fit the organization, and procedures are easier to change than Bylaws.

Nominations Committee

Sally Snyder (NE) chaired the Nominations Committee this year. Committee members were: Nancee Dahms-Stinson (MO), Susan Pannebaker (PA), Vicki Turner (UT), and Terri Wilhelm (ND). Packet handouts include one for incoming officers who agreed to be nominated. For the coming year, officers will be:

Past President:	Cathy Howser (AR)
President	Bonnie Kunzel (NJ)
President-Elect	Mary Cameron (IA)
Treasurer	Jan Wall (ID)
Secretary	Carol Baughman (KY)

Committee Chairs will be:

Budget and Finance Committee	Jan Wall (ID)
Marketing and PR Committee	Stephanie Stokes (CA)
Technology (Website) Committee	Ruth Metcalf (OH)
Membership Committee	Nancee Dahms-Stinson (MO)
Children's Manual Committee	Julie Tomlianovich (KS)
Teen Manual Committee	Kim Patton (KS)
Vendor Relations Committee	Karen Drevo (NE)

Cathy Howser (AR) asked for nominations from the floor, but there were none. Marquita Boehnke (KS) made a motion that we accept the slate as presented, and it was seconded by Patricia Froehlich (CO). Upon vote of the group, the motion passed unanimously.

Cathy was asked if committee chairs are officers, and the answer was no. While all officers and all committee chairs make up the Executive Board, the term "officers" refers to those who are not committee chairs. In terms of the budget, officers expenses are paid by CSLP, but not committee chairs.

Danis Kreimeier (CA) asked if the ad hoc committee is being appointed, but Cathy Howser (AR) said we need time to get that together. Ad hoc committees are appointed by the President, and Bonnie Kunzel (NJ) may be the one to appoint the new committee.

Copyright Issues

Karen Drevo (NE) said that late last summer, discussions continued with Highsmith/Upstart about fair use. At that time, we were told that we could continue to use the art on the CDs as long as it was for in-house use only, but any artwork that was posted on websites would have to come down at the end of the summer it was used. We have had issues with artwork from past years being downloaded by non-members and in foreign countries. So, libraries will need to take precautions to remove any online artwork at the end of the summer.

Melody Allen (RI) brought up the issue of proper procedure for libraries that archive their website.

Karen Drevo (NE) said that we had someone who was Interlibrary Loaning previous year's manuals to copy and sell. There are some libraries that give away their manuals when they are done, but if it is given as a gift to a non-member (including schools in every state except Missouri), the CD must be removed from the manual as that is where the protected artwork is contained. There are also instances where non-members

have been going onto our website, copying and using our artwork. Karen emphasized that we do not charge that much for our membership fees, and taking the artwork in this way is a clear violation of our copyright rules. There is no problem if a library wants to buy supplemental theme material from a vendor other than Highsmith/Upstart, but the type style (lettering font) and artwork should just be made to look different from Highsmith/Upstart's version. Some libraries have given our artwork to performers to put on their website, or even given it to other vendors to put on their website. After Karen called a performer or two who had posted our artwork, the performer stated that the local librarian had given them permission to do it. Librarians need to understand that they don't have authority to grant permission for use of the artwork.

The rules are listed on the CSLP website, under "Rules of Use." Everyone has access to a copy of the rules there. Karen requested that those who do workshops include this information to everyone at the workshop and have copies available for people to read. If anyone encounters a question they can't answer, Karen offered to field these questions. Nancee Dahms-Stinson (MO) made a suggestion that the Rules could be shrunk and wrapped with the manuals, which would give a printed copy to everyone getting a manual. She realizes that not everyone will read them (nor will they necessarily go to the website to read them). It could also be placed on the CD itself. Jasmine Rousey (SD) stressed the importance of having the copyright rules in the manual itself because librarians who borrow it on ILL will not know they are violating the rules by copying every single page.

Karen Drevo (NE) said that she is sometimes asked about using the artwork on the CD to make T-shirts or bags, and they are told no. This is based on the rule that things provided by the vendor may not be duplicated with the same artwork. However, there is no rule against using different artwork with the same theme wording for T-shirts and bags. Highsmith/Upstart is even willing to consider customizing items by request, if the order is large enough, but if it is something that they can't do, they will see if they can get permission for you. Susan Fichtelberg (NJ) said that New Jersey customizes banners and posters. The NJ State Library logo and the NJ Library Association logo go on each banner or poster every year. Stephanie Stokes (CA) added that the minimum order is 250 and their deadline is September 30 for custom jobs. It was brought up that that is a problem, considering that many people do not have their manuals by then. Others agreed that if the deadline passes before we have the artwork CD in hand, custom work isn't an option because we can't select a design that hasn't been seen. Karen Drevo (NE) was not sure if September 30 is still the deadline anymore.

