

WESTCHESTER LIBRARY ASSOCIATION
Minutes of the Board of Directors Meeting
Thursday, September 12, 2019
9:30 am, Tuckahoe Public Library

Present: Maxine Grandison, Oz Coto-Chang, Diana Lennon, Amelia Buccarelli, Dan Glauber, Swadesh Pachnanda, Sharon Rothman, Kathy Palovick, Allison Robbins, Z Baird, Kathryn Feeley, James Trapasso, Catherine Riedel, Elaine Provenzano,

Excused: Kathy Beirne, Gina Bell, Giovanna Fiorino-Iannace, Martha Iwan, Christa O’Sullivan, Anthony Reda, Mayra Cabrera

The meeting was called to order at 9:41 am by Elaine Provenzano. Diana Lennon made a motion to accept the Minutes of the Thursday, June 6, 2019 meeting as read; Sharon Rothman seconded. The motion was passed and the Minutes were approved.

President’s Report:

- New members were introduced and welcomed: Oz Coto-Chang, Youth Services Librarian at Town of Pelham Public Library, and Amelia Buccarelli, Teen Librarian at the Eastchester Library.
 - Elaine Provenzano made a motion to vote in new Members Oz Coto-Chang and Amelia Bucarelli as board members; Diana Lennon seconded. The motion was passed and the new board members were approved. Amelia will be a co-chair of Professional Development. Oz will be a co-chair for Youth Services with Catherine Riedel.
- Patricia Perito will be starting an archive of WLA Material.
- James Trapasso will be taking over as editor of the WLA Newsletter.
- Elaine welcomed the board back and thanked everyone for voting to increase the Anne Izard Award from \$300 to \$600, to be awarded every two years.
- A draft of the transcribed DIY Conference notes were passed around the table.
 - The notes will be shared on the WLA website together with a Wordle graphic.
 - Elaine noted that what we learned at the conference will help guide the WLA midwinter conference and professional development this year.
 - Professional development for Fall, 2019 has been developed.
- Some of the material transferred to Elaine from Diana during the President’s transition will be sent to Patricia Perito for archiving and some other material may be digitized.
- 2019-2020 Goals: This year’s theme is “The Library is the Heart of the Community.” This reflects a prominent theme of social issues that crossed over most of the workshops at the DIY Conference.
- Fall 2019 Professional Development includes:
 - “Meet and Mingle” event on September 23rd at 5:30 pm in the Harrison Library.
 - “Mindfulness: Tips to Reduce Stress” on Wednesday, October 23rd at 10:00 am at the Greenburgh Library.
- Approval was needed to approve \$125 to pay for the speaker, Young Mi Park, for the “Mindfulness: Tips to Reduce Stress” event. Dan made a motion to approve payment. Catherine Riedel seconded the motion. The motion to approve payment of \$125 to Young Mi Park was passed. Diana also reminded everyone about the new, approved, reimbursement form that should be used when needed.

Past President's Report

- Diana delivered the Past President's Report, which is a new addition to the WLA President's transition process that was started to help with continuity during transition.
- Diana noted that last year's theme was "Libraries are for Everyone" and was reflected in everything WLA did.
- Diana is most proud of the increase in membership over the last year, which has more than doubled. Efforts to increase membership included Elaine and Diana visiting PLDA to talk about the organizational membership, which was well received. Membership is now around 200 members.
- Diana has been working with Bonnie Katz on a "Past President's List" to put on the website and they are still trying to fill in gaps in the list.
- Elaine and Diana worked on board member job descriptions.
- There were four professional development workshops over the past year that reflected the "Libraries are for Everyone" theme.
- Annual professional development awards were held.
- Catherine helped invigorate the Youth services committee, setting the stage for more work to be done with awards and subcommittees.
- Elaine spearheaded the two issues of the WLA Newsletter, which seemed well received by membership.
- Dan kept website up to date very well.
- Mid-Winter Conference took place with the theme of "The Human Library."
- The Annual Conference went well and included cost savings due to new location.
- Diana's suggested goals for board this year include:
 - Continue increasing membership and promoting member involvement
 - Getting more libraries involved with a goal of ultimately engaging all 38 Westchester County Libraries.
 - Continuing with WLA document organization and archival work.
 - Continuing with the Past President's list compilation.
 - Continuing to work on updating the bylaws.
 - Continued evaluation of how we organize the Annual Conference and Mid-Winter Conference.
 - Putting information from the DIY Conference into action with how we go forward as an organization.
- Dan noted that it would be helpful to have conference materials available on the website in order to further document the events. Elaine confirmed that the plan is to add the DIY Conference summary of sessions, pictures, to the newsletter and website.
- The question of how to administer WLA social media was raised and Elaine noted that it is an area that needs more work. It may fall under a Publicity Committee after more discussion.

Treasurer's Report:

- Sharon's report showed few fiscal changes since the Annual Conference statement in June.
- We stayed within budget for the last year.
- Budget analysis and proposal for October is being worked on by Sharon and Elaine.

- Regarding Constant Contact: Our prepaid balance was low. We should evaluate if our Constant Contact subscription is meeting our needs or if we need to change it. We also need someone to take over the account in order to approve payment.
- Elaine will speak with Christa and see if we should go to the next level for more features.
- Reminder to Kathy Beirne, as membership, she needs to inform Christa of any new members so they can get on the mailing list.

Mid-Winter Conference:

- The Mid-Winter Conference date is January 29, 2020 and will take place at the Ossining Public Library. The theme, based on DIY Conference feedback, is Library Careers--growth, transition, future, including planning for retirement, civil service, and other career related topics.
- Diana proposed that we ask Terry Kirchner to get us an actual employee who works at Westchester Civil Service to come explain what is going on and how to best navigate the system at the Mid-Winter Conference.
- Catherine Riedel noted that understaffