

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

**Present:**

Gina Bell, Laura Burk, Kathryn Feeley, Giovanna Fiorino-Iannace, Daniel Glauber, Melissa Iamónico, Diana Lennon, Christa O'Sullivan, Kathy Palovik, Elaine Provenzano, Sharon Rothman,

**Excused:**

Liz Anastasi, Zahra M. Baird, Megan Fenton, Maxine Grandison, Martha Iwan, Bonnie Katz, Terry Kirchner, Joseph Mannozi, Catherine Riedel, James Trapasso

The meeting was called to order at 9:37 am by Diana Lennon. Elaine Provenzano moved to accept the November meeting minutes. Laura Burk seconded the motion.

**President's Report:**

- Diana announced that Terry Kirchner could not attend this morning's meeting, but that he praised WLA for all the work that has been done this year.
- Dan Glauber reviewed the status of the WLA website and explained it has been updated to reflect current programs and announcements. Elaine suggested Dan review anything that is redundant or missing from the site.
- Several website issues were reviewed as follows:
  - "Events" and "Board Meetings" are not needed under the Welcome section.
  - The Minutes page is separate, and all the minutes have been updated.
  - Information has not been received from all the Workshop leaders from last year's annual conference. That content can be added to the website when available.
  - A "Save the Date" and "Stay Tuned for Spring Conference" have been posted on the website.
  - Dan suggested we change "Works and Professional Development" to "Professional Development Workshops."
  - Dan can add a general note for viewers to "Check the Calendar" to avoid redundancy.
  - Elaine mentioned changing the information in one place and updating the main page with links to the relevant information. Limiting the number of clicks is best.
  - Diana inquired if information about old workshops should remain on the website. Elaine commented that they are historical records and should be maintained on the website. Diana and Sharon also agreed the old workshops should permanently remain on the website.
  - Christa O'Sullivan recommended adding permanent links to the workshops on the newsletter.
  - Diana asked if the newsletter should be listed under "Events." Christa suggested the placement of the newsletter under the "Welcome" section. Elaine pointed out that the year each workshop took place should be always included.

- “Media” includes photographs taken at the various conferences.
  - Elaine inquired who took the photographs at the spring conference. Dan explained it was not a paid photographer, and that it was Suzy Zavarella. Gina Bell noted that she and Suzy have taken photographs of WLA events in the past.
  - Elaine suggested the designation of one or two photographers for each program, especially big events.
- Dan suggested the removal of “Video” as a tab since there are no videos available at the moment.
- Elaine inquired if we need permission to show videos, and Dan asked the same of the people shown in the published photographs. Elaine suggested the photos be removed if anyone does not want to be on the website.
- Diana mentioned the Speaker Agreements can include a photo release.
- Sharon Rothman recommended the designation of a point person for each sponsored event to make certain information is properly recorded on the website.
  - Diana will add this responsibility to the Professional Development Committee and will ask that all pictures be sent to the web master (Dan). A brief blurb will also be required for the newsletter.
- Laura mentioned only one membership was processed at the registration for the last PD program. She inquired about having an exit survey after each event. Gina and Elaine both felt an exit survey is needed for big events in order to assess programs. Paper can be used for Professional Development programs and an electronic format can be offered after conferences.
  - Sharon suggested tying the release of the Continuing Education (CE) certificate with the submission of the evaluation/exit survey.
  - Laura finds paper easier to complete. Gina recommended a folder with an agenda and evaluation sheet for each program.
- For the Mid-Winter Conference, Diana will include the CE forms inside the folders
- Diana noted Dan will continue to revise and look over the website.
- Sharon suggested asking someone at SCA who is fresh to the site to provide feedback on the website.

### **Treasurer’s Report:**

- Sharon reported it was a slow month, but that the invoice for the pens with for the WLA logo has been paid.
- Gina inquired if the new membership link is available on the website. Diana confirmed that it is there and asked that everyone promote WLA membership to colleagues.
- Diana mentioned she is still working on the final budget. Financial guidelines are needed.
- Sharon indicated there are a few items that were not originally planned for, such as the logo pens and the insurance company payment.
- Diana and Elaine find it important to have a number to work with when planning activities in order to compare past averages for expenses.
- Diana noted that every July a new board begins its term. In order to make the transition as smooth as possible, the treasurer and new president will go to Chase Bank in person with a signed letter indicating the names of the new board representatives that can access WLA Bank information: the President, Vice-President, and Treasurer.
- Sharon has not received a bill for the Battle of the Books, yet.
- Sharon noted the Performance Showcase request was received and paid.
- As of the date of the December Board meeting, no one has paid for the Mid-Winter Conference. Dan pointed out a link for payment does not exist on the website.

- Email blasts will be sent to the list of members.

### **By-Laws Committee:**

- Diana shared that Bonnie Katz will be the new By-Laws Committee Chair. The WLA By-Laws will be reviewed in February and March.
- Bonnie is also working on creating a list of past presidents which can be linked on the WLA website and serve as an historical document.

### **Professional Development Committee:**

- The Professional Development Committee report was given by Laura Burk. The next PD program is being co-sponsored with the Greenburgh Public Library on February 28 (Snow date is March 28). The topic is "Implicit Bias" with Dr. Akku. GRE staff and WLA members can attend for free.
- On April 18 there will be a Hudson Fusion program on marketing and social media at the Ossining Public Library.
- The third PD program is tentatively planned for June 18, which will be a networking event for WLA members.

### **Legislature Committee:**

- Kathy Palovik announced NYLA's 2019 budget is available. The ALA 2018 State of American Libraries suggested that people contact their representatives to continue receiving federal money.
  - Diana inquired if Dan can include a NYLA link and another on the ALA report on the WLA website under "Advocacy." Elaine suggested the promotion of both on the WLA newsletter as well.
- Kathy inquired if local representatives will be invited to the conference. Diana and Elaine will decide soon.