Laura Lee Wilson (OH) asked for clarification on whether the restriction on producing items made by Highsmith/Upstart would prohibit anyone from creating their own reading records or bookmarks. Karen said that these are allowed, but not T-shirts or bags, and in either case, the created materials cannot be sold. Someone asked if they had extra bags, could they be sold as a fundraiser or for profit, and the answer was no.

Martha Shinnors (WA) pointed out that clip art is not restricted, so shirts and bags can be made using the clip artwork on the CD.

Nancee Dahms-Stinson (MO) stated that the RFP provides that Highsmith/Upstart is the owner of the artwork but we get permission from them to use the artwork during the summer of the program. Beyond that, libraries that were participating libraries during that summer may keep what they bought and continue to use it or post it inside their own library, but not outside and beyond (including their website).

Karen Drevo (NE) said that, in order to combat some of the issues that have come up in regard to copyright, the committee has added a new statement for the "Can't Do" section of the Rules of Use:

Libraries and CSLP member states who opt not to use the...theme for their summer program---cannot use the current theme until the program year has ended, and when the program year has ended, the member may use for internal use only for as long as they wish.

Someone said that this statement could be interpreted to mean that old manuals cannot be given away or loaned. Karen Drevo asked how far we want to go with the statement. Should it be okay to loan a copy to a non-member library? Should we be selling them when they are requested? Should the art CD be removed when the summer is over?

Anne Simon (NY) said that they were planning to add the manuals to their collection as circulating copies when the summer was over. Carol Baughman (KY) said that some states have an archival function, but she is not sure about whether they should or should not be loaned to non-member states. Laura Lee Wilson (OH) said that she wants to be able, for example, to use an idea from the manual on the rainforest, but that does not mean she wants to recreate the entire program. Karen Drevo (NE) said she is willing to go in the direction that the majority wants. Sue Sherif (AK) asked if the manual itself is copyrighted. She said that all librarians know that they cannot copy a whole book when they can buy it, but artwork is different. Artwork on disk is generally "licensed" rather than copyrighted, so that only the licensee who purchased it can use it. Licenses apply to software and copyright applies to printed material.

Nancee Dahms-Stinson (MO) said that part of issue of circulating the manual is that the line art is included as part of the manual. She felt that perhaps we need to suggest to Highsmith/Upstart that they make it separate from the manual itself, with the statement that this material may not be reproduced. If that is the piece that Highsmith/Upstart has an issue with, it can be separated with its own usage statement. But that is not going to be popular with those who use the manual.

Karen Drevo (NE) said that it is not as big an issue with Highsmith/Upstart as it is to some of our members. Nancee Dahms-Stinson said if it can no longer be used at the end of the summer, the disk should be thrown away. Karen said that Highsmith/Upstart has given permission for the individual library to continue to use its own disk for its own in-house printing, posters, bookmarks, etc., as long as it isn't on their website for others to take or supplied to their community for other purposes. Mary Kay Dahlgren (OR) said that the copyright statement could say, "use restricted to CSLP members." It was pointed out that it already says that, in effect: "all rights reserved, no images may be reproduced except by members." MaryKay said that we should already be covered then. She felt that going any further with this would only confuse many librarians who are not in violation but might think they are. Melody Allen (RI) agreed, saying that with 41 states as members, there is little need to get too concerned about the 9 states that are not members. We should focus any copyright restrictions on those who want to use it for commercial uses. This was supported by general consensus.

Hannah Peacock (VT) asked if the manual could be sold at the same price that was paid for it initially, and Karen said yes. Karen also added that Matt Mulder has said libraries may keep archived past programs on their websites. Ruth Hyatt (AR) said that there is a distinction between having something for historical purposes and having a downloadable form. Karen Drevo felt that teachers and librarians in foreign countries could be getting a free ride, but Julie Tomlianovich (KS) did not believe the problem is that bad and any damage is not worth the difficulty with enforcement. Karen Drevo mentioned that some Australian librarians are already taking it and just wanted to see if others in the group are bothered by that and want our rules to reflect our wishes. Julie said that as long as it is not a vendor making a profit from selling it, she can live with a librarian or two who might make unauthorized use of it. We have already stated that it isn't to be used that way, but the violation is not worth pursuing. Ruth Metcalf (OH) said that we could just keep the current year on our webpage and only archive past years on the members-only page. Ruth Hyatt (AR) reminded the group that Highsmith is still selling the program to schools and others after we are done with it, although Cathy added that their after-market is shrinking as CSLP enlarges. Danis Kreimeier (CA)

suggested that we could code the picture images so that they cannot be copied. That is something the webmaster can do. Also, if anyone is discovered to be using it in violation of the stated terms, we could just send them a welcome letter with an invoice for the price of its usage.

