

CSLP Board Meeting: Teleconference – March 5, 2012

Present: Balsen, Carlson, Gould, Greene, Day, Drevo, Lyons, Pannebaker, Rafferty, Sherif, Shinnars, Tomlianovich, Special, Willis, Wilson

Guest: Lydie Hudson (Attorney)

Not Present: Santos, Rockwell, Yother

1. Call to Order – Rhonda Gould, President

- Gould called the meeting to order at 12:13 p.m. CST

2. Approval of Agenda

- Gould noted that the meeting may need to be adjusted to accommodate those who have to leave early. Minutes will remain in order of agenda. Greene moved to accept the agenda with a second by Sherif. A vote was taken and the motion carried.

3. Minutes of the November 7, 2011 Conference Call – Denise Lyons

- Lyons noted that Shinnars offered clarification to the minutes via email. The following represent the changes which Lyons read to the Board. These include:
 - **Last full sentence on page 4 Meaning Unclear:** The email she provided was working on by Balsen and Drevo so everyone is able to use it. It allows for the schools and libraries to work out the ordering among themselves. **The minutes will read:** The email Balsen provided to the Board was reviewed by Balsen and Drevo so everyone could have a template to use if they need it. It explains how schools and libraries can work out the transaction themselves, leaving CSLP out of it.
 - **Last bullet on page 5 suggested by Shinnars:** Lydie and Melissa are going to present at the annual meeting. Drevo is going to put a request to the committee (and the Board) that they have anything they want to have addressed sent to (???) prior to the meeting to facilitate having some questions in advance. **The minutes will read:** Lydie and Melissa are going to present at the annual meeting. Drevo is going to put a request to the committee (and the Board) to have anything they may want to have addressed sent to Drevo prior to the meeting, including having some questions in advance.
 - **4th bullet page 6. The minutes will read:** Elaine Black from Georgia has agreed to be the next website chair and is the backup for Wilson. She is notified of all changes or correspondence that occur with the site.
 - **Section 12 read:** Drevo mentioned that with Farley's resignation, Tomlianovich has agreed to serve as Drevo's replacement. **This will stand as read:** *Justification: Tomlianovich is taking over for Drevo who is the current chair. Farley was to take over but will not, therefore Tomlianovich has agreed to serve as Drevo's replacement.*
- Drevo moved to accept the minutes as amended with a second by Greene. A vote was taken and the motion carried.

4. Financial – Susan Pannebaker

a. Financial Reports

- i. Pannebaker asked to pull up the “Budget Vs. Actual” financial sheet. Pannebaker noted that Day did some revisions of some of the expenses and reimbursable merchandise so we can see actual cost of goods sold instead of the pass-through monies (i.e. such as the manuals.) She also indicated that the conference is our largest expense and it is still upcoming.
- ii. The item to note is that while everything is basically running par for the course for the year, there was one line where the expenses were higher: legal and professional fees. We know what we have been doing and why, so we can decide whether we want to increase the budget for next year for that item or allow the overspend, as long as we can justify it.
- iii. The other page is the Balance Sheet. You can see from the CDs that we will be seeing a decrease in income. As our CDs come due and we need to reinvest, we will not see those higher rates of return. They are invested safely and are spread out among various banks so as to not exceed FDIC limits. However the rate of return is low, therefore we’re going to have to watch and monitor as time goes on because we cannot continue operate with losses or over expenditures on a regular basis.
- iv. Gould asked if Pannebaker could send out the 2013 budget before the annual meeting. We can do a survey monkey approval on it. Pannebaker was planning to keep everything the same, unless we determined that the legal and professional fees line item should be increased. Gould also asked about doing away with the free shipping option. She wanted to know whether we were planning to do a 50% reduction for one more year. Greene, Yother and Sherif agreed it was their understanding to reduce shipping for one year before eliminating it. Sherif asked if because we were going to be in our first year of paying attention to trademark and copyright, we might consider just raising the items of legal fees in the budget so it’s more reflective of what we know we are planning to do. Pannebaker suggested that we increase the line item to \$15,000 for legal fees. Gould agreed. There was no vote.

