

WESTCHESTER LIBRARY ASSOCIATION
Minutes of the Board of Directors Meeting
Thursday, October 10, 2019
9:30 am, Harrison Public Library

Present: Kathy Beirne, Amelia Buccarelli, Oz Coto-Chang, Giovanna Fiorio-Iannace, Maxine Grandison, Diana Lennon, Elaine Provenzano, Catherine Riedel, Allison Robbins, Kim Stucko, Anthony Reda.

Excused: Gina Bell; Bonnie Katz; Terry Kirchner; Christa O’Sullivan; Sharon Rothman; James Trapasso

The meeting was called to order at 9:45 am by Elaine Provenzano.

Diana Lennon proposed a change to the board meeting minutes from Thursday, September 12, 2019. Under the “Past President’s Report” Diana asked “Continuing with membership” to be edited. This was changed to “Continue increasing membership and promoting member involvement” in the minutes. Diana then moved to accept the minutes. Jayne seconded the motion. The motion was passed and the edited minutes were approved.

President’s Report:

- Elaine moved to appoint new board member Kim Stucko as co-chair for professional development with Amelia Buccarelli. Anthony moved to approve her appointment and Allison seconded. The motion was passed and Kim Stucko’s appointment was approved.
- The board will soon be seeking people to fill seats on the annual conference committee.
- Melissa Iamónico is stepping down as the board representative for BOCES. Pam Berger, who previously served on the board, will be interim contact for BOCES until the position is filled.
- Elaine thanked everyone for passing the email vote to approve the \$380.07 purchase of 340 custom notebooks for the Battle of the Books participants. A sample of the notebook was passed around.
- Elaine and Jayne’s presentation at PLDA went well. Members were attentive and welcoming. Elaine particularly remembers positive feedback about the Mindfulness professional development: it was good for their staff, shorter and more feasible to attend than some similar programs, and free for members. Another important piece of feedback was in reference to organizational membership: only a few of the organizational members were able to attend conferences. Adding events like the Meet and Mingle events help create more opportunities for organizational members. In addition, WLA may want to look into Zoom or other remote conferencing tools to allow attendance/participation via audio or video.
- Mid-Winter Conference
 - The Mid-winter Conference theme will be Library Careers: Growth, Transition, Future, based on feedback from the DIY Annual Conference in 2019.
 - Conversation at the last board meeting led to the idea of Civil Service being covered as a separate professional development program. Terry mentioned to Elaine that we may want to include Claudia Depkin, an expert on the topic of civil service, at the Mid-Winter Conference in order to touch on Civil Service. Then, Terry can bring in someone from Westchester County Civil Service for separate programming. After discussion it was decided that the topic of Civil Service will be saved for separate spring programming with the goal of bringing in Claudia and others as needed. Diana, Elaine, and Jayne will

make a point to speak with Claudia, Jeff, and Terry at NYLA about civil service oriented professional development events for spring 2020.