The second thing Karen Drevo (NE) wanted to cover was the issue of outside vendors and performers who want to be listed as resources on the CSLP website and in the manuals. We have been asked by a number of traveling performers and vendors of related merchandise if we will link to their websites from the CSLP website as a service to our members or mention their product in our manual. Cathy Howser (AR) said that the Board has talked about this at two meetings. The Board decision (short-term) was to tell them that we, as a 501(c) (3) organization are not in the business of selling their goods and we will not link to their sites. However, all state rep contact information is listed on our site and they are free to contact any of them in case they might like to share the information with the member libraries in their state. Now, the issue is whether or not that decision is the will of the CSLP membership.

One person mentioned that they had seen a software vendor at PLA with a demo version of a summer reading tracking component. Our graphics had been utilized on their software, both Creature Feature and Paws, Claws, Scales, and Tales. The individual said something to them about the fact that they were not authorized to use the artwork, and by the next day, it had still not been removed. Cathy Howser (AR) said that when we see clear violations like this, the Board should be notified, and they can inform Highsmith/Upstart, who will have the choice of how to enforce their copyright.

Mary Furlough (AR) said that anyone can get the artwork off of our website. Ruth Metcalf (OH) said that she would call Dan Riefstahl to see if he could code the artwork so it can't be copied.

Carol Baughman (KY) suggested having a pull-down box on the website for vendors saying that currently our vendor is Highsmith/Upstart and no other commercial vendor has rights to these materials. Any vendor who went to our website would then have to know they were violating copyright. Susan Fichtelberg (NJ) said we might also want to put some kind of statement that individual libraries have permission to give the artwork to the person or agency that will be posting it to their website, but that any images posted should be coded to prevent downloading. Karen Day (ASA) said we would need to develop a statement to that effect. Nancee Dahms-Stinson (MO) said that the copyright statement about using art could simply say, "All graphics should be coded so that they cannot be downloaded." The general consensus was in favor of drafting a statement to this effect to be added to the copyright rules. Karen said it could be reviewed at the next Board meeting and if it passes, it would go to the email list.

Melody Allen (RI) asked if Dan or another member might be able to give a page of directions on how to code images so that they cannot be copied for libraries that may not know how this is done. Ruth Metcalf (OH) said that that is not in Dan's contract. Hannah Peacock (Vermont) said that anyone running a website would know how to do that. Karen Drevo (NE) suggested that the email list could be used to send that kind of information for anyone who would care to share.

To summarize the decisions of the group, Karen Drevo (NE) said that:

- Rules of Use should be shrinkwrapped with the manual and placed on the CD
- Outside vendors and performers should be informed that they are not to use our artwork
- We will not be concerned about loaning our manuals to other libraries
- We will pursue a draft statement with wording about coding images so that they cannot be copied

There was some discussion about the performers and products issue. Carol Baughman (KY) said that if she does not have a way to evaluate what they do or what the product is, she is not interested in sharing it with her libraries. Karen Drevo asked if states are already providing this type of contact information on a

state level. Her concern was that a CSLP resource list could be miles long and would they be able to fulfill if they were requested throughout most of the nation or by most of the libraries. Cathy Howser (AR) said some are beginning to realize that the market is larger than they expected. Anne Simon (NY) said that they have a database of performers on the web. It is divided into 9 regions and they can specify which regions they are trying to target. She said that if anyone is interested in creating such a thing in their area, they could use the same format and replicate it.

Bonnie Kunzel (NJ) asked if the Rules of Use are for the CD, the manual, or both, and Karen said it is for both. Bonnie asked why it couldn't be printed inside the manual, and Mary Cameron (IA) said that no one will look inside for that information. Bonnie said that at least that way it will stay with the manual; anything floating on the top is likely to get thrown out. The manual committee said it would be no problem to put a copy of it in the manual. That way, they would not have to be reduced in size. There was general agreement for this. It was also agreed that the rules will be on the CD.

Ellen Stringer (SC) wondered if any thought were given to fair use with the PSA. In South Carolina, they gave permission for schools to copy it and use it on closed circuit TV, etc. Stephanie Stokes (CA) said that the PSA is free of any restriction or royalties. We may give it away, duplicate it, send it to anyone, and generally spread it as widely as possible. It can be used in library email newsletters, or any other way that we can think of to use them. Cathy Howser (AR) clarified that we own the PSA and they are not being sold for a profit. No vendor has a vested interest in them, and they are specifically geared to promoting our library programs.

