



READS Executive Board Meeting Agenda

Friday, January 8, 2021 10:00AM

Members Present: Kersten Matera, Natalie Moser, Sue Harmon, Eileen Gilbert, Jessica DeLangie, Brianna Hemmah, Jane Martina, Alexa Moore, Matthew Gunby

- **Call to Order**
 - Meeting called to order at 10:05 AM.
- **Acceptance of minutes from November 13, 2020**
 - **Motion to accept minutes from November 13 made by Natalie Moser, seconded by Sue Harmon. Motion carries.**
 - **Acceptance of minutes from July 24, 2020: Motion to accept minutes made by Sue Harmon seconded by Alexa Moore. Motion carries.**
- **Reports**
 - [Treasurer's report, Jessica DeLangie](#)
 - Executive Board reports
 - [President, Kersten Matera](#)
 - [Vice President, Natalie Moser](#)
 - [Membership, Sue Harmon](#)
 - Programming, Eileen Gilbert: No report submitted. Will be meeting next week to discuss Roundtables.
 - [READS-to-Go, Brianna Hemmah](#)
 - Past President, Mindy Atwood: no report submitted.
 - [Public Relations Chair, Jane Martina](#)
 - [Website Coordinator, Alexa Moore](#)
- **New Business**
 - Transitions go OK? Anyone need anything?

- Password to WildApricot, etc?
 - Update the transition guide? Is this doc helpful?
 - Kersten Matera will contact each board member/chair then Matthew Gunby will work to create a final draft to submit to the Board.
 - READS calendars on the website
 - Excel calendar - Any modifications? (the calendar says to post the READS Award of Excellence nomination form to the website now, is it too early?) Where should the Excel calendar be posted on our website?
 - NHLA Google calendar and READS Google calendar – should we get rid of the READS’s one? Moving towards having everything on NHLA Calendar.
 - Updated to the READS Handbook?
 - Goals for 2021
 - New logo.
- **Old Business**
 - READS Repository
 - Campaign to get Curb-side Pickup graphics
 - Strategy going forward to promote Repository
 - Promotion on Facebook and targeted emails.
 - Include different elements of the repository in each newsletter.
 - READS Adult programming form
 - Should we add sub-categories? Date stamp? How long should we keep programs in this database? Currently set to one year. The form and the sheet will be added to the READS repository, but should we also put a direct link to it on our website? Ideally twenty or so programs would be good before going live.
 - READS Award of Excellence: post form early in the year, then promote every other newsletter. Alexa will make this live after updating the date. June 30th is the default deadline (this may be extended).
 - Thoughts for Fall Conference. Kersten Matera will contact NHLA to see what their current plans are.
- **Adjourn**
 - Next meeting: Friday, March 12, 2021 at 10 AM. Jessica DeLangie makes motion to adjourn. Brianna Hemmah seconds. Motion carries.

Treasurer's Report - January 8, 2021

Balance 11/13/2020 **4,200.80**

Income:

Interest 0.04

Membership 5.00

Fall Program

Reimbursement

Spring Program

Overpayment

Reconciliation

Expenses :

Membership

Publicity

Fall Program

Annual Meeting

Award of Excellence

Program Support

Refund

Spring Program

NHLA

READS TO GO

Banking fees (bounced check)

Misc.

Balance 01/08/2021 **4,205.84**

Respectfully submitted,
Jessica DeLangie, Treasurer

READS President Report – January 2021

Mindy and I attended NHLA's last meeting. NHLA will not be having a Spring Conference this year. NHLA has several vacant board positions. If you, or someone you know, would be interested in serving the larger NH Library community, there are openings in the following:

- Center for the book Representative
- Social Media Coordinator
- Archivist
- Conference Chair - This will be for the May 2023 NHLA Conference. The conference planning committee starts planning in fall 2021. They already have a contract signed with Mill Falls.
- EDI (Equality, Diversity and Inclusion) Committee is also looking for members

NHLA is trying to support their new EDI Committee. If READS is interested in programs about this topic, we should reach out to them to possibly coordinate something together. NHLA is interested in drawing attention to this issue and would be interested in working with other sections to strengthen this endeavor.

Natalie, Mindy, Mat and I were in communication about the READS Repository and our soft-launch push to attract content by asking folks to submit Curb-side Pickup infographics/graphics.

I sent out a new 2021 calendar (Excel sheet) for the Board to look over. I'd also like to talk about the two different Google Calendars that seem to be on our website.