- Elaine contacted Susanne Markgren and Linda Miles who are coming out with a new book “How to Thrive as a Library Professional” and they are interested in presenting for us at the Mid-Winter Conference. The board is interested in having them speak in lieu of having a larger panel as previously discussed. Elaine will seek out an advanced copy or table of contents of “How to Thrive as a Library Professional” and learn about which topics are included in the book in order to help shape the Mid-Winter Conference.
- Elaine will contact Susanne Markgren and Linda Miles to start arranging their participation. Elaine will provide the frequently mentioned topics from the DIY Conference to Susanne and Linda so they know what is most important to our members and what they may want to focus on in their presentation. No fee was mentioned but we will provide payment for travel expenses. We would like to raffle one of their books and allow for their sale/promotion at the Mid-Winter. We will need time during the presentation for Q &A as well as a prepared response for Civil Service question in order to keep the presentation focused.
- Catherine noted that there are many things that those who have been working in libraries for many years may not be in touch with, such as the librarian’s relationship with technology. Thus having experts present will be helpful to all. Anthony added that a frequently discussed topic in academic libraries is OERs (Open Educational Resources), an example of something with which academic librarians are having to familiarize themselves.
- Kim noted that if we promote properly we can get attendees from library schools.
- Annual Conference
 - Jayne is researching new venues this year. She contacted the Edith Macy Center as a venue option. Their soonest availability is in 2021. The cost initially quoted per person is prohibitive. The contact at the Edith Macy Center will find out if they can provide a reduced rate and contact Jayne with the information.
 - Jayne also contacted the Events Coordinator at the Westchester Community College (WCC). There is a new process for reserving spaces that includes provided detailed information about the event to be held. There is also a new facilities use form. The board has the fee schedule for spaces at WCC but we may be able to get a reduced rate as a non-profit organization. Elaine will bring the detailed summary of expenses for the DIY Conference to the next meeting to see how it compares to the estimate for 2020. Notably, videoconferencing is available through WCC for a fee.
 - In 2019, the annual conference was held after graduation, which meant there were fewer people in the WCC Gateway building where the conference was held. 2020’s proposed conference date is Friday, May 8th 2020, which is before graduation. There will be more people in the building due to it being finals week. Parking will likely not be an issue, regardless of the date. Elaine noted that we may run into difficulty holding the conference the day after graduation due to staffing challenges, which is why WLA held the annual conference on a Monday in 2019. There are many considerations related to the space, food, and date which will need to be discussed more.
 - Jayne also plans to get information about spaces at Pace University in Pleasantville, Mariandale in Ossining, and Mercy College in Dobbs Ferry to see what they can offer.
 - Topic: “Counting on Libraries 2020: from Computers to the census, how libraries play a strategic role in their communities.”

- Speaking to Information Technology, possibly a panel discussion with Rob Cartelano, Head of Columbia University's Information Technology/Library, the head of IT at Yale University.
- A possible talk from Terry "Census: how libraries will maintain and grow the community engagement initiatives sparked by census activity" as the census will be complete by the annual conference.
- Jayne knows Amy Fitch from the Rockefeller Archives who may be able to come speak.
- To represent academic and/or special libraries, Kathryn Shaughnessy, may be able to speak. She also teaches library school and would be able to speak to that as well.
- Technology in libraries with regard to how it is used in various libraries, how it is made accessible to patrons, etc. emerged as a strong focus in the discussion of topics and speakers for the annual conference.
- Some form of member feedback may be used to help decide on break-out sessions and subtopics within the annual conference.
- The need for a conference committee was raised. Diana emphasized the importance of recruiting non-board members to be on the committee, as non-board members are eligible. Board members can promote the committee seats as a good source of professional development and encourage applicants. It was also suggested that the board provide as much information, including job descriptions, to potential committee members.
- Anthony offered that, if the annual conference is held at WCC again for 2020, he and Mayra can continue to act as liaisons.
- Elaine noted that it would be a good idea to move towards booking the conference spaces out 2 years or more in advance for ease of planning and promotion.
- More discussion about the annual conference, conference committee, and specifics will take place at the November, 2019 meeting.

Treasurer's Report:

- Sharon was not present so the budget will be discussed at the November meeting.
- Opening balance in checking account: \$17,299.60.
- Deposits, transfers, memberships: \$20.92.
- Outflow: \$195.69 for USPS and Mid-Winter Conference.
- Closing balance in checking account is \$17,124.83.
- \$0.12 interest gained in the savings account for balance of \$13,965.48.
- Total balance for both accounts \$31,090.31.

Reference Section:

- Nothing to report.

