

**WESTCHESTER LIBRARY ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**Thursday, October 11, 2018**  
**Westchester Library Systems Headquarters**  
**Elmsford, NY**

**Present:**

Kathryn Feeley, Megan Fenton, Giovanna Fiorino-Iannace, Maxine Grandison, Diana Lennon, Christa O'Sullivan, Kathy Palovick, Elaine Provenzano, Catherine Riedel, Sara Rodgers, Sharon Rothman

**Excused:**

Liz Anastasi, Zahra M. Baird, Gina Bell, Laura Burk, Daniel Glauber, Melissa Iamónico, Martha Iwan, Bonnie Katz, Terry Kirchner, Joseph Mannozi, Mallory Marinaro, James Trapasso

The meeting was called to order at 9:35 am by Diana Lennon. Diana moved to accept the September meeting minutes with some minor changes. Elaine Provenzano seconded the motion.

**President's Report:**

- After the introductions of those present, Diana began the meeting by announcing the Battle of the Books organizers need volunteers for the event on October 20. She will ask Mallory to send out another request for volunteers.
- A vote was taken via email on September 25 regarding the custom order of 500 pens with the WLA logo for \$295. All were in favor of the purchase. James Trapasso will be ordering the pens soon.
- A Google Docs account was created by WLA to include financial records, a cash box, the membership list, professional development items, publicity details, descriptions of the board roles, and website information.
  - Sharon noted the financial information will be updated (PayPal, Chase, and Blue Host) and passed onto the next board.
  - Elaine mentioned that at the last WLA board meeting Bonnie explained there is a Wiki for WLA. Dan G. would know about it and where it is located.
  - The question remains whether we should use Google Docs or refer to the Wiki for WLA documentation. Sharon suggested the use of the Wiki as a place to transfer stagnant items from Google Docs. Elaine emphasized the need for future board members to have access to information.
  - Megan asked if there is a specific WLA email account that can be used. Elaine answered that the Shared Drive on Google Docs serves that purpose. Diana noted a board email can be created for WLA's executive board, and Sharon said we can still use Google Docs.
- Elaine is drafting a WLA newsletter that will include timely news, such as Youth Services events, that will help members stay informed about what each library is organizing.
- Diana and Elaine will attend the next Public Librarians Director's meeting on October 18 to discuss ways to increase WLA membership.
- Diana will talk with Mallory and James about updating the membership form to register up to 5 staff members for \$100. Membership plays a crucial role in maintaining NY State certification.
- Sharon asked if the tri-fold brochure has been updated. Diana will get the file from Alex Gaete.
- Explaining the benefits of WLA membership to library directors is key. In some cases, staff cannot attend meetings due to staffing conflicts.
  - Giovanna inquired if we can Skype or teleconference with members who cannot physically attend a meeting. Sara suggested Google Hangouts as another way to improve meeting attendance.

- On a related note, Sharon suggested a Professional Development session on how to create a Google Hangout or virtual meeting.
- Diana noted Suzy Zavarella and Marie Pierre requested WLA coverage for breakfast for the Performers Showcase. Sharon suggested they submit a proposal and reimbursement form.
  - WLA funding in the amount of a \$250 maximum reimbursement (no tax incl) with receipts and WLA Form was voted on via email on October 30. James motioned to vote on this proposal, and it was seconded by Kathy Palovick. All were in favor.
- Catherine inquired if there are any rules about who can ask for money from WLA?
- Sharon noted grants are meant to be used as starters rather than lifelong funding.
  - Diana inquired if WLA is being represented at these types of funded events. One of our goals is to increase the number of libraries participating in the group.
  - Jayne suggested asking library directors to designate one representative from each library to attend WLA functions.
  - Sharon recommended the circulation of the WLA banner for display at events. Sharon also noted WLA should be recognized as a sponsor. Catherine emphasized it is not just about the funding of events and professional development, but also about keeping librarianship up-to-date and together in order to support the profession.

### **Treasurer's Report:**

- Sharon explained administrative costs are itemized now so costs are more transparent than in the past. The raffle sale amounts are also pulled out of the data to see if they are worth continuing in the future.
- Diana noted WLA is a conduit created by dedicated librarians and includes the Anne Izard award for all authors.
- The budget has been shared with Sharon.
- Sharon inquired if the next Professional Development program will incur a cost. Diana confirmed there will be no cost. Diana started the budget with Elaine and Sharon to get an idea of the income verses expenses.
  - The Mid-Winter Conference speaker will need to be budgeted, and there are two \$500 awards for Professional Development.
  - Maxine suggested creating a budget for conference speakers.
- Diana asked Sharon to update the Reimbursement Form to include the term “pre-approved.”

### **Professional Development Committee:**

- Megan discussed the upcoming Professional Development program on “Immigration and Library Services in 2018” on Friday, October 19 at 2:00pm. 22 people have registered, most of whom are members. Catherine suggested mailing of a flyer to Mt. Kisco Library.
- Megan is investigating the topic of Implicit Bias for the next PD program.

### **Legislature Committee:**

- Kathy reported the NYLA 2019 budget is out and has budgetary priorities for funding.
- Senior Law Day will be held on October 16 at the Westchester County Center.

### **Youth Services Committee:**

- No report

### **Reference Committee:**

- No Report

### **Support Services Committee:**

- No report

**Public Relations Committee:**

- Christa has been sending out promotional materials to help increase attendance at WLA events.

**Membership Committee:**

- No report

**New Business:**

- Diana has appointed Kathryn Feely as the WLA Liaison to PLDA. Kathryn will attend meetings and distribute flyers.
- A new Academic and Special Libraries representative is still needed. Catherine will ask her husband about suggestions as he works at Westchester Community College.
- Megan mentioned the combined efforts with Elaine regarding group membership.
- Liz Anastasi, co-chair of the YSS Conference, has asked if WLA can sponsor the keynote speaker on April 26, 2019 for \$200. WLA would get a free table.
  - Megan made the motion to sponsor the keynote speaker for \$200, seconded by Catherine. All were in favor.
- Elaine reviewed the possibilities for a Spring Conference in 2019. WLA will not be partnering with LARC, which is seeking a smaller venue in 2019, but may wish to collaborate with WLA in the future.
  - A Bi-Annual Conference is one option. Sara and Sharon noted that historically WLA has hosted an Annual Conference. Maxine suggesting hold a smaller conference.
  - Elaine outlined pros and cons to having a Bi-Annual Conference.
    - The Pros include cost savings; more time to plan other programs in lieu of the conference; conflicting timing with YSS conference at end of April.
    - The Cons of not hosting a conference are breaking with continuity; the value of WLA is diminished, won't have members networking without a conference, and members rely on the Continuing Education hours.
  - Another option is to host a "Do-It-Yourself" Conference
  - Membership could be pooled to make this decision.
  - Other questions include the theme of the conference, having colleagues share projects; hosting the conference at a hotel or a library to keep costs down.
  - The ALA theme -- "Libraries are for Everyone"—could be adopted and include sessions on job advancement, offering enriching programs, accessing free materials online, etc.
  - The Mid-Winter Conference theme could be The Human Library, which the Harrison Library is creating for the following fall.
  - The date of the conference could be in June as the end of May is too close to the Book Expo in NYC.
  - Sara reminded us that for the last 20 years WLA has had a conference and trade show.
  - Diana emphasized the need to prioritize questions and that if there is a conference, the board needs to decide on the size, date and location.
  - James emailed Diana suggesting a Big Brother Conference and that the Mid-Winter become the main focus every other year. An Annual Meeting would still be held in any case.
  - Elaine called for a vote on whether to proceed with a Spring Conference and all present were in favor of hosting a conference in the spring.
  - Catherine suggested an "Un-Conference" which asks members what they wish to discuss. Participants sit in a theater and vote on their top 6 choices. You move room to room with

someone from the library facilitating the talks. Catherine's experience with Un-Conferences at the Darien Library has been positive.

- Maxine inquired about the marketing involved and if there is enough time to plan a conference. Diana feels there is enough time.
  - Topics for the discussions would be predetermined. Sharon suggested Staff Wellness, Marketing, Customer Service, Service Staff, Team Building, Future of the Profession, Language Barriers
  - Breakfast and lunch would be offered.
  - Megan suggested marketing the conference as engaging for librarians
  - Sharon recommended a new venue, such as a riverfront library next to a train station for easy commute from the city and neighboring towns
  - Catherine suggested the Mt. Kisco Holiday Inn and the WCC.
  - Martha is the vendor committee chair and will weigh in on the vendors.
  - Sharon suggested charging \$30 for the conference, which might attract more people to attend.
  - Elaine noted a speaker from the library schools would be interesting.
- Elaine will draft a proposal for the Spring Conference based on everyone's comments.

A motion to adjourn was made by Diana Lennon at 11:20 am. Elaine seconded the motion, and the meeting was adjourned.

Respectfully Submitted,  
Giovanna Fiorino-Iannace

**Upcoming Meetings:**

**December 13: Greenburgh Public Library**

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