

WESTCHESTER LIBRARY ASSOCIATION
Minutes of the Board of Directors Meeting
Thursday, February 14, 2018
Warner Public Library
Tarrytown, NY

Present:

Giovanna Fiorino-Iannace, Maxine Grandison, Diana Lennon, Elaine Provenzano, Anthony Reda, Sharon Rothman, Catherine Riedel

Excused:

Zahra M. Baird, Gina Bell, Laura Burk, Mayra Cabrera, Kathryn Feeley, Megan Fenton, Dan Glauber, Melissa Iamónico, Martha Iwan, Bonnie Katz, Terry Kirchner, Joseph Mannozi, Kathy Palovik, Christa O'Sullivan, James Trapasso

The meeting was called to order at 9:34 am by Diana Lennon. Anthony Reda moved to accept the December meeting minutes. Catherine Riedel seconded the motion.

President's Report

- Diana introduced the new Academic Committee Chairs – Anthony Reda and Mayra Cabrera. Anthony and Mayra will alternate attending meetings each month.
- Christa O'Sullivan is the new Public Relations Committee Chair.
- The statistics for the Mid-Winter Conference was reviewed. There were 55 people in attendance, 36 of whom were members and 19 who were non-members. Originally 93 people had registered for the conference when the date was January 23.
 - Giovanna reviewed the results of the Exit Survey for the conference and noted most attendees were very satisfied with the event, saying it was “excellent, inspiring and informative.” A few noted the auditorium seating is not conducive to networking and one person indicated she was never informed about the rain date and came to the Greenburgh Public Library on the original date, which was January 23.
 - It was agreed that going forward greeters will be located at the Registration table and by the door to welcome everyone as they arrive. The Registration table will be placed in front of the entrance, and the other tables – food and raffles -- will be moved to the Gallery area.
- The NYLA Youth Services Conference will be held on April 26 at the Tarrytown Hilton. WLA has been assigned a free table which will need people to tend to it. Catherine Riedel will be in attendance; Diana Lennon will cover the table for part of the day, but more volunteers are needed.
- The Publicity Committee Chair will work with Dan Glauber on the website.

- For the Annual Conference, name tags will be provided, and board members will be identified. Elaine Provenzano proposed printing labels and charging them to the supplies budget. We have plastic holders that can be used if we prefer to print names on regular paper and then insert them in the holders.
- By March/April the board job descriptions will be finalized. Everyone will need to check and edit their descriptions as needed. This document is shared on Google Docs. The email linked with it is WLApresidentvp@gmail.com.

Annual Conference

- Elaine Provenzano updated the board on the latest developments with the annual conference plans.
- The date of the conference is Monday, May 20, and Save the Date announcements will be distributed soon.
- The venue has been booked at Westchester Community College, which waived the \$1500 fee to use the auditorium. We will be using Rom 118 and 3 classrooms off of the cafeteria for the breakout sessions.
 - Fees include Security \$212; Tech Support \$544; Lunch at \$1000 at \$10 pp; Event Room for lunch at \$500; \$500 for the coffee break; and \$300-500 for the Keynote Speaker.
- Registration will be a two-part process as we are requesting input from members regarding the topics they would like to discuss.
- An email to the board will include topics. Catherine mentioned at Darien Library, participants checked off topics and could also add topics to the list.
- Diana mentioned the first email will be a Save the Date, followed by a second email to register. Sharon noted this year is a different type of conference.
- Catherine Riedel noted we should explain that we have listened to member feedback and created a non-conference.
- A point person will be assigned to each breakout session who will capture ideas.
- Elaine will prepare topics and noted that a Conference Committee is needed.
- Anthony inquired if the sessions are timed. Elaine said they will be 30 to 45 minute sessions.
- The WCC grounds will be available during lunch.
- All were in favor of inviting Rory Scholl as this year's keynote speaker. Scholl started off as a stand-up comedian and appears on MOTH Radio. His fee will be \$500 plus transportation expenses. He will speak for 30 to 45 minutes and will answer questions.
- Catherine will inquire if we can record the keynote speaker's speech.
- Sharon suggested we contact the Storytellers Guild in Rye and reach out to other school librarians who attended the Mock Awards.
- Conference Committee members consist of Diana Lennon, Elaine Provenzano, Catherine Riedel, Anthony Reda and Giovanna Fiorino-Iannace. Christa and Dan will also be asked to participate. Elaine suggested meeting online.

