



## READS Executive Board Meeting Agenda

Friday, January 12, 2024 10:00AM

Meeting called to order at: 10:16 am.

Members Present: Brianna Hemmah, Eileen Gilbert, Alexa Moore, Jane Martina, Liz Ryan, Martha Simmons, Tanya Griffith

Absent with Notice: Sue Harmon

Others Present:

- I. Call to Order
  - A. Changes to agenda
  - B. Introduction of new members and guests
    1. Sarah Frost
- II. Acceptance of minutes from November 17, 2023
- III. Reports
  - A. [Treasurer's report, Tanya Griffith](#)
  - B. READS Executive Board reports
    1. [President, Brianna Hemmah](#)
      - a) NHLA is not moving forward with a Zoom account and recommends using Google Meet. Brianna will send a Google Meet link for the next meeting.
      - b) The Public Relations Chair will take part in the Social Media Committee as requested by the Vice President.
      - c) Brianna will meet with Tanya separately to review changes to financial documentation requests made by NHLA.
    2. [Vice President, Jane Martina](#)
    3. [Past President, Sue Harmon](#)
    4. [Membership, Liz Ryan](#)
      - a) The next newsletter will go out on February 6, 2024.
    5. [Programming Committee Chair, Eileen Gilbert](#)
    6. [READS-to-Go Chair, Martha Simmons](#)
      - a) Meredith Public Library is adding *Catch of the Day* to KitKeeper.
      - b) Saint Anselm requested to add *Another Brooklyn* by Jacqueline Woodson to KitKeeper.
    7. [Public Relations Chair, Vacant](#)

- a) Jane Martina is continuing to assist with this vacancy and will publish the February newsletter.
- b) The February newsletter will include a call for people to join the READS Programming Committee and a call for someone to fill the position of READS Public Relations Chair. A link to Fast Democracy will also be included in the next newsletter.
- c) Jane will send an email to NHAIS-L soliciting members for the aforementioned positions. Brianna will be listed as the main point of contact and will connect any interested respondents.

8. [Website Coordinator, Alexa Moore](#)

IV. Old Business

- A. Youth kits on NH KitKeeper
  1. Brianna and Martha will attend the next YALS meeting at the invitation of the President of YALS, Nicole Gauvreau, to discuss next steps and the process for adding youth kits to KitKeeper.
- B. Ad-Hoc Adult Programming Committee
  1. Addressed in the Reports. No further comments.

V. New Business

- A. Update Contact List
  1. Brianna updated the contact list and there are no changes to be made.
  2. The term “Chair” has been added to the position of Programming Committee Chair. All other titles will remain as they are.
- B. Transitions check-in
  1. Transition meetings went smoothly. The one exception is that Tanya and Brianna received a notification that the password to the READS President email was changed and they are both locked out. Brianna has reached out to the NHLA Secretary. She will also reach out to Mindy Atwood on Monday.
- C. 2024 Calendar Update – Review dates and deadlines
  1. Brianna reviewed the READS Meeting Calendar and kept meetings bi-monthly on the 2<sup>nd</sup> Friday. The Annual Business Meeting has been extrapolated based on last year.
  2. Liz Ryan suggested changing the date of sending welcome letters from a yearly event to ongoing to reflect current practice.
  3. Brianna and Martha will meet separately to review dates and date-related changes being proposed in Reads-To-Go.
  4. Any other corrections needed should be brought to Brianna’s attention. Alexa will post the updated calendar on the website once it is complete.
- D. Award of Excellence Committee – form
  1. Brianna will contact Sue Harmon to check on edits to the nomination form. Alexa will post the form to the website once completed.
- E. Nominating Committee
  1. Public Relations Chair

- a) Traditionally the Past President, Vice President, and one other committee member serve on this committee. The Public Relations Chair will join once that position is filled.
- 2. Vice President
  - a) General reminder that we will need to think about possible nominees for this position soon.

F. READS Roundtables

- 1. A topic was chosen. Brianna will connect with Eileen to check on progress.