5. Copyright/Rules of Use – Karen Drevo

- a. Updated Copyright Release Forms: Drevo indicated that the form she had been using [from Matt Mulder] was about 3 years old. She had Lydie review the form and Drevo has been using that new form since over the past three weeks. Attached to Drevo’s report are copies of the forms.
- b. Annual Meeting Trademark and Copyright Presentation: Lydie and Melissa will be presenting their intellectual property presentation at the annual meeting. Drevo sent out an email to the committee asking for questions to give to the committee in advance to develop a FAQ. These are due the 16th.
- c. Membership Agreement: One of the items originally discussed either in Scottsdale or before was the concept of a membership agreement. Drevo attached a sample agreement that Melissa put together to her report. Day and Drevo reviewed the

document but had concerns that there should be two different agreements. One would be something sent out by Day with the dues: items that our members agree to the terms of membership and what those terms are. But then something different, something on the website, for any new account created on the website, would be a pop up with this agreement for them to acknowledge. After the membership form is completed, there would be a one time pop up for all other people who visit the site, so they agree to the same terms. This way everyone is covered. Drevo asked Wilson if that was possible for Dan our webmaster. Wilson did agree that it was easily doable. Greene asked if every year the membership agreement would need to be signed by the rep? Drevo said yes, once. Day asked Lydie to provide information for clarification about whether the agreement would go out with the dues or if it would need to be signed and returned. Drevo questioned whether the one document signed by the representative was binding no matter if the state rep changed. Lydie said it was legally binding but if our goal was also to educate (particularly the new reps) then it would be a good idea to have them “refresh” the signature on the document. Tomlianovich questioned the role of the state representative and what they would be signing. Lydie explained that while members are asked to agree when they join the website, there has not been anything until now which confirms that the member state will also abide by the rules. There is a document presented with the manual but nothing signed and returned. Tomlianovich concerned the role of policing by the state rep and his/her ability to actually enforce rules of use by the membership. Drevo said that the state rep would not be policing the usage but more so to take an active role in educating those in their state. Sheriff had a question about what we had done to this point, regarding what individual members have been purchasing off the website. We have not really followed up on whether they are following all the rules because the role of the state rep is different in each state. Drevo indicated that putting this agreement on the website, and the first time a member logs in they would agree to the rules of use, would assist our general process of Tomlianovich expressed concerned about the role of the state rep and not wanting to sign something that she will be expected to enforce as the responsible party. Drevo explained that the document’s language will reflect the emphasis on education and working with the members of the state to understand their obligations as members. Lydie clarified that the role of the state rep would more of an education and advising, presenting the information to members and encouraging them to ask questions if they don’t understand the rules of use and obligations of membership. Balsen agreed that the state reps serve as a point of contact and liaison for sharing the information and education about the program. Lydie said she would modify the language and most Board members agreed that the role of the state rep would be more of education. Drevo will bring revised language to the board meeting.

- d. There was question about material in the manual and how it can be used. There was something in particular regarding the early literacy manual. Willis and Drevo will discuss with Lydie. However, Drevo asked Lydie to provide more details about the copyright ownership of the manual for clarification to the board. There are two facets of copyright we have been considering and we have been focusing on the rules of use [how it can be used] up until now. Now they are going back to the issue of developing the copyright ownership interest. The copyright committee held a conference call with Sinclair and Lydie they determined the following: 1) vendor agreement says that CSLP is the copyright owner of the manual. Highsmith employs Sinclair and others under contract to