Respectfully submitted,
Kersten Matera

READS Vice President Report - January 5th, 2021

Repository:

Worked with Mat to transfer administration of Repository to Kersten and myself. Added eleven info-graphics related to curbside services and reopening phases to a new folder. Cleaned up duplicate files and edited file names to adhere to agreed upon conventions.

Miscellaneous:

Worked with Jane to draft December/January newsletter and provide guidance related to Public Relations role.

Respectfully Submitted,

Natalie Moser
READS Vice President

READS Membership Report - January 8, 2021

Membership

We currently have 44 active and fully paid members. This is a decrease of 37.14% over last year's January membership. There are currently 55 members pending renewal, and 80 of last year's members have yet to renew. These 135 members will be kept on our mailing list for the month of February to account for renewal season. A final renewal reminder will be included in the February Newsletter.

We lost 9 members and gained 7 members. Of those new members, 2 were first-time members, and 6 are "New to READS", having joined when they renewed their NHLA membership.

Additionally, 6 other "New to READS" memberships and 1 previously lapsed membership are pending renewal; they will be added to the membership list once their renewal is complete.

New members will be sent a welcome email and added to the newsletter mailing list. The welcome email has also been updated with current information about the READS Repository.

Newsletter

The newsletter was sent out on Tuesday, December 8, 2020. It reached 172 recipients, and was opened by 53% of recipients. 12%, or 26 people, opened links in the email. The next newsletter is scheduled to go out on February 2, 2021.

The End of Year wrap-up message was sent out on December 2, 2020. It reached 172 recipients and was opened by 46% of recipients. 18 people, or 9% of recipients clicked on links.

Respectfully submitted,
Susan Harmon

Reads-to-Go Report 1/5/21

Kit Development

Kits recently added include: *The Book of Essie*, *The Book Woman of Troublesome Creek*, *Before We Were Yours*, and *Nomadland*.

Kits in the process of being added include: *A Year of Silence*, *Devil in the White City*, *COVID Spring*, *The Witch Elm*, *Ask Again Yes*, *The Magpie Murders*, *The Whisper Network* and *The Dutch House*.

Kits currently being offered to Libraries for hosting include: *The Glass Hotel*, *Great Believers*, *Inheritance*, *City of Girls*, *Akin*, *Long Bright River*, *Dear Edward*, and *The Switch*. Books that can be added after the paperbacks become available are: *Giver of Stars*, *City We Became*, *The Vanishing Half*, *Such a Fun Age*, *The Splendid and the Vile*, and *Where the Crawdads Sing*.

READS-to-Go Committee

The READS-to-Go Committee held a meeting on 12/7/20. This would normally have been the meeting where the committee reviews year-end statistics. However, given the ILL shut down in the spring, we are forgoing that process until the end of this year. We added many titles to the pre-approved list, having nearly exhausted our old list. The committee also took care to add many new and diverse titles to the watch list, for further review when their individual paperback release dates near.

There were 52 new kit reservations in November, and 51 in December.

The next READS-to-Go meeting will be held on 3/8/21.

Respectfully Submitted,

Brianna Hemmah

Reads Public Relations Report - January 8, 2021

Newsletter:

Worked together with Natalie to draft the December newsletter, which was sent out on December 8, 2020. The next newsletter is scheduled to go out on February 2, 2021. Some potential topics for the upcoming newsletter include; the READS Repository, membership renewal reminder, new READS To-Go Kits, program spotlight, or another adult services highlight.

Supply Inventory:

I will be reaching out to both Eileen and Brianna to see if they need any supplies ordered and will do so accordingly.

Social Media:

Received access to the NHLA Facebook page and communicated with Azra regarding their best practices for posting READS content.

Miscellaneous Update:

Met with Natalie to go over the responsibilities of the Public Relations Chair and received an overview of Wild Apricot.

Respectfully submitted,

Jane Martina
Public Relations Chair

Website Coordinator Report: January 8, 2021

General Updates:

- Updated Blog in December & January with 2 newsletter articles
 - Welcome New READS Board Members
 - Welcome to the READS Repository
- Updated our Resources Page/Menu to reflect new repository
- Worked on making the Adult Program Recommendation Google Form and Google Sheet more searchable and user friendly.
- Posted READS 2021 Calendar: Executive Board Activities to Executive Board page
- Updated Board Members and contact information to reflect the new board.

Meeting Minutes & Newsletters

- Posted draft minutes from November 13, 2021