

WESTCHESTER LIBRARY ASSOCIATION
Minutes of the Board of Directors Meeting
Thursday, September 13, 2018
Greenburgh Public Library

Present:

Liz Anastasi, Laura Burk, Megan Fenton, Giovanna Fiorino-Iannace, Maxine Grandison, Bonnie Katz, Diana Lennon, Christa O’Sullivan, Elaine Provenzano, Sharon Rothman, James Trapasso

Excused:

Zahra M. Baird, Gina Bell, Kathryn Feeley, Daniel Glauber, Melissa Iamónico, Martha Iwan, Terry Kirchner, Joseph Mannozi, Mallory Marinaro, Kathy Palovik

The meeting was called to order at 9:33am by Diana Lennon. James Trapasso moved to accept the May and June meeting minutes with some minor changes. Bonnie Katz seconded the motion.

Introductions of the those present at the meeting were made, including new Board members Laura Burk and Christa O’Sullivan.

President’s Report:

- Diana officially thanked everyone for continuing with or joining the WLA Board and Committees. She mentioned there are still open WLA positions waiting to be filled. Members who are not continuing this year include Eleanor Friedman, Alex Gaete, Linda Surovich and John Torres.
- Diana discussed several topics related to the goals for the year.
- Elaine and Diana are reviewing the By-laws to keep them up-to-date. Job descriptions will be added with a time line to help newcomers and to have continuity. Elaine will send a shared document for everyone to review online and then provide Dan with names to upload to the website.
- A list of the past WLA presidents is also underway. Bonnie inquired how far back the Wiki records go. No one is certain.
- Diana created a shared document that itemizes which items belong to WLA and where they are kept. (i.e. banners, tablecloths, etc.).
- The website is also being updated with the minutes from WLA meetings at the end of 2017 and into 2018.
- An ongoing goal is to increase WLA membership. A Group Membership structure was created and passed at the Annual Meeting to help improve membership. Laura clarified that Circulation Staff qualify for group membership, as do any employees in one/each library.
- The April 11, 2019 WLA meeting will be held in Montrose in order to include libraries in Northern Westchester.

Treasurer’s Report:

- Sharon explained how the reimbursement form grew organically from need. Receipts are to be attached to the form.
- It was noted how a budget has not existed for the conference expenses in the past. Bonnie explained this informal system was carried over from previous board members.
- Diana announced a conference budget will be established going forward. Written procedures will explain that pre-approvals are required for all expenses.
- Sharon kindly reminded everyone to make certain their membership dues are up-to-date.

Professional Development Committee:

- Megan discussed the upcoming Professional Development program on “Immigration and Library Services in 2018”, which is scheduled on Friday, October 19 at 2:00pm. The focus is on the Immigration Protection Act and what that means to libraries. A moderator for this session needs to be designated. Diana suggested the PDC inquire with Terry Kirchner and Elena Falcone. Bonnie suggested Aurora Cruz from Yonkers Riverfront. They are also trying to get an immigration attorney to attend the program. Diana mentioned there are immigration attorneys in White Plains who might be interested in participating.
- Megan explained the goal of the PDC is to reach librarians and staff who don’t often participate.
- There will be additional workshops in the spring. One possible topic is implicit bias training.
- Megan is drafting a Google form to learn what people are interested in seeing featured in future workshops.
- Diana inquired about the free charge to WLA members as an incentive to increase membership.
- A motion to charge non-members \$10 per special event was made by James and seconded by Sharon. All were in favor.
- Sharon emphasized the payment of \$10 for one event would be credited towards a membership for the year.
- These Professional Development programs are announced to the library directors at PLDA who then inform their staff members. These events qualify for NY State hours towards Cont. Educ. credits.
- Bonnie noted the importance of the workshop sessions at the annual conference, and Maxine mentioned that staff members need to be granted time to attend these programs. Related to this issue, Bonnie inquired if the majority of the WLA membership consists of librarians, and if that is off-putting to non-librarians who wish to join. James and others think this may be the case. Laura mentioned that while everyone recognizes the need for librarians to train, the same is not expected of clerical staff. Diana stated the importance of noting the number of libraries involved with WLA.
- Megan suggested an incentive program to give a free membership to any member who visits all 38 WLS libraries.
- Sharon noted there are three months left to 2018. Maxine recommended carrying membership into 2019 for new members, like a bonus. One possibility is to get a workshop bonus with membership.

Youth Services Committee:

- A new chair is needed for the YS Committee. Liz may be able to help us find a volunteer. Procedures have to be handed over to the new chair, regarding the Anne Izard, Washington Irving and Battle of the Books awards.
- The guidelines for the Washington Irving Awards, which are scheduled every other year, need to be revised. Sharon suggested a standalone event for the Izard Awards, as opposed to combining them with the Annual Conference.

Public Relations Committee:

- Christa is the new chair of the PR Committee.

New Business:

- A WLA Newsletter is being drafted to include a synopsis of the Annual Conference and to highlight award winners as well as upcoming Professional Development workshops.
 - Elaine will work with other chairs on the newsletter.

- Sharon suggested starting a blog on Word Press to engage members. Christa noted that someone will need to monitor comments.
- Jayne inquired if WLA has a Social Media Committee. Liz will tackle the member list to find someone who can help with social media. James asked about having an email blast or Facebook update.
- Ossining has a weekly newsletter, whereas Greenburgh publishes a monthly newsletter. White Plains switched from a monthly to a weekly newsletter.
- Jayne inquired if WLA ever hosts a Kick-off Coffee/Gathering for WLA members to meet and greet.
 - Elaine mentioned ACRL had this type of networking event with cheese and crackers and holding a similar ice breaker event – “Have a Toast and Fall into Membership.”
 - Maxine recalls a WLA program where a voice over narrator (Alan Sklar) performed.
- Bonnie emphasized the importance of tone when promoting membership. Mingling with library students in the tri-state area is key – “What Matters to You, Matters to Us.” It’s all about building communities.
- The date for the Winter Conference is January 23 at the Ossining Public Library.
- “The Battle of the Books” group needs to submit a reimbursement form for \$350. The event takes place on October 20.
- Elaine discussed the job descriptions and roles drafted for current members. New people are coming on board and need to know the procedures and what we do, in writing.
 - Sharon recommended adopting an organizational chart, so everyone is aware of the duties involved – Executive Board, Regular Board, and Chairs.
- Bonnie mentioned the Jacob Burns Film Center is back on board with WLA and is a big supporter of visual literacy. Jayne suggest holding a social event at the film Center. Diana will look into the possibility.
- Maxine inquired about corporate sponsorship for WLA. Bonnie tried to approach some companies, but it did not work. Diana will ask Terry about some possible corporate sponsors.
- Elaine and Diana updated everyone on the 2-year agreement with LARC, which is up for renewal very soon.
 - Some things to consider are whether the LARC contribution has been sufficient, if LARC members attend any of the conference planning meetings, and whether WLA should keep the conference to bi-annual meetings. Liz noted the partnership was helpful in gaining experience, but that more collaboration is required on the off years.
 - Maxine agreed that the lack of funding this year was problematic. Even though, as Bonnie stated, the contract specified a contribution of \$2500 for the keynote speaker, a good will gesture was not offered or met.
 - Bonnie noted 25 LARC members attended this year’s conference, which Liz confirmed was a definite increase in LARC attendance. Joint events have increased attendance.
 - Diana indicated a new contract would stipulate a collaboration between LARC and WLA, which means members would attend planning meetings and that up to \$2000 would be donated no matter the use of the funds. WLA will discuss these stipulations with LARC.
 - James mentioned there are pros and cons to working with LARC and that having the Winter Conference in addition to an Annual Conference every other year is fine.
 - Diana is waiting for a response from LARC regarding renegotiating the contract. If LARC is not interested, a back-up plan is needed.
 - Sharon suggested the Riverfront as a venue for the conference with a brown bag lunch.
- Elaine is looking into a new Academic and Special Libraries representative. An announcement will be made to inform everyone we are looking to fill new positions.
- A chair is needed for the By-Laws Committee. Bonnie will ask Dan Glauber to look into it.
- Bonnie moved and James seconded the motion to appoint the following Committee Chairs: M. Grandison as Support Staff; M. Marinaro for Membership; M. Fenton and L. Burk for Professional Development and C. O’Sullivan for Publicity.

A motion to adjourn was made by Diana Lennon at 11:25 am. Elaine seconded the motion, and the meeting was adjourned.

Respectfully Submitted,
Giovanna Fiorino-Iannace

Upcoming Meetings:

October 11: WLS Headquarters, Elmsford

November 15: Ossining Public Library

December 13: Greenburgh Public Library

January 23: WLA Winter Conference in Ossining (Snow Date is January 30)