

WESTCHESTER LIBRARY ASSOCIATION
Minutes of the Board of Directors Meeting
Thursday, March 22, 2018
Greenburgh Public Library

Present:

Liz Anastasi, Giovanna Fiorino-Iannace, Eleanor Friedman, Alex Gaete, Maxine Grandison, Martha Iwan, Bonnie Katz, Diana Lennon, Elaine Provenzano, Sharon Rothman, James Trapasso

Excused:

Zahra M. Baird, Gina Bell, Pam Berger, Christa DeFaber, Kathryn Feeley, Daniel Glauber, Terry Kirchner, Joseph Mannozi, Mallory Marinaro, Kathy Palovick, Sara Rodgers, Daniel Sabol, Linda Surovich, John Torres

The meeting was called to order at 10:11 am. James Trapasso made a motion to accept the minutes of the last meeting on February 8, 2018 with some adjustments; Diana Lennon seconded. The motion was passed, and the minutes were approved.

James opened the meeting by welcoming members of the Anne Izzard Award Committee.

Anne Izzard Committee

- Angela Calderella, Melissa Heckler, Sarah Walker, Ellen Tannebaum were present for the meeting. Melissa apologized for not submitting invoices and payments in a timely fashion. Everyone present agreed that a formal protocol for invoices needs to be established.
- James noted the point person for the Anne Izzard Award is Eleanor who is the Youth Services Committee chair.
- Melissa mentioned the seals have been paying for themselves and \$384.50 remain for the seals.
- Sharon mentioned she received a check for \$295 from the Izzard Committee but never saw the \$100 from Noah. It will be forwarded to Sharon.
- Melissa explained she charges \$.40 per gold seal which covers the cost of the seal and mailing.
- The next award ceremony will be held in September. It is a popular event and attracts publishers and authors. Melissa has been keeping an annotated list for the almost 100 awards that have been presented in the past.
- Sharon suggested the Anne Izzard Committee be allotted time for a short presentation at the Annual Conference or included with the vendor tables to share information about the award.
- Sharon agreed to give Melissa a check for \$300 to cover lunch costs and supporting supplies.

President's Report:

- James noted the remainder of the meeting would concentrate on finalizing the plans for the Annual Conference.

Treasurer's Report:

- Sharon gave a check for \$300 to the Anne Izzard Committee. The committee will send her the \$100 received from author Noah Baum.
- The PayPal link will be prepared with buttons by Sharon and sent to Dan to expedite registration payments for the annual conference.
- Martha noted it is important to offer a credit card option at registration, which is currently not in place. Sharon suggested payment thru PayPal also include a separate button for vendors to use.

- Diana will check on the Vendor Registration form. Martha has a paper form for profits and non-profits. Once the vendor button is created Dan can add a link that Martha can include on the form.
- Anyone sitting on the WLA Board must pay membership dues

Annual Conference:

- Diana reviewed the workshops planned for the conference. The Reference Committee workshop on Creativity has been confirmed. Diana is trying to confirm if Allison Midgley is planning to present two workshops. Bonnie mentioned Alison prefers the creativity panel. Catherine Riedel is handling a Health and Wellness workshop. Fake news is the topic for the Technology Workshop, and Grace Rosario will present another workshop on Staff Challenges.
- Receipts are needed from speakers along with completed forms for the distribution of honorariums.
- The maximum honorarium amount is \$250, which includes travel.
- LARC is not contributing towards the speaker's fee.
- A conference chair was not appointed this year.
- Elaine suggested that in the future contracts should specify LARC will contribute \$2500 towards the annual conference. James agreed, and Bonnie recommended a renegotiation of the contract.
- The new LARC president, Jane Marino, has not been cooperative. Diana is not sure how many LARC members will attend this year's conference.
- Liz recommended the recording of an itemized budget to keep track of expenses. Without the financial assistance of LARC there will be a \$2000 deficit.
- Ten vendors have been confirmed as of today's meeting and will be provided lunch.
- Sharon suggested the presence of prior conference chairs at future planning meetings.
- Elaine recommended the soliciting of sponsors to help with expenses. Some possible contributors are EBSCO, Brodart, Demco, and Baker and Taylor.
- Diana noted the brochure needs to be distributed as soon as possible. Alex can work on a brochure design with the WLA and LARC logos.
- Eleanor will follow up with schools regarding the School and Library Cooperation Award for this year.
- The certificates will be handed out after the conference or after each workshop attended.
- Ballots will be placed in the folder packets.
- A generic survey will be created for everyone to use at the workshops on Survey Monkey and/or as a hard copy.
- Diana needs a photographer to document the conference and mentioned the need for raffle items. Bonnie suggested the photographer from Tarrytown who worked at the Battle of the Books (Susi Dugaw). Maxine knows her and will ask her about photographing the conference.
- It was decided a table map with the vendor locations is not needed. Martha will direct vendors in the hall as they arrive. James would like to have 15 vendors present. Next year the vendor fees will be increased (\$300 for commercial and \$150 for non-profits). James will contact and invite local bookstores in Chappaqua, Pleasantville and nearby to set up a table. BOCES has not participated in a while. WLA and the Anne Izard Award will both have tables. The Pace Women's Law has not given a formal response.
- The members present voted on the pricing for registration and agreed to accept Scenario 3 that recommends a mixture of raised prices by \$5 and \$10 with special rates offered to students and retirees. Diana moved to accept the new fees, and Bonnie seconded the motion. All were in favor.
- James, Diana and Martha will visit Doral Arrowood on the morning of Tuesday, March 27.

Professional Development Committee:

- No Report

Youth Services Committee:

- No Report

Public Relations Committee:

- No Report

New Business:

- The WLA website has been updated with new photographs from the Mid-Winter Conference.
- The date for the Packing Party was set for Monday, April 30 at 6:30 pm at the Ossining Public Library.
- Sharon noted the LinkedIn Professional Development program was amazing and attended by 20 people. The great turnout was due to the central location, time and food. WLS was acknowledged for co-sponsoring the program.
- Liz suggested the possibility of initiating a Management Committee in the future. Jeremy J. sent Liz information about the registration programs used by NYLA.

A motion to adjourn was made by James Trapasso at 11:10 am; Diana Lennon seconded, and the meeting was adjourned.

Respectfully Submitted,

Giovanna Fiorino-Iannace

Upcoming Meetings:

May 4: Annual Conference, Doral Arrowwood
June: Lunch Meeting (Date and Location TBD)