



## Collaborative Summer Library Program

### Board of Directors Meeting

December 10, 2014

11:00 p.m. CST Conference Call

### Agenda

1. Roll Call – Karen Day
  - Present: Yother, Buntin, Lyons, McLain, Mishler, Crist, Donovan, Space, Johnson, Black, Langley, Wilkerson, Day, Zack and Michael (Reingold)
  - Not: Johnston, Rockwell (joined late), Rafferty
2. Call to order –Karen Yother
3. Website & Logo discussion – Reingold Link (10 min)
  - Web: The Board provided 12 pages of information/feedback about the website. Zack is working through the information and will send over to the web team so they can work on it to have something for January.
  - Logo: Board selected their favorite logo and Michael agreed that it was also the favorite of RL; he really likes the direction that it can go. It will be rolled out in a consistent way, across all platforms. Will also provide a brand guidelines document and highlight all that's new at the Annual Meeting.
  - Zack also had a meeting with the Candlewick team (representing Kate DiCamillo.) A press release will launch on January 20<sup>th</sup> with media buzz before the announcement, especially on social media.
4. Manual Chairs update - (5 min)
  - Adult/Donovan: Spoke with (editor) Rhonda who feels that she has enough ideas. Additionally Rhonda met with Heidi at the WI Library Association meeting. Donovan said that last year it was very early but this year it won't be as early, however, she still feels good about it.
  - Children's/Mishler: Children's has two more chapters to review. They may not make the January 2<sup>nd</sup> deadline because of a corrupted file but they are very close.
    - Mishler rechecked the content and said that 95% of submitted ideas were used.
      - She also spoke with our Bedtime Math partner to include math reproducibles and some information for the front matter.
  - Early Literacy/Crist: Crist felt the editor was incorporating feedback well. The two authors are very good. The committee has been responsive. Also they have completed reviewing the front matter.
5. Vendor 2017-2018 RFP finalized – Betsy Johnson (5 min)
  - Everyone voted. The RFP is final and going out immediately.
  - Looking to develop a subcommittee to secure the artist, and a chair for that subcommittee, preferably someone with experience. Just a reminder to all that we were going to do a lot of prep work in advance of the meeting. We will need everyone's assistance. Mishler will be gathering information for the slogans and Johnson will be working on the artist. There will also be a feedback mechanism on the website to gather information from members.

6. Upstart Amendment – Karen (2 min)

- Our revised amendment included our mission of education which was sent to Matt and Heidi. They sent it to their lawyers who changed it, removing this piece. We want this to be included as it is the heart of what we do, perhaps they did not understand? We revised and sent back. The question is how many times do we go back and forth? The Board agreed that we really need to finalize this and that we need to have the information in order to work with prospective partners, such as Bibliocommons. We have a deadline so if they revise it further, we need to put in a personal call to see if we can revise it over the telephone to the satisfaction of both sides.

7. White Paper Update – Elizabeth Rafferty (5 min)

- No update as Rafferty was not present.

8. PSA Addendum Update – Karen Yother (Charlotte Johnston) (5 min)

- Because she was out of town, please see Johnston's email for details. She provided information including the reshoot information for Kate DiCamillo. There were funds in the budget to cover these additional costs. However if there are more than 23 states that participate in the Teen Video Challenge, then the overall committee will go over budget.
- Johnston was recognized for her fantastic work coordinating this. Daniel Judson was also acknowledged for making these additional pieces go so smoothly.

9. Executive Director Update – Jasmine (3 min)

- Rockwell was not present so McLain provided an update. Everyone (who voted) voted to go ahead with the QTI proposal. The subcommittee did review the second proposal (from Bradbury) however the QTI proposal was stronger. The Bradbury proposal did not include long term assistance including after the hire, onboarding etc. The committee felt this was important to have this assistance for the entire process.
- McLain commented that he appreciated Johnston's email to provide context. He also looked at the different services that QTI offered and they seem to have professional and temporary and it was the latter that seemed to raise concerns during the first discussion. However, Rockwell followed up with someone who had used QTI for both hiring and being hired and he provided a good recommendation.
- At the end of the meeting Rockwell joined and presented the recommendation. Yother accepted and called for the vote from the board. All were in favor and no opposed.