G. Set Goals for 2024

- 1. Website updates
  - a) Alexa and other members have done a great job at keeping the READS website up to date. Goal is to continue ensuring that the website is current and updates are posted.
  - b) Additional goal suggested of increasing membership through recruitment.
  - c) Alexa encourages any changes, edits, or website suggestions to be sent to her at any time.
  - d) Martha volunteered to make changes to the RTG Committee's portion of the website because she serves as the webmaster for ITS. Alexa concurs.

H. Additions to Agenda

- 1. READS Programming Committee requested new READS promotional pens to be purchased. A motion was made by Martha Simmons to use \$574.26 from the READS Budget to purchase more READS branded pens for promotional purposes. Alexa Moore seconded the motion. The motion passed unanimously.

VI. Adjournment: Meeting adjourned at 10:59 am.  
Next meeting: Friday, March 8th, 2024 at 10 am.

## READS Treasurer's Report January – 2024

**January 1, 2024**

**Balance 11/30/2023**                      **\$3,451.87**

**Income:**

Interest                                      \$0.03

Membership                                \$95.00

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 12/31/2023**                      **\$3,546.90**

Respectfully submitted,

Tanya Griffith, Interim Treasurer

## READS President's Report – January 2024

1. I attended the NHLA Executive Board meeting on 12/12/23.
  - James McKim ran a half-day training for new officers, arranged by the Chair of the EDI Committee, Melissa Mannon.
  - Planning will begin soon for the NHLA Spring Conference to be held April 15-17, 2025. Each section or committee is expected to submit a Conference Liaison to the Conference Committee Chair, Deb Hoadley. READS will be submitting our Vice President, Jane Martina.
  - NELA is looking for a PR Committee Chair. If you know of any candidates or are interested yourself please contact Maisam Nouh at [president@nelib.org](mailto:president@nelib.org)
  - The zoom account has authentication issues because it requires one-time authentication via an email at every sign-in. It was decided to recommend Google Meet and not pursue a way to share the Zoom account.
  - The NHLA Executive Board approved the Social Media Policy and the Media Relations Policy.
  - The timeline of the NHLA Strategic Plan 2024-2025 will have to be altered. The Strategic Plan Committee is currently at the collating survey feedback stage, but a final draft will likely not be prepared by the original January 4th date.
  - Mindy Atwood, the NHLA Past President, will be reviewing each section and committee's bylaws and running them through the Bylaws Committee.
  - The NHLA Vice President has requested that each section and committee submit someone as a representative on the Social Media Committee. They are likely to meet 3 times in the coming year. READS will send our Public Relations Chair.
  - There is a new procedure for contracts and deposits. All contracts must be reviewed by the NHLA Treasurer and signed by the President. Every deposit has to have a deposit slip. Checks need to be scanned or photographed.
  - Outgoing President Mindy Atwood and Advocacy/Legislative Committee Co-Chair Denise van Zanten gave a presentation on this year's legislative session. There are 6 House Bills involving libraries. For those wishing to track the various House Bills currently in committee, there is a new page on Libraries in the topics section of [Fast Democracy](#).
2. I attended transition meetings with now Past President Sue Harmon and Vice President Jane Martina.

Respectfully submitted,  
Brianna Hemmah

## **READS Vice President's Report – January 2024**

### **READS Repository:**

- Completed a training session with Brianna Hemmah on READS Repository Management
- There have been no new submissions to the READS Repository.

### **NHLA Conference Committee:**

- READS Conference Committee Chair for the 2025 NHLA Spring Conference.

### **Ad-Hoc Adult Programmers Committee:**

- The Ad-Hoc Adult Programmers Committee has met twice since the last Executive Board Meeting.
- The committee established a collaborative workflow for developing the Adult Programmers Manual, and they're making progress on the introductory section.

### **Other:**

- Completed Vice President transition meeting with Brianna Hemmah.

Respectfully Submitted,  
Jane Martina  
Vice President

## **READS Past President's Report – January 2024**

Attended the NHLA 12/12/23 NHLA Executive Board Transition Meeting and DEI In Board Governance Training, along with Brianna Hemmah.

