

WESTCHESTER LIBRARY ASSOCIATION
Minutes of the Board of Directors Meeting
Thursday, February 8, 2018
Greenburgh Public Library

Present:

Liz Anastasi, Giovanna Fiorino-Iannace, Eleanor Friedman, Maxine Grandison, Terry Kirchner, Diana Lennon, Kathy Palovick, Sara Rodgers Sharon Rothman, James Trapasso

Excused:

Zahra M. Baird, Gina Bell, Pam Berger, Christa DeFaber, Kathryn Feeley, Alex Gaete, Daniel Glauber, Martha Iwan, Bonnie Katz, Joseph Mannozi, Mallory Marinaro, Elaine Provenzano, Daniel Sabol, Linda Surovich, John Torres

The meeting was called to order at 10:01 am. James Trapasso made a motion to accept the minutes of the last meeting on February 8, 2018 as read; Diana Lennon seconded. The motion was passed, and the minutes were unanimously approved.

President's Report:

- James opened the meeting by noting registration for the Mid-Winter Conference could have been more organized if an updated membership list had been available. 45 people attended the conference, and everyone was happy with Jeremy's talk.
- Sharon noted there is no option to pay by check online for the WLA events.
- Liz commented the membership discount could only be applied if the list is updated. It was suggested that a laptop be used for this purpose at future events. Liz will be handling registration at the Spring WLA Conference.
- Sharon mentioned there will be a packet distributed at the conference in order to reconcile who is a registered member.
- James noted there are blue folders remaining that can be relabeled and used in May.
- Diana recalls there being several raffle tickets in the back of the Ossining Library theater that can be utilized in May.
- No one is certain if new photographs have been posted on the WLA website. James will check with Alex.

Treasurer's Report:

- Sharon provided a statement of the WLA Checking and Savings accounts (as of February 7, 2018) and noted there is an outstanding bill of \$270 for the Anne IZard Committee.
- Terry suggested the Board inform new library directors about encouraging their staff to become members of WLA.
- Anyone sitting on the WLA Board must pay membership dues. At the moment, PayPal is the only way to pay online, in addition to mailing in a written check.
- The online method of payment indicates Ed Falcone as the current WLA Treasurer.
- Sara recalls receiving an email reminding her to renew her membership in November.
- James will ask Linda to send out reminders for membership renewal.
- The Mid-Winter Conference ran over budget because no one is overseeing the committees and keeping expenses in check. James had informed the committees they had been allocated \$300, but the total cost ended up being greater. Diana emphasized that whichever amount the Board approves is what will be paid.

- Sharon will write a check for \$300 for Melissa. Sara suggested sending Melissa a reminder about getting Committee approval to exceed budget. Liz agreed and recommended a reminder for committee members. They need to follow the rules.
- The question about committee members was raised. No one really knows for certain who is involved.
- Sharon noted expenses are funneled through Eleanor and there should be no surprises.
- Sara would like to know what the Youth Services Committee is doing. Communication is key.

WLA Membership Directory:

- Sharon inquired if the WLA Directory has been updated. No one is aware if it has been. Previously, Kathy and Sara had edited the directory. Sara suggested adding pagination; dividing the directory by categories, such as academic, public, school (Northern and BOCES) and private libraries, and including an index organized by name.
- Sharon asked if institutional members are also listed. Sara replied that institutions are not necessarily recognized as such. Liz suggested sorting the directory by name on Google Forms to avoid duplication. Sharon recommended using links to institutions, but not every school has a website. Terry suggested the inclusion of basic information, i.e. Name, Email, Phone, Association, and End of Membership Date.
- James mentioned an automatic reminder to renew membership should be sent to all members. Sara noted that in the past the membership list was a private document and it should not be posted on the website.
- Terry emphasized the need to create the directory and to deal with sharing later since there may be an easy solution. Diana noted that Linda must be part of the directory project. Terry offered Alison's help as well. Terry suggested speaking with Pat R. about a free program that handles development projects. Liz mentioned the use of LARCS's membership program to keep track of CE credits and to allow WLA members access to their account. Jennifer will send the information to Liz. The program is not free and will need to be priced out.
- Sharon pointed out it may be worthwhile to check on lapsed memberships and to see who is a new member. James will contact Linda for more information about the membership program.
- Liz offered to get more information about Wild Apricot. Sara noted it is a difficult program to use. James will check on the fee. Terry noted Non-Profit Westchester has also switched to Wild Apricot and can provide contact information.
- A Membership Directory Sub-Committee will be formed and consist of Liz, Sara, Sharon and Linda (to be asked). Sharon noted that by utilizing Institutional Memberships, individual names do not need to be tracked. Liz suggested we look at NYLA's membership model and adapt it as needed. This will not eliminate PayPal but will be integrated with the current system.

Annual Conference:

- James pointed out honorarium forms are needed for reimbursement.
- Terry suggested writing a brief memo of understanding to participants asking for a one-page description with two to three images.
- James sent out an email regarding a tag line idea for the conference and received a few – "Libraries Now Excite," and "Engage and Educate."
- Sara likes these titles and suggested a tag line for the speakers to elaborate on in their talks.
- Diana recommended telling potential speakers to discuss what their library is doing to excite, engage and educate their communities. She added their topic should appeal to all types of library people (i.e. Children's, Schools, Reference, Supporting Staff, etc.). For instance, "fake news" appeals across the board.
- Terry emphasized how libraries are about strategizing for purpose and being forward thinking. Where are libraries in 2018? Part of the discussion of where libraries are now, is where are they going to be in the future? There is a WLS workshop taking shape on creativity and fake news.

- Diana mentioned she, Eleonor and Maxine are working on the topics for the remaining workshops.
- Diana noted Liz shared documents used two years ago that need to be updated. Someone with experience is needed to review them for the presenter's names, fees, equipment requirements, and time preferences. Diana will share the forms soon.
- James noted the Committee Chairs will need copies of the forms when they have been approved.
- James also noted Martha has not received responses from the vendors.
- Diana is working on specific times for the talks and workshops to take place between 8 am and 4 pm. The schedule is divided as follows:
 - Annual Meeting in the morning
 - Breakout Sessions, 10-11:15 am and 2:45-4 pm (1 hour and 15 minutes built-in)
 - Lunch, 12-1 pm
 - Keynote Speaker, 1:30-2:30 pm
 - Awards and Raffles, 2:30 (the order of the raffles needs to be determined).
- Kathy knows of two people interested in speaking (Abinanti and Shelley Mayer) but they need to be told a time. Andrea Stewart Cousins also often shows up. Diana suggested having them arrive after lunch. James suggested the speakers be given an option as to whether they wish to stay for lunch. Terry mentioned Latimer may also attend since he likes libraries. Liz cautioned about being strict with vendors who are aggressive. The vendors should not be placed right before the keynote. The legislators can be scheduled after the keynote but before the vendors.
- There is a School Cooperative Award being organized by Eleanor. Liz suggested she talk with Sarah Rodriguez in Scarsdale and school librarian Elizabeth Coppola.
- Sharon inquired about the Washington Irving Award. Is there a committee? The By-Laws state the WI includes authors of adult and children's books. It is cosponsored by WLA and WLS. Terry noted it may no longer occur.
- Alison M. will give her talk on Fake News and using the web to check the web at the conference.
- Maxine inquired if the fee for workshop presenters has been decided. Diana responded the range will be between \$200-\$300.
- Maxine also called attention to the fact that a previous presenter used mass transportation to arrive at the Doubletree since it was close, and she never requested reimbursement for travel. As this person is arriving from Queens, can she be reimbursed for these expenses this year? The fee covers all transportation costs. Terry suggested someone can pick up workshop leaders at the train station. The New Haven line is closer to Rye, but as Sharon pointed out, Rye does not offer cab service.

Professional Development Committee:

- The scholarship for professional development was mentioned by Sharon
- Diana reported the next PD workshop will be on "Managing LinkedIn" on Thursday, March 15. The fee for the speaker was split with WLS (\$400) and attendance is free of charge. An email blast will be sent to WLA members.
- The May workshop will focus on technology in the library and library marketing via social media. Other ideas include Growth: Challenges in the Workplace and Enrichment: Team Building.

Legislation Committee:

- Library Advocacy Day is taking place on February 28 in Albany. The goal is to reauthorize Museum and Library Services and to restore grants to ALA. Members must write to law makers. Sara suggested we plug the request to write to legislators in favor of libraries. A pre-written letter can be personalized to one's community and legislator.

Academic and Special Libraries Committee:

- No report.

Youth Services Committee:

- Sara would like to know what this committee is doing and how engaged the members are with projects. Members of the YS Committee should be invited to a Board meeting.
- Liz suggested all sub-committees be invited to give updates on their activities. Sara agreed their involvement with the meetings would make the meetings more engaging.

Public Relations Committee:

No Report

New Business:

- The multi-language book fair is coming up soon. Sharon inquired about its status.
- There will be a pizza party, a showcased battle of the books, and mock awards
- The Anne Izzard Award will be held in September.
- Diana inquired if Sharon keeps a separate list of approved funds. Theoretically the board minutes help with this, but they have not been posted to the website. Either Jayne or Dan G. can post them. Sara noted the minutes were available on the website up until March 2017. Sharon suggested sending out the Treasurer's Report to members since not everyone attends the Board meetings. James noted Mallory sent Dan a year of minutes to be posted online. Diana suggested Jayne be given access to post the minutes to the website. Diana feels only certain people should have access to the minutes, and Sharon agreed they are very detailed. Perhaps the minutes should not be posted in the open. Terry mentioned transparency is key. Liz finds it easier to locate minutes on the website rather than digging through emails. Diana noted only approved minutes are posted.

Old Business

- Sara inquired if committees could be allocated a budget. James prefers to approve their proposals as they are submitted.

A motion to adjourn was made by James Trapasso at 11:42 am; Diana Lennon seconded, and the meeting was adjourned.

Respectfully Submitted,

Giovanna Fiorino-Iannace

Upcoming Meetings:

March 22: Greenburgh

April 12: Mount Kisco

May 4: Annual Conference, Doral Arrowwood

June: Lunch Meeting (Date and Location TBD)