write portions of the manual. Those contracts give Highsmith an interest in the copyright of that manual content. Through the vendor agreement with CSLP, Highsmith transfers that interest to CSLP. That covers individual contributions to the manual. CSLP also owns the rights as a compilation of the manual. 3) Artistic license from Highsmith to CSLP. The question about copyright registration has come up and so they needed to explore the path by which the copyright ended up with CSLP including the voluntary contributions to the manual by the members (member committees.) It is important for CSLP to either own the copyright or the license, in the case of the artwork. Carlson asked if member contributors are being asked to sign anything that gives CSLP any ownership over what is being contributed. Lydie made the distinction between ideas and what is written because copyright only applies to what is written on a piece of paper. An idea for a craft is not the same as writing chapter information. The legal protection for ideas is either patent law or trade secrets, neither of which apply to the ideas, for example of a craft, until something is put on paper and then it is covered by copyright or trademark. Drevo asked whether CSLP should move forward and register the copyright as the manual is copyrighted but not a registered copyright. Lydie explained that in order to enforce the copyright, such as through a cease and desist letter letting the violator know they cannot copy large or small parts of the manual, can only be legally effective if the copyright is registered. Lydie has asked whether we intend to enforce any kind of copyright infringement lawsuit. The reason is that it would be difficult to prove if the copyright has not been registered. She asked what we think the likelihood of someone stealing our manual and using it for their own use would be. If we think it is high then we should consider registering it. If we are unsure but think it could happen, she suggested that we could also wait until we have a problem reported and then we can register it on an expedited basis. Drevo asked about the cost of registration. Lydie said that costs \$35 per year. However Lydie said that it is a complicated process and what she would recommend is that for \$1500, she could register the copyright for the first year and then have Karen Day work with her so she could take over registering the copyright from that point on. Lydie explained that CSLP's ownership of the manual is like owning the copyright as an anthology. You have to indicate all those different elements (who does what and who owns what) and then you own the registration of the copyright. Lydie provided some examples. Wilson asked if we could register the copyright of the manual as a whole rather than 4 separate manuals. Rafferty pointed out that they can't be distributed separately—they are provided together. Lydie said that would be acceptable then—one manual with 4 sections. She also said that we have done a good job with the current manual about protecting our copyright but there is one more step if we are serious about enforcing copyright protection and provides us with the option of receiving statutory damages because other financial damages are hard to prove. Lydie also pointed out that in the case of two catalog vendors where they are both selling the same item at the same time, therefore competing for a market, it was clear about the advantage and purpose of protecting the copyright. However for us, perhaps it is not as clear. Do we feel that there is a competitive threat to us (harming us commercially)? Wilson did indicate that there are some vendors who are taking our artwork and put that on their products, which then compete with our products. Drevo pointed out that this is contained in the DVDs which are distributed with the manual. Lydie says that we need to file the copyright registration to demonstrate that we have teeth and are not just a threat. Balsen asked about how much we can allow our members to copy and distribute. Lydie

responded that we want to keep in mind that we want to fulfill our nonprofit mission and there is a sense of fair use. We want to be as open as possible for our members. This comes down to whether we feel that we are fulfilling our mission and whether we feel we are providing what we need and yet protecting our value. Gould suggested that Lydie and Drevo put together some scenarios to help the membership better understand the issues. Drevo had reminded the Board about how she was able to work with Lydie around the issue with Janway that resolved itself in a positive way. There was a little more limited discussion about the value of our materials. Balsen asked a question about the name of the slogan and if the publisher is using the name of our slogan. Is that a benefit to us versus not allowing them to use it? Sherif suggested that there are some companies, like Janway where we don't want them to be in competition with our products or performers where they might incorporate our themes into the programs they do. It implies they have been vetted by us. Does the publishers' offering title suggestions seem to be in keeping with what we are doing, more so than those who compete with our mission by selling similar products? Drevo recommended that anyone should use more generic summer reading language but she also reminded the group that we have a policy about not endorsing a for-profit endeavor. Gould asked that Drevo present information to the Board at the meeting about registering the copyright of the manual including scenarios and FAQ. Gould also asked about where the information comes from—who is checking it and how can we be sure that it has been vetted. Lydie suggested that until an idea is written down and incorporated that it isn't copyrighted. Tomlianovich reminded the group of one example: a paper plate craft. There are many of those kinds of crafts. Eventually those become part of the theme, chapter and incorporated into the manual but paper plate crafts in general aren't copyrighted. Drevo and Lydie will get together and further discuss the membership agreement and copyright registration issue. Drevo said she will include Tomlianovich. Greene also asked if the forms should go in the copyright handbook and Drevo said she would get back to her on that issue.

6. Summer Reading Challenge/Lexile - Rhonda Gould

- Metametrics contacted CSLP about using their Lexile software with the summer reading program. There were several members on the call: Day, Gould, Santos, Rockwell, Greene, Sherif. Gould said that it was made clear that the CSLP is not about connecting to the lexile level but about reading for fun. Greene said that she did try using the tool but that it is not a good fit for our group for a variety of reasons but one important one was that the tool did not take maturity level into consideration and also the fact that a library's records needed to be in World Cat. However, everyone agreed that the Vendor did listen carefully to their concerns. Perhaps in the future if the vendor is able to resolve some of the concerns then it would be discussing again.

7. Postal Products – Rhonda Gould

- The Postal Products representative [Adam] suggested that they had some products that might fit into our theme. Gould met with him and sent him to Matt Mulder to see if there was a way to work with Highsmith for next year. There may be some other post office products that could be a fit as well and Gould suggested he submit something to the Vendor Committee Chair.

