

**CHILIS Executive Board Committee Meeting
Minutes - FINAL**

Friday, November 18, 2011 at 10:00 a.m.
Local Government Center, Concord

Present: Luci Albertson, Yvette Couser, Amy Graves, Ann Hoey, Amy Lappin, Lisa Michaud, Kathy Tracy, Gail Drucker, Gail Zachariah, Nancy Lang

Absent: Amy Inglis

Meeting called to order: 10:03 am

Reports:

- Secretary - Yvette: Accepted as emailed with Ann's corrections noted at today's meeting
- Treasurer - Nancy: Nancy handed around Treasurer's report for 7/1/2010-6/30/2011; 7/1/2009-6/30/11; 7/1/2011-11/18/2011. Reports accepted.
- Great Stone Face - Luci A. : Bookmark issue is resolved. Cathryn Ryan of NE College will take on distribution of bookmarks. Sales are brisk; we are running out but will not ask for more. GSF meets this afternoon, off Dec.; and will resume meeting Jan-April. They all thought Avi was great. Luci reports the Committee welcomed two new members.
- Isinglass - Amy I. : Amy I. was not present, but Yvette said that the committee met yesterday and needs more titles submitted for consideration.
- Membership - Vacant: Kathy T. has been communicating with a possible appointee.
- Summer Reading- Ann H. : Ann will send an email reminder to everyone on the CHILIS listserve to send her van slips so that she can send them their SRP manuals. Sent email about scholastic book order incentive; Ann reports that the committee set the KBA Roster at their November meeting, choosing 10 presenters of varying genres; the committee will be working with the artists to develop their roster entries. The roster will be posted in early January. Also, in January Ann will start seeking grants. Their next meeting is scheduled for February. Other things to do at the March KBA conference: An SRP Kick off (since there is no NHLA spring conference) rapid reviews (which might help with booktalks at school visits) will there be a Steve Blunt song? (Steve Blunt going to Ireland so Judy Pancoast song?)
- Membership NERTCL - Lisa M.: Lisa said the committee is planning a stand-alone spring conference during April vacation week in Worcester, that will cover topics pertaining to early literacy, learning to read, and emergent readers. So far, they have two speakers lined up (one is a

literacy consultant who has worked with libraries). They are looking for an early reader author and would love to get Mo Willems.

- NHLA/CHILIS Website - Kathy T. Amy Graves will be staying on as the CHILIS website webmaster. She will pass along the camera to Amy L. Amy G.: Confirms that it is okay for Yvette to send Board meeting minutes for her to post. Amy G has made all of the changes that were suggested so far, if there's anything else, let her know. Kathy T. would like to put up pictures from the fall conference. Regarding minutes, Kathy suggested that Yvette send them around to Board for corrections then Amy G will upload the corrected version.

Old Business

- Fall Conference wrap up**
 - **Discussion on putting together an updated Conference manual for future conferences. Role of conference chair, host library Kathy T: thanks to Gail for hosting the conference. Ann H. has an outline for what could go into an updated Conference manual. Gail Z. will look it over and flesh it out since the conference is fresh in her mind. Ann and Gail Z. will send around an updated draft. Some discussion raised the suggestion that it would be helpful to included budgeting guidelines.
- Discuss appointing sub-committees to work on following 2 issues to report in December:
 - Future locations for Spring Conference - Lorreen Keating had suggested North Hampton for Fall 2012. We would still like to find other possibilities and Gail D. will send out an email to ask people to explore options.
 - CHILIS Librarian of the year criteria - Ann will email Yvette the form and they will work on updating it.

New Business

- NH Center for the Book Representative - Pam Stauffacher's term has ended. Kathy T. will ask her if she wants to take another term.
- NHSLMA Conference and Book awards - Ann H. : Ann brings us a proposal from the school librarians. There will not be a spring NHLA meeting, when the GSF Committee also held a Tea announcing the new book list. However, the NHSLMA Conference is scheduled for Tuesday, May 15-16, in Meredith, and the conference organizers propose a special half-day children's breakout program on May 15th, that would be available to CHILIS members. This would take place after lunch in a facility across the street from the NHSLMA conference location. Registration for CHILIS members would cost \$35 and the

program would include the GSF Tea (sponsored by NHSLMA), a book talk by Chris Rose, and an author signing. For your information, the NHSLMA conference for their member costs \$90 for the day and \$175 for two days. Luncheon author is Francisco Stork, author of Marcello In The Real World. CHILIS would handle all the registration for this. CHILIS members can still register or the NHSLMA Conference, but keep in mind there is limited space available. Isinglass and Flume presentations TBA. Discussion: Can we go into the vendors? GSF presenters' registration will be complimentary. Luci says she needs to talk to the committee at today's meeting about this. Board asked for show of hands in favor of pursuing this.