### **Reference Committee:**

- No Report

### **Support Services Committee:**

- No report

### **Youth Services Committee:**

- Catherine Riedel submitted the Youth Services Committee report via email to Diana.
  - Z. Baird sent Catherine an email confirming she received the WLA pens for the YA Book Buzz meeting on Dec. 14<sup>th</sup>.
- Catherine plans to attend the YA cookie swap and meeting next Friday at WLS and will bring our promotional pens. She also plans to attend the Mock Book awards on Jan. 16 and is happy to bring pens and anything else we may want there for WLA.
  - Diana suggested she distribute Membership applications, the WLA brochure, and event flyers.

### **Public Relations Committee:**

- No Report

### **Membership Committee:**

- Diana reported that membership renewal notices have not been sent out yet, since the membership list needs to be updated first. Someone detail-oriented is needed to lead the Membership Committee. Anyone interested should contact Diana.
- Amelia Buccarelli, YA and Reference Librarian at the Eastchester Public Library was recommended by Kathryn Feeley to chair the Membership Committee.

### **New Business:**

- Elaine discussed insurance coverage and handed out sheets of the insurance requests from Westchester Community College. The quotes were from CNA Insurance and The Hartford financial services company. It costs an extra \$400 for an umbrella policy, but our type of organization should not require one.
- Diana inquired about who signs off on the insurance. A P.O. Box cannot be used. A specific location is required. Terry has mentioned that using the address of the WLS headquarters is confusing. One suggestion is to use the White Plains Library address in care of Sharon Rothman.
- Hartford offered a standard package. Whenever an event is hosted by a library, the organization is liable.
- ALA has an insurance company.
- Sharon asked about room rentals. Gina pointed out the library would need board approval to use a specific address. Diana noted that either way insurance is needed. We will start with Greenburgh Public Library's address as a temporary solution, if the GPL Director is willing to do so.
- Diana also asked about the Mount Kisco Public Library's policy. Kathryn Feeley noted the Mt. Kisco address could be used with a care of Westchester Library Association. Kathryn would then forward the mail to the organization.
- Sharon is curious about NYLA's insurance coverage. Elaine will research the matter and Diana will contact John Sexton. Kathryn will also inquire with Mt. Kisco.
- Elaine reviewed the layout of the WLA Newsletter and would like suggestions for the title of the newsletter, which will circulate twice a year.
- Laura recommended placing a link to the Board of Directors on the newsletter as well.
- If the essay written by the winner of the Professional Development Award is added under the Professional Development section of the website, it can be linked on the newsletter.
- Sharon suggested less content and more links on the newsletter.
- Giovanna Fiorino-Iannace recommended labeling photos with a caption identifying who is pictured.
- The newsletter will launch next week.
- The Google Drive documents have been shared by Diana. Sharon reminded everyone that we need to pay for the domain email.

## **Mid-Winter Conference**

- The folders for the Mid-Winter Conference will be assembled at the Greenburgh Library on January 9 at 9:30 am.
- The tentative agenda for the Mid-Winter Conference is in place.
- Elaine mentioned additional folders may need to be ordered.
- A 50/50 Raffle and Membership Raffle will be held. For anyone who has already paid for membership, a \$30 discount will be applied towards the fee for the Spring Conference.
- Table coverage will be assigned and sent out via email.
- Dan expressed the need for longevity of the Membership Committee chair.
- James will be ordering the food for the conference.

## **Annual Conference Update**

- Dan mentioned that when the conference was held at WCC in the past, insurance was not required.
- Anyone interested in helping on the Spring Conference Committee should contact Elaine for information.
- Since graduation at WCC is scheduled on the Thursday before the suggested Friday date, Monday, May 20, is being considered for the conference date.
  - Diana confirmed Martha Iwan will select the vendors.
  - The theme is "Libraries are for Everyone."
  - WCC has confirmed that 130 to 140 attendees at the conference will be fine.
  - A Box Lunch is also fine, but the food court section cannot be blocked from the students.
  - Tables can be set-up opposite the lunch area, and five to six-foot tables will be allowed in the Atrium/Hallway.
  - A Registration table will be placed at the front of the auditorium.
  - The rental fee for the Auditorium has been waived, which saved WLA \$1500.
  - It will cost an additional \$500 to use the cafeteria
  - Parking is free.
  - There is a two to three-week process to find out the custodial and IT cost.
- A recap of the anticipated fees for the Spring Conference is as follows
  - \$800- \$1000 for the Venue
  - \$500 for Insurance
  - \$0 for Breakfast if sponsored by WLS
  - \$1500 for Lunch @ \$10 pp and \$500 for use of the Dining Room
  - \$500 for Snacks
  - The total cost will run between \$4000 and 6000.

- Keep in mind the Long Island Conference is being held on May 9 and Connecticut's is on May 29.
- Gina Bell moved that Elaine continue with the plans to use WCC as the venue for the Spring Conference. Sharon seconded. All present were in favor.
- Elaine will proceed with the WCC proposal and keep us posted. Everyone thanked Elaine for spearheading the arrangements for the Annual Conference.

Before motioning to adjourn, Diana Lennon noted there will be no meeting of the board in January due to the Mid-Winter Conference. She wished everyone a Happy Holiday season. The motion to adjourn was called at 11:18 am. Elaine seconded the motion, and the meeting was adjourned.

Respectfully Submitted,  
Giovanna Fiorino-Iannace

**Upcoming Meetings:**

**February 14: Warner Public Library, Tarrytown**

**March 14: Mount Kisco Public Library**

**April 11: Hendrick Hudson Free Library, Montrose**