- Sharon inquired about offering a half-day option to registrants. Given the less expensive price of the conference and the difficulty in splitting the day, this will not be an option this year. There will be one price for members and another price for non-members, whether they stay for part of or the entire day.
- Anthony Reda noted that many libraries are short-staffed and may not be able to send staff to the conference. It would be useful to indicate on the Exit Survey if members attended the full program or only half of it.
- Catherine emphasized the important point to make on registration is that we are sharing experiences.
- The Early Bird price is \$40 for members and \$50 for non-members. By May 1 the price will be \$45 for members and \$55 for non-members.
- Elaine explained the insurance expense is for the entire year, not just the conference.
- Sharon mentioned there is a surcharge when using PayPal of approximately \$2 which is split by WLA and the person registering.
- Maxine suggested adding \$2 to the admission price.
- Last year \$286 were raised from the Raffle Prizes. Everyone present was in favor of having Raffle Prizes again this year. Catherine noted it is a sign of good will to offer them, and Elaine Provenzano and Giovanna Fiorino-Iannace also agreed.
- The vendors will be invited to showcase items and can use space in the entrance area of the Gateway Center.
- A deposit in the amount of \$1028.25 needs to be given to the WCC. Diana moved to pay this amount and Maxine seconded the motion. Elaine Provenzano will submit the money.
- Everyone thanked Elaine for organizing the details for the Annual Conference.

Treasurer's Report

- No report.

By-Laws Committee

- No report

Professional Development Committee

- The Professional Development Committee report was given by Diana. The next PD program is being co-sponsored with the Greenburgh Public Library on February 28 (Snow date is March 28). 50 people have registered for this event, which is being hosted and sponsored by GPL. The topic is "Implicit Bias" with Dr. Akku. GRE staff and WLA members can attend for free.
- The Scholarship Awards information is on the WLA website and flyers will be available at the PD event on February 28.
- On April 18 there will be a Hudson Fusion program on blogging and marketing 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 sent Diana the report. The link to the NY State Aid to libraries notes a \$92 million cut to libraries. On February 1, Terry Kirchner spoke at the NY State Budget Commission meeting in Greenburgh. Members should go through the link to support libraries.

Reference Committee

- No Report

Support Services Committee

- No report

Youth Services Committee

- Catherine reported the Mock Awards held in January was well-attended by public and school librarians. The Youth Media Awards were held a few weeks later at the Greenburgh Public Library. There is a monthly meeting of the YA Book Group at the Westchester Mall Food Court.
- Catherine received an email from Z. Baird regarding payment for food at the Pizza Party in May.
- Diana inquired if \$200 was paid for the Mock Awards. Sharon responded that it was not paid since receipts were not received. Catherine will inquire about the receipts. Diana noted the receipts need to be sent to Sharon Rothman at the White Plains Public Library.
- Catherine made a motion to pay \$175 for the Follow-Up to the Mock Awards in May. Maxine seconded the motion, and all were in favor. A Reimbursement Form is required and should be available on Google Docs.
- Diana mentioned the YSS NYLA Conference will be held in Tarrytown at the DoubleTree Hotel on April 26.

Public Relations Committee

- Diana reported a new chair of the Public Relations Committee is needed as Christa is going on Family Leave in May. There is a huge mailing list available in Constant Contact which also includes LARC members. It needs to be revised.
- Diana suggested that as a security measure we should ask members if they wish to remain on the mailing list. A check-off box will be added to the Membership Form.
- Diana reported the YA Book Buzz should send information to the board first before sending anything to Dan Glauber for posting on the website. There is a standard format to be used on all flyers to follow which includes the WLA logo.

Membership Committee

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- Diana reported there is a new chair for the Membership Committee – Kathy Beirne from the Ossining Public Library.
- There are 131 paid members.
- Elaine will send the president of WALDO information about WLA membership. She will also send the link to Anthony Reda to share with the academic libraries.
- Maxine inquired if the BOCES group is also included. The response was yes.
- The board was reminded to promote WLA.
- Sharon reminded us that board members need to be up to date on their membership.

WLA Newsletter

- Elaine mentioned the next issue of the WLA Newsletter will be distributed via email in March. James will write up the Human Library program presented at the Mid-Winter Conference. There will be sections on Library Advocacy, the Mock Awards, and Catherine Riedel's experience as a book for the Pawling Library's Human Library event.

New Business

There will be an email vote on the liability insurance coverage required for the conference, in the amount of \$500.25.

The meeting was adjourned at 11:18 am by Diana Lennon.

Respectfully Submitted,
Giovanna Fiorino-Iannace

Post Meeting Vote

- Via email, Laura Burk moved that we purchase CNA liability insurance for the spring conference in the amount of \$500.59. Kathryn Feeley seconded the motion.
- Everyone voted via email in favor of this motion, including Gina Bell, Laura Burk, Mayra Cabrera, Kathryn Feeley, Megan Fenton, Giovanna Fiorino-Iannace, Dan Glauber, Maxine Grandison, Martha Iwan, Terry Kirchner, Diana Lennon, Christa O'Sullivan, Elaine Provenzano, Anthony Reda, Catherine Riedel, Sharon Rothman, and James Trapasso.

Upcoming Meetings

March 14: Mount Kisco Public Library

April 11: Hendrick Hudson Free Library, Montrose

May 9: Greenburgh Public Library