The final issue is a Bylaws issue about membership status. We have libraries in other countries that have expressed interest in using the program. They are willing to pay for use or to become members so that they can use it. The calls have come from parts of Australia, Canada and Germany. Cathy Howser (AR) feels it is a can of worms, but she wants to know if there is interest in pursuing this. She said that the drawbacks she sees are international shipping, monetary exchange, method of payment, languages used (e.g., French in Canada) and whether we would be expected to translate. Karen Drevo (NE) added that, for Australia in particular, we would have to hire an overseas distributor rather than shipping it all direct. Cathy also felt that it would require us to address issues of voting rights, membership status, and their inability to attend the meetings. We have enough difficulty getting consensus from the 41 states that are members. We are already extending our program to the libraries on U.S. military bases around the world on the theory that these are U.S. citizens we are serving, but we do not extend voting rights to them. One possibility would be to create a membership category that would allow use of the materials without voting rights or full membership. However, some states might choose to take that option as well.

Missouri has extended the program to every public school in their state by paying for the schools as members, but their students are represented twice, by their school library and their public library, and the Department of Education has paid for a copy of the manual. Nancee Dahms-Stinson (MO) said that in many areas of Missouri, there are no public libraries but they are encouraging school libraries to provide some open hours in the summer to give children access to books. Karen Drevo (NE) also added that many schools are going to year-round calendars and don't have a clear "summer vacation." Anne Simon (NY) said that she would have a political problem if she shared the same materials with schools that are given to the public libraries. The public libraries in her area would see that as a form of competition, and schools would begin to use the program before the public library could even start their program. It would not be a good situation for her libraries. Nancee Dahms-Stinson (MO) said that is why she was so strict about the copyright guidelines. She told everyone they could not use them before May or after September. She also told schools that they could not duplicate the program before the public libraries could use it. She states that the Department of Education is constantly warning people about things like this. Susan Pannebaker (PA) said that they sometimes share their manuals with school librarians, but buying a manual for them is not the same as having them as members. She would like to see this remain a public library program.

Cathy Howser (AR) asked for opinions on the creation of a separate category of membership with limited rights. Carol Baughman (KY) said we could refer the issue to the Membership Committee to look at ramifications. Jasmine Rousey (SD) thought that the cultural differences in trying to satisfy the needs of an international audience would place a stress on our ability to find appealing themes. Things that might be popular in the U.S. might be seen as behind the times in Europe. She felt it was better if we stick with our current market area. The Membership Committee agreed to take on the issue as part of their charge.

Cathy Howser (AR) asked if there were other issues to discuss. Penny Peck (CA) wanted to know about the status of the Diversity Committee. Patricia Froehlich (CO) said that there is a suggestion to change the Bylaws to establish the Diversity Committee as a standing committee and another suggestion to change the name of the Technology Committee to the Website Committee. However, because it would be a change in the Bylaws, we cannot just change it today. It would require a written proposal of change, and notice would have to be given of when it would be voted on.

Stephanie Stokes (CA) asked about the process for changing the Bylaws. Nancee Dahms-Stinson (MO) said that there are opportunities throughout the meeting for proposals or changes to Bylaws to be suggested in an open forum. The Membership Committee would create changes in the language and give it to the Board for review. The President would then notify state reps that there will be an online meeting, and 2/3 of the reps would have to be available. It would be similar to what was done after last year's Annual Meeting. She strongly suggested that the committee collecting those changes should set a deadline after which no more proposals would be taken. The language being suggested would be developed, then submitted as a proposal for change.

Cathy Howser (AR) mentioned that another suggestion is for the Membership Committee to be called the Bylaws Committee. She also stated that if anyone has Bylaws changes to suggest, the person needs to develop the proposed wording in writing, including the exact way they want it to be changed (e.g., any deletions, substitutions, or additions marked), and submit it by the end of the meeting on Saturday. Bylaws are voted on with one vote per state, with state reps casting the official ballot which must be submitted during a specified time window.

Julie Tomlianovich (KS) then went over the bug theme ideas that she had received on the email list. She went over the ones that were the top vote getters. Those will be the ones that will be considered on Friday.

Cathy Howser (AR) reminded everyone that committee lists are at the back of the room, and everyone was encouraged to sign up for a committee. We also need contact information for everyone. Announcements about dinner, buses to Princeton, and the evening events followed. Youth Services Consultants were invited to attend a meeting at 5:00 pm. Bonnie Kunzel (NJ) reminded everyone that books by the suggested illustrators for future CSLP artwork would be on display for viewing at the Princeton Public Library, and attendees were encouraged to take a look and make notes.

The meeting was adjourned by Cathy Howser at 4:50 pm.

Submitted by Julie Linneman, Secretary