Youth Services Section:

- Battle of the Books is scheduled for October 19, 2019. Concerns about the water bottles led to the purchase of notebooks as the WLA "swag" instead. They still need more volunteers. Elaine will ask Christa to send out another call for volunteers.
- Catherine attended the Anne Izard Awards on September 14th and reported that it was a very nice ceremony. Catherine would like to foster a better relationship with the new chairman of the Anne Izard Awards committee and start promoting the event earlier.
- WLA did not set up a table at the Chappaqua Book Festival. Catherine and Elaine were the only two board members who were available to attend the festival. Catherine also looked to the

mission statement, which states WLA's focus as professional development, and raised the question of whether or not attending events like book festivals were really within the bounds of the WLA mission. Also, attending a broader swath of event types also creates a challenge of staffing tables and choosing which events to attend. This is a topic that Elaine noted we may need to discuss further.

- Elaine noted that YA Book Buzz is on October 11th at 6:30 pm at Savor (food court) by The Little Beet in the Westchester Mall. The books to be discussed will be *The Downstairs Girl* by Stacey Lee and *Everything I Never Told you* by Celeste Ng.

Support Staff Section:

- Nothing to report.

Academic & Special Libraries Section:

- Anthony noted that there is a free workshop October 25th at SUNY Oneonta from 9-5 pm offered by the New York Data Library Carpentry Consortium. They are offering another free event is November 1st Intro to Data: Tidy Data and get GIT at the Henrietta Public Library. Anthony is attending the October 25th event.

Professional Development Committee:

- Mindfulness: Tips to Reduce Stress is scheduled for October 23rd at the Greenburgh Library. Jayne has had Young Mi Park at the Harrison Library before and the event was very well attended and received. The event is free for members and \$10 for non-members.
- Kim and Amelia will be preparing the new award materials. Megan left an outline of what was done before.
- Diana asserted that it is good to have professional development promotional material for the following year at each event and that promotional material should be ready for the Newsletter. Elaine noted that she will work on getting it ready by October 23rd.

Legislation Committee:

- Nothing to report.

Public Relations Committee:

- Nothing to report.

Website Committee:

- Nothing to report.

Membership Committee:

- Kathy Beirne: we have 5 new members so far for the new year. They are library school students.
- Diana noted that we need to send out an email to all members to remind them that they need to renew /pay dues.
- We also need to send an email out to schools and other organizations in order to attract new members.

Newsletter/Outreach Committee:

- Diana just started on the Newsletter with James. They are looking for event rundown content and will include a paragraph about Battle of the Books after it takes place. The focus of the newsletter is summaries of past events and promoting new events.

- Outreach: started the library ambassadors conversation at the September meeting. This would be some type of program/promotion during which members visit all 38 libraries over the course of a year. Allison proposed that we also offer a two year track to visiting the 38 libraries in addition to a one year track. Allison also proposed that we ask a number of academic libraries to collaborate and provide a schedule of time for WLA members to come visit as a part of the library tours.
- Meet and Mingle is a big part of outreach and coordinating visits with directors will be important so we can have discussions and promotion for their libraries.
- Maxine asked for more definition of the role of Library Ambassador—what's the role? Elaine envisions it as a drop in and a way for a Director to talk about one or two things they are excited about. Very informal and open format, intended to draw interest for upcoming Meet and Mingle events and connect more of our libraries.
- Kim and Amelia will be heading Meet and Mingle events so members can propose Meet and Mingle dates/locations.
- Allison suggested using a Google form for libraries offering to do Meet and Mingle in order to streamline the process.

New Business:

- Elaine asked that if anyone has archival material to please let her know.
- Elaine emphasized the importance of attending meetings as much as possible in order to keep WLA alive and thriving.
- The Census and One Read will kick-off in mid-November and last through all of 2020.
- Terry will be speaking at the November 7th meeting in Greenburgh.

A motion to adjourn was made by Anthony Reda at 11:22 am; Diana Lennon seconded and the meeting was adjourned.

Respectfully Submitted,
Allison Robbins

Upcoming Meetings:

November 7: Greenburgh

December 12: WLS, Elmsford, NY

January 16: Mid-winter Prep, Ossining

January 29: WLA Mid-winter Conference (Snow Date Feb. 5) Ossining