- Slate of Officers/Committee members - term limit discussion. (see *Attachment for CHILIS Bylaws Excerpt Regarding Term Limits.* -YC) Kathy T.
 - Currently, the term limit for Board members is:
 - VP - 3 years (as vp, president, and past president)
 - Treasurer - 2 yr
 - Secretary - 2 yr
 - How Board Members are Nominating happens: The past President looks into nominations for all vacant positions, and these should be publicized by September for the October Business Meeting. At that time, we can take nominations from the floor.
 - Committee members: Isinglass, GSF, etc. internal discussion to decide who is chair.
 - NERTCL - A term appointed position from CHILIS board. Current Bylaws don't specify term limits for committee chairs.
 - Currently, there is no limit on number of terms someone can hold.

Discussion: Suggestion to make positions a renewable 2 year term. Gail D. suggests having a period during the turn for mentoring.

At the next meeting we should phrase a bylaws revision, which will have to go out to the membership so they can vote on it. e.g. "We are proposing this bylaw change, to be voted on in March." Gail D. reminds us that some libraries are not online and will need to get this information via postcard. Ann doesn't think there are any libraries that don't have internet. Gail Z. we need to look at the revision wording in the bylaws (it's online) KathyT have everyone look at it and next meeting we'll make notes. Ann suggests that we might want to think about creating a fundraising chair.

Discussion: We have this ongoing discussion about the conference and not making a profit on that, and a specific

fundraising chair could generate a few hundred dollars every year that could go to Scholarship fund. Nancy notes that last year CHILIS had a net loss of \$1,200.

We would need to start with the NHLA board. Suggestions: store, on line shopping, PayPal? Kathy will be attending the NHLA board meeting representing CHILIS.

- CSLP Conference – Kathy will add this to the December Agenda. We will need to decide who will attend the CSLP Conference, in Hershey, PA. Amy L. thinks it's Ann plus one, possibly Ann plus the President. Ann will confirm the date but thinks it's April 11-13.
- Meeting Adjourned: 11:50 am
- Next Meeting: Friday, December 9, 2011 LGC 10:00. Snacks? Lisa M.

*Shared/Children's Yvette/CHILIS Board/CHILIS Minutes Nov 18 Final
Uncorrected Minutes Draft: 12/5/2011
Corrections: via email 12/8/11; corrections at meeting 12/9/11*

Attachments:

Article VII. Duties of Officers

Section 1. The President shall preside at all meetings, shall attend full Board meetings of NHLA, and shall present a written report at the NHLA Annual meeting.

Section 2. The Vice-President/President-Elect shall assist the President, and in the event of absence, shall assume all duties of the President. This person shall also serve as the CHILIS representative to NHLA Spring Conference Committee meetings. It is recommended that the person nominated for the Vice-President/President-Elect position shall have served on a CHILIS committee or Board for at least one year.

Section 3. The Secretary shall keep all minutes of membership and Board meetings and shall conduct correspondence.

Section 4. The Treasurer shall submit all CHILIS funds according to NHLA Treasury procedures, and shall submit requests for disbursements and reimbursements in the same manner. This person will submit a CHILIS Treasury report at each CHILIS meeting.

Section 5. The Immediate Past-President shall nominate a slate of officers at the fall membership meeting.

Section 6. The President, Vice-President/President-Elect and Immediate Past President shall each serve one-year terms. The Secretary and the Treasurer shall each serve two-year terms.

Excerpt from CHILIS Bylaws, Last revised October 2006
<http://nhlibrarians.org/chilis/bylaws.html> Accessed 11.21.2011