

WESTCHESTER LIBRARY ASSOCIATION
Minutes of the Board of Directors Meeting
January 14, 2016
Hastings-on-Hudson Public Library

Present:

Liz Anastasi, Gina Bell, Alex Gaete, Mallory Harlen, Martha Iwan, Diana Lennon, Kathy Palovick, Sara Rodgers, Sharon Rothman, Kim Stucko, Linda Surovich, John Torres, James Trapasso

Excused:

Tim Baird, Z.B. Baird, Elizabeth Coppola, Dan Glauber, Maxine Grandison, Bonnie Katz, Terry Kirchner, Joseph Mannozi, Donna Pesce, Maureen Petry, Sarah Rodriguez

The meeting was called to order at 10:10. Diana Lennon made a motion to accept the minutes of the December 2015 meeting as read; Kathy Palovick seconded. The motion was passed and the minutes were accepted.

President's Report:

- President Liz Anastasi gave an update on the planning for the Mid-Winter Conference. 43 attendees registered so far. She thanked Ossining for hosting and shared that Villarina's Market will be doing a continental breakfast. James Trapasso noted that attendees will be sitting in the stadium seating in the theater, and Rebekkah can be onstage; he has a handheld mic for her to use as well as a pointer for her presentation. Breakfast will be in the gallery area. Mallory will be putting together packets for attendees; Liz is creating a program and there will be a scholarship brochure available for the packet.
- We still need a conference chair. Liz introduced Kim Stucko, who may be interested in being the College Committee Chair. We briefly discussed ideas for the conference, including EBSCO (who did a nice presentation for SLA), utilizing our communities (i.e. Hastings' Farmers Market); Martha said she could reach out to Neighbors Link (working with the Hispanic community-they do Wednesday movies, adult coloring, etc., at Mount Kisco). Liz suggested that our next meeting focus on the Annual Conference and we can, in the meantime, brainstorm how we can execute our ideas and who we can get for a keynote speech.
- Liz opened the floor to Sara Rodgers to discuss LARC. Sara will be attending the January 21 LARC meeting and will share what we're planning for the conference and invite them to cosponsor with us. Martha would like to be able to send an email to vendors announcing the partnership if it winds up going through. A partnership would lead to more networking. We will offer LARC members our member rate and future conferences will be in a mutually beneficial location (Tarrytown or Nyack). LARC is just public libraries, so we noted that they would need to cater to a broader audience when hosting the conference. Sara will be our ambassador to LARC. If this is a true partnership, we will need a formal written agreement discussing, among other issues:
 - Location: Must be mutually convenient
 - Pricing: we would honor each other's membership rates for Conference pricing
 - Shared Costs for Keynote; selecting keynote speaker should also be a mutual decision
 - Broad subject area for years that LARC hosts
 - Vendors: as LARC does not have vendors at their conference, this is something that needs to be addressed
 - A trial run
 - The terms of the agreement (i.e. how long the partnership will last)
 - Time of the conference: late April, early May?

Sharon wondered if this necessitates a revision of our bylaws? This will be part of the larger bylaw revision process.

Sara will update Martha about the LARC discussion next week and Martha will send vendor invitations out in the end of January.

Treasurer's Report:

- Sharon presented her report and noted that the changes were Mid-Winter and membership related.

Membership Report:

- Linda Surovich added all of our new WLA members to the Constant Contact list and shared that she now has access to the WLA PayPal.

Web Administration:

- No report; the website is current and updated.

Reference Committee:

- No report; Bonnie Katz is working with committee.

College Committee:

- Kim shared that Teddy Cameron from Mercy may be co-chairing the committee.

Youth Services Committee:

- No report; the Mock Awards went very well.

Support Staff Section:

- No report.

Conference Committee:

- We still need a chair for this committee! Please email Sara if you know anyone who would be interested.

Vendor Committee:

- Martha noted that there is an event in Long Island that is creating a conflict for many of her vendors. She said they are asking about the partnership with LARC. She is looking for new ideas on who to call in for the conference and if anyone has any suggestions, please let her now.
- Metro never paid for their promised contribution. Moving forward, we need a written agreement that specifies a certain date payment needs to be received before the vendor will be removed from conference advertising. For the 2016-2017 year, we will have such an agreement in place.
- Do we send Metro a formal complaint from WLA? Liz or Sara can send a more casual email to start (“We still have an open email on our books...”) and Martha will reach out once more via email and postal mail with an invoice. We will write an official letter if we still haven’t heard from them before the February meeting.
- What should the deadline date be? Use language like “If you want to be included in our promotional materials, we must receive payment by [*the week before the conference*] in order for your logo to appear in our program and packets for the day”. At that point, Dan can put their logo on the website.

Public Relations Committee:

- Alex will send Mallory an updated Perks packet; we can include WLA contact information on the back and ask for volunteers.
- If anyone would like anything included in the newsletter, please send it to John. He will also include a link to the WLA survey in the newsletter.
- We need a volunteer photographer for the Conference; Diana will reach out to the Westchester Photographic Society.
- James has been updating the Facebook.

Legislation Committee:

- Donna, who was excused, shared prior to the meeting that she emailed Thomas Abinanti's office for a potential Advocacy Workshop.
- We discussed when to have the legislators speak on the day of the Conference. This year, we need to keep to a strict schedule and the legislators will have a cutoff time that must be abided. We discussed whether or not to have the Legislators speak before the Keynote, or after the Keynote; in a rough draft of a potential schedule, we agreed that having them speak after the Keynote and before the Book Signing/Vendor portion of the afternoon—this provides a built in cushion and a natural end to that portion of the day, as people will be leaving for the second set of workshops.

Our potential schedule for the post-morning workshop schedule is as follows, but will be discussed further at the February meeting:

- 11:30-11:45—Awards, Raffle
- 11:45-12:45—Keynote and Lunch
- 12:45-1:15—Legislators
- 1:15-1:45—Book Signing, Vendors
- 1:55—Second set of workshops begin

Professional and Professional Development Committee:

- We need to vote on how to disseminate the scholarship(s), based on the number of applicants, as well as changes in the application process—this will be a reimbursement; must submit receipt with application; *strict* deadline; the applicant must have paid for the expense, not their library—the scholarship is only for personal expenses not already reimbursed; eligibility requirements must be clearly spelled out. Sharon moved to vote and Sara seconded—all members voted yes.

Directory Committee:

- This committee still needs a chair.

Old Business

- Revision of Bylaws: John will take a detailed look at the bylaws and bring points of discussion to our next meeting.

New Business

- Mid-Winter Conference
 - If you are interested in volunteering at the conference, please email Mallory. We'll need greeters and people to help set up breakfast and coffee.
 - Signage: Liz has the WLA banners and will coordinate hanging them with James.
 - Sharon wondered how Rebekkah is arriving: we will follow up with Liz about Rebekkah's travel arrangements.

- James Trapasso was unable to attend the meeting but did email an update regarding breakfast catering. He shared that the Wobble Café, located in the Ossining Library, is swamped with holiday orders and won't be able to provide him with a price quote until after the New Year. He'll follow up with them. He will also let us know what paper good we will need.
- We decided to host a fishbowl raffle—people will fill out slips with their information (name, library, phone number, email) and we'll have a raffle to offer a prize like \$25 off of the Annual Conference fee. Alex will create slips.
- If anyone wants anything made available in the Mid-Winter packets, please email them to Mallory by January 8th.

A motion to adjourn was made by John at 11:57; James seconded and the meeting was adjourned.

Respectfully Submitted,
Mallory Harlen

Upcoming Meetings:

February 11, 2016 (Location TBD)

March 10, 2016 (Location TBD)