10. Board Terms – Patty Langley (10 min)

- Langley has been looking to systemize the Board terms. The committee wants to be sure that the whole Board does not rotate off at the same time.
- Please see Langley's report which includes a proposal to change the organizational handbook, article 7, committee chairs. Currently committee chairs serve a maximum of 2- 2 year terms and the term runs June 1-May 31. To add to this, the new language includes: if a committee chair cannot complete the term of office, the board will appoint an acting chair to fulfill the term. This time does not count against the two years of the term. The term of office stays with the position not the person.

- It was realized that in 2016, everyone will leave the Board. We want to be sure that the entire board does not leave at the same time. Also there was a point made that the Budget and Finance Committee chair and the Treasurer's terms need to be aligned.
- Yother asked Langley's committee to go back and review the process. Johnston suggested that the vendor committee chair be elected in an odd year so that it is not the same year that the RFP is due. Donovan suggested that the manual chairs' terms be staggered so there is some consistency for the chairs. No vote was taken; this proposal was tabled until we have further information.

#### 11. Annual Meeting update Karen Day (5 min)

- The message went out to the state representative list. This is a meeting where you will all make your own travel plans; however, CSLP will reimburse the travel. Please see what you can do to be cost effective in your travel plans. If you need help, please contact Karen.
- The draft agenda is set. There is one question for committee manual chairs about the size of the room. The chairs discussed and agreed on a large room with committee workers in the front, and those who just want to listen in the back. In order not to lose anyone, Yother and Day will have an alternative for those who are not on the committee but want to stay nearby for other meetings.
- The contracts with the hotel have been finalized. We will have a separate room for our partners. One day will have half hour breaks and another day there will be a whole hour in order to be able to allow the time
- Please be in Newport by 5pm on Monday night. The first Board meeting will take place from 5-7 pm (with refreshments) and discuss the Executive Director interview process and other Board business. On Tuesday, the Board will meet for breakfast. At 9am, the Board will be divided into three teams to meet with the 3 Executive Board Candidates. Each group will have a set of questions and they will last about 40 minutes (and then rotate to meet all the candidates.) There will be about 4-5 board members in each group. At the afternoon Board meeting, the Board will meet to discuss results.
- Tuesday night will be orientation for new attendees and mentors. We will ask the partners to join us for lunch on Wednesday.
- Black suggested having a meeting moderator for the annual meeting. Space (RI) and Sogigian (MA) have been working with Yother and Day to secure assistance for this role.
- Traditionally the youth services consultants meet at the annual meeting because so many people attend. For the Wednesday night dinner, it is a buffet starting at 5:30. If you want to attend the YS Con meeting, you can go to one room; others to another room. That gives flexibility to everyone to attend or not without scheduling another meeting or dinner.
- Space is working on local arrangements in Newport. The mansions are very expensive. Looking at the oldest library in Rhode Island for the Thursday night event.
- We will also be having a Board meeting after the conclusion of general meeting on Friday so make arrangements accordingly.
- The airport in Providence is small—about 20 gates. It is about 30-40 minutes from Newport to Providence. Boston is an additional hour from Providence in the other direction.
- We have already had 2 inquiries regarding hardship travel (Yap and Alaska.) It is likely that we will receive other requests as well. Day has been in touch and will coordinate with McLain.

#### 12. Statistics Survey--Elaine

- Still about 6 states to speak with regarding summer reading statistics for an annual report.
- 4.8 million children participate in summer reading; 680,000 teens and 400,000 adults. The numbers are not what were expected but there are also about three states who didn't feel comfortable entering any kind of number, such as California.

- We might want to discuss at the annual meeting; perhaps the Friday afternoon discussion of the future of CSLP. We should think about offering our own survey for people to complete. NSLA is putting together a statistics advisory council and Yother has recommended Black.

13. Budget and Finance Committee Announcement—McLain

- The B&F committee approved the funding for Reingold for the first half of 2015. The second part of that fee will be in the 2016 budget.

14. Minutes--Lyons

- Lyons presented the November board meeting minutes and the Washington DC face to face minutes via email. Yother moved to accept the November Board meeting minutes. The motion passed unanimously.
- Yother moved to accept the second set of minutes, from the Face to Face meeting in Washington DC. The board approved them unanimously.

15. Committees--Day

- For those who are on a committee but not a working member, how do we notify them that are being removed from the committee? Mishler sent an email to confirm. Yother asked Langley to discuss in January.

16. Next Board Meeting – January 7, 2015 – 11:00 a.m. CST