8. Evanced proposal – Rhonda Gould

- Gould followed up with Rob Cullen from Evanced about putting together a modified proposal which included a certain number from each state plus someone that the board member states. It was still too expensive, pricing around \$150,000.
- Balsen suggested that CSLP can also tap the states that have a statewide contract and ask for their advice or feedback about working with the product.
- Special reminded the group that she sent out an email from one of the digital workgroups, being led by someone she thought was from New York state. They are discussing the possibility of developing an application that would do something like what Evanced does for the libraries. It is a group that is looking at providing an open source option for anyone to use (not just the CSLP members). This workgroup is looking at discussing what kind of components should be included such as modules to track registration or including specialized information like book recommendations. Special suggested that CSLP get looped into this project. We may be able to provide information to the group to discuss some of the background information that could be helpful to this group. Special will resend the email and also provide instructions for getting on the list serv for those who are interested. Rafferty asked for clarification about what the Evanced proposal provided.

Re-Roll Call: Present: Gould, Pannebaker, Lyons, Sherif, Carlson, Greene, Balsen, Special, Shinnners, Tomlianovich, Rafferty, Wilson, Day

Not Present: Willis, Drevo, Yother, Santos, Rockwell

9. Membership Orientation committee report – Julie Tomlianovich

- This ad hoc committee was comprised of: Shinnners, Santos, Sherif, Langley, Greene, Snyder, Day and Tomlianovich. The point was to discuss some of the trepidation about attending the annual meeting for first time attendees. The group reviewed the comments and discussed
- One of the things the group will create is a Newcomers Information Booklet for first time attendees. The group discussed a variety of topics that would be helpful to know as a first time attendee. The group reviewed the topics and the organizational handbook and divided the topics among themselves. Greene proofread and typed up the information. Tomlianovich's first review indicated that it looked really good.
- First time attendees will receive this in advance. Others can receive it when they get there. Sherif and Day will be working on the Mentoring program. A newcomer will be matched with a Mentor, especially if they come alone. There will be a 2 hour orientation. The booklet is now finished and the mentoring program is moving along. We'll be able to use the booklet each year with minor revisions. Shinnners indicated that she felt it was very well done. Tomlianovich thanked the committee for their work.

10. 2013 Manual update

- Children/Pam Carlson: Please see her report for details. Carlson indicated that many people signed up but didn't actually contribute. A few people just said positive things but didn't provide useful feedback. There were only a few people that actually worked, checked websites etc. Tomlianovich indicated that some people sign up so they can see the manual early. Carlson asked if this was typical. Comments indicated that there are always fewer people that contribute than sign up. Carlson said that only those who actually worked will

be included at the beginning of the manual. Wilson suggested clarifying the expectations for committee members. It is a difficult job and takes time. Carlson will continue to work with the committee.

- Adult/Martha Shinnors: Shinnors did not have anything to add regarding the adult manual.
- Teen/Jasmine Rockwell: See the report as Rockwell was not on the call.
- Early Literacy/Michelle Willis: See the report as Willis had to leave the call.

11. Summer Reading Web banners – Laura Lee Wilson, Karen Yother (e-mail 1/13/12)

- Wilson sent an email to the group with the banners created by Staci Shaw in Idaho. If everyone likes them, then Wilson will put them on the website. Wilson is resending the email for those who didn't receive it. She only received a couple comments. Most seemed to agree they were fine.

12. CSLP program fonts – how to distribute – Karen Yother

- Day presented some information about the fonts. She has received some calls. One asked where the fonts were and another indicated the site that she was directed to gave her computer a virus. Day, Yother and Wilson have been talking about how to put them on the site and what the best form of action would be. Gould recommended that it goes on the DVD. Wilson asked if we should leave the 2012 under the proprietary downloads on the website. It was agreed that we will leave on the site and add for the DVD for next year. No one else received a virus report from members. Tomlianovich recommended they be put on the website and the DVD.

13. Books as Incentives RFP – Karen Yother

- Special and Day provided information as Yother was not on the call. The issue was that Yother has been receiving inquiries from other book vendors who want to have their books included. Also Day indicated that Yother was experiencing some challenges working with Scholastic including turnaround times, quantities etc so she was recommending to continue to use Highsmith as the distributor but to open the contract up to other vendors. She put together sample language for the group to review and vote on a doodle poll. Wilson agreed that we should pursue other vendors. Tomlianovich requested we work with someone higher up than someone at Evan's level. She did not have good customer service from him and wants someone who understands our mission and purpose. Balsen asked if Yother had a checklist to provide information and Rafferty indicated that was what was included in the email/RFP. Gould recommended tabling this discussion. Sherif included one point about asking if we could also include that year's illustrator's work in the RFP.

14. One Slogan Update – Jasmine Rockwell/Kathy Buntin

- Gould provided information about Jasmine's email. It went out to state reps to ask for some information. Buntin was looking at financial aspects (affect CSLP, Upstart etc.) and Rockwell wanted to present information at the annual meeting. Rockwell plans to survey patrons as well.

15. Sign Language Video – Lori Special

- Special indicated there was a question about presenting the different parts of the video separately as the one on the website does not appear to be the one that was indexed. Sherif indicated it is helpful to have the different parts separately for the ease of downloading from the web. Wilson asked to have the indexed DVD sent to her so she could have Dan replace the other one on the website. Day will send that to Wilson and she will email everyone when it is complete.

16. Children's PSA closed captioning / distribution – Karen Balsen

- Everything has been arranged with the duplication. Dan Judson is the vendor and taking care of that. Day has been working with Judson and each copy needs to be labeled. The orders that will go to the CSLP reps are going to be sent from the Admin office and not from Highsmith. Day is waiting on the number from Matt and then that part will be finished.
- Details are in Balsen's report. Judson let Balsen and her committee know that television stations are now often using the digital versions. This can save us money on reproduction and shipping. Judson recommended putting the digital copy in a dropbox-like place in the cloud. Balsen will send an email to the state reps to let them know that this is available in a few different formats that they can access.
- Balsen also wanted to let the group know that all the closed captioning has been done. Judson will also do this for the digital versions. This year Judson will do this for us. Next year we'll need to be sure that all this included in the contract. Sherif wanted to remind the group that the site "Dropbox" is not accessible at her library. Balsen said that it is not the vendor Dropbox but a Dropbox like site. The Digi beta is the primary source used for reproduction. Balsen thought the closed captioning is a file that can be applied to any source. Balsen explained the procedure. Because everyone won't be able to access the Digi beta source in their office, once the file is uploaded to one place, then an email will be sent to the state reps and then they can access the file. Each person can provide feedback as to how it works for them. Gould asked about Judson's contract and what it included. Balsen clarified that Judson was very helpful in providing the additional knowledge to help us provide the best sources for these files. Closed captioning was included in his original contract but he went above his contract to assist us. Day reminded the group that the contract does state that they have to provide closed captioning to all the forms that he submits to us. Balsen just wanted the group to know that when he provided the additional digital downloadable form, he also provided the closed captioning on that file. Details on the Teen Video Challenge can be found in her report.

17. Department of Defense update – Grace, Karen Day, Rhonda

- Yother, Langley, Day, Gould and Greene had a conference call in response to a Board member's interest in getting back the DOD contract from the Ireads group. A name was passed on and Day followed up but has not had any response. Another Board member provided another contact at the DOD. Gould is going to try and have a face to face meeting around legislative day. Day found out that the military libraries receive a budget that they have to spend on the Ireads program and thought **that having** another option, such the CSLP, might be a good thing for them.
- Special indicated that she thought that the amount was one sum over three years but Day indicated she thought it was an annual sum. Mostly it seems like providing more options for the **DOD rep.**
- Gould asked if anyone was going to Legislative Day. Pannebaker indicated that she would be there and Gould suggested they try and meet with the DOD rep.

18. Inviting additional guests to Annual Meeting - Rhonda

- Day received a couple questions about the additional guests at annual meeting. Board members are asking about bringing incoming or future incoming chairs to the meeting. One worked itself out as that person is being brought by their State Rep as the second person. Another asked about the authors of manual, in this case, the early literacy manual. Greene asked if they are now welcome to come if they pay. Day answered yes, whereby then Greene indicated no they should not be subsidized. Wilson indicated that every committee has hard working members so it would not be fair. Tomlianovich said that there may be no end to it. Gould asked the group about future Board Members. She suggested that future Board Members should have come to at least one annual meeting but the group can talk about that later. Rafferty suggested that perhaps attending an Annual Meeting might be a way to incentivize the members not participating in the work of the committees. Shinnors asked if we are talking about those hired to write the manuals or just committee members. Day said both because there was one question for each. She said that Patti Sinclair and Heidi from Highsmith both come on their own expense. Shinnors said that she didn't think the manual editors should come because there are others there to represent the information. Day also said that the meeting is being recorded and we can provide a copy of the recording to the editors if needed. Sherif indicated that she thought the Board voted to have Carlson attend an annual meeting when it was learned she was going to be an incoming manual chair but not part of the California delegation. Greene indicated that would be a good idea. Many agreed that these are two issues: the incoming Board member attending a meeting, which CSLP could decide to pay for, and either the manual editors or committee members. They thought the latter would not be something we should do. Tomlianovich indicated that since the manual editors are hired by Highsmith, they should talk to Highsmith if they think they should come. Grace asked whether anything should go in the handbook but the group said no.