Met with Brianna to facilitate her transition to READS President. The USB drive was handed over at the NHLA transition meeting, provided her with login credentials for the READS President email and set up two-factor authentication.

Met with Natalie for Past President transition meeting.

Set up READS virtual meetings using Manchester City Library zoom account for the year.

The 2024 Awards Committee will consist of the Immediate Past President, Natalie Moser, the three most recent Award of Excellence recipients, and myself.

Respectfully submitted,  
Susan Harmon

## **READS Membership Report – January 2024**

### **Members**

As of January 3rd, we have 129 ACTIVE members. Granted, this is renewal time, so I assume we will see this number go up in March. I saw that a number of members that are not in the “active” category have renewals pending. However, I also saw a few names not appearing on the current list at all, so we may have lost a few members. In good news, we gained 4 new members!

I did notice that a coworker who was a member of READS last year was not listed on the master list. It turns out they renewed without selecting READS, so that IS also a possibility. I will keep an eye out for anyone asking why they are not receiving READS info.

### **Newsletter**

Our December newsletter went out on December 5th, to 119 members, No bounces. 71 recipients opened the email, but only eight recipients clicked the links, with the programming link as the most popular with four hits.

The next newsletter will go out on February 6th.

Respectfully submitted,

Liz Ryan

## **READS Programming Committee Chair Report – January 2024**

The program committee, currently at two members, plans to meet on Wednesday, January 10 to plan for Spring Roundtables. Three Roundtables will take place between March 25 and April 19. This year one will be in the south of the state and the other in the north. One will be virtual. The topic is library collaborations, how public libraries work with local community groups, each other, and larger organizations such as state/federal government or national nonprofits.

The fall conference should take place on Friday October 11 in the southern part of the state. We welcome suggestions for location, speakers, and theme.

## READS-to-Go Chair Report – January 2024

### **Kit Development:**

Kits that have been recently added include: *Jojo Unplugged* (Enfield Public Library), went active in KitKeeper on 1/1/24

Kits in the process of being added include:

- *Lessons in Chemistry* by Bonnie Garmus (Dover Public Library)
- *Night of the Living Rez* by Morgan Talty (Rodgers Memorial Library, Hudson)
- *Catch of the Day* by Virginia Bennett (Meredith Public Library)
- *The Bear* by Andrew Krivak (Effingham Public Library)
- *Rust* by Jonathan Waldman (Kelley Library, Salem)
- *Jane's Cure* by D.K. Kennedy
- *Another Brooklyn* by Jacqueline Woodson (St. Anselm College, Manchester)

Approved titles waiting for a host include:

*The Midnight Library*, *The Personal Librarian*, *The Reading List*, *Sea of Tranquility* and *The Seven Husbands of Evelyn Hugo*

Approved titles not yet in paperback: *Remarkably Bright Creatures*

### **NH KitKeeper Reservation Statistics**

There were 63 new kit reservations placed in November and 33 in December. There were 382 total reservations placed in 2023.

**Next meeting date & location:** The next READS-to-Go meeting is scheduled for February.

Respectfully Submitted,  
Martha Simmons

## READS Public Relations Chair Report – January 2024



# READS Website Coordinator Report – January 2024

Website Coordinator Report: January 12, 2024

## Website Updates:

- READS-to-GO Page:
  - Updated members list with list Brianna provided
- Homepage:
  - Updated Board Members and Committee Chairs to reflect 2024 board with list Brianna provided

## General Updates:

- Updated Website, and READS Executive Board Google Drive with:
  - Draft November 17th meeting minutes
- Program Database
  - We have 93 submissions, 1 more since our November 17th meeting.
- Goodreads:
  - Worked with Sue, and Tess from the Sustainability Committee to add shelves to the [Goodreads Group - NH Librarians Read](#). In September, we added 2 new shelves “equity-diversity-and-inclusion” & “sustainability” for the EDI and Sustainability committees contribute to. The [Goodreads Instructions have been updated to include best practices for committees](#).
  - We have 54 members, 3 more since our November 17th meeting.
  - Continued to add to staff pick shelves

Respectfully submitted,  
Alexa Moore