19. CSLP office update - Karen Day

- a. Side Note from Day: she thanked the Board for their patience with regard to her treatment and Board members indicated how well she was able to handle all the duties.

Report Deadline for Annual Meeting: The report deadline for the annual meeting is March 26. If any chairs are new, Day can provide a sample of past reports and previous

manual chairs may be willing to read over the report if needed.

- b. 2012 Conference Update: The 2012 conference update includes 83 (29 are new reps) registered. We typically have 83-85 so we are on the target. Day is going to work with Sherif to assign the mentor/mentees for the annual meeting shortly. Also, Day also has been working with all the vendors such as Upstart and Judson for the PSAs.
- c. Stipends: She has been discussing the stipends with some of those who are asking about the stipend that CSLP provides for conference attendees. Only one indicated that the \$350 for the third person would make it cost prohibitive to attend. Others seemed to be ok with the associated costs. The stipend of \$700 does not include the hotel accommodations but does include transportation. Day asked the Board if the travel goes beyond the \$700, what does the Board want to do with regard to extra expense? Grace suggested that we pay it. Shinners agreed as we have no control over what the travel expenses cost and it seems wrong to penalize people who have more difficult travel arrangements. Sherif said hers always cost a lot because where she is located. It was asked whether a vote was required but there was no quorum so there could be no vote. However it was suggested that we handle these on a case by case basis. Day has only had one time when the State Rep submitted for expenses beyond what was accepted.
- d. Mariana Island request to attend annual meeting: Day had a request from the Mariana Islands about whether they can attend the annual meeting and if their expenses are included. Day asked for clarification. Greene suggested that this only applies to voting members. Shinners agreed. Sherif suggested that we can invite them at their own expense. Rafferty asked if they pay the same amount of dues. Day said they do but that they are non-voting. Greene explained that there are members from the various islands who are non-voting members. Tomlianovich asked if they knew this was the policy about whose expenses are subsidized or not. Greene responded yes. Wilson suggested that with all the new contracts we could include some language about inviting them to attend but understand that they are non-voting and their expenses are not covered. Greene indicated that it is frustrating to get the state rep emails **that ask questions about attending the annual meeting if you are not attending**. Special asked if they purchase things from Highsmith. Day said yes. Tomlianovich asked about the territories and shipping costs. Pannebaker said they use US Mail service so it is that same cost. Gould said that we may need to also discuss this as it relates to military bases down the line. Day asked whether it specifically says the islands are non-voting members and Greene indicated yes. Greene asked how many new state reps were there. Sherif asked how many states will be attending the annual meeting. Off the top of her head, Day indicated Florida and maybe Hawaii **would not be attending**. Greene pointed out in Yother's report that the Texas libraries have not ordered many supplies. Gould explained that this was a transitional year for Texas and they had the option of their old program or the CLSP. Gould asked if anyone is going to PLA. She indicated that the Texas rep (Dawn Krause) was planning to meet with Gould. However Day and others pointed out that Dawn is leaving the Texas State Library and that someone else will be the contact for Texas. Gould said she would find out who that person is and send the information along to those who are going to PLA.

- Wilson asked about the web banners and whether we should send something out before Annual Meeting but wanted the Board to confirm. The group agreed.
- Greene asked for clarification about **how** an ad hoc committee becomes a full committee. It was asked whether we voted on the Adult Manual and Sherif confirmed. Tomlianovich confirmed that the Early Literacy manual committee was voted as a standing committee at the meeting in Chicago. Gould agreed that there needs to be a procedure in place for explaining how an ad hoc committee becomes a standing committee for the manual. Greene will work on that.
- Rafferty asked about the agenda for the annual meeting and when we might be able to see it. Day said it would be finished soon. Greene indicated the next day was a Vermont holiday: “town meeting day.”

The next meeting is in person at the Annual Meeting in April in Hershey, PA. The meeting concluded at 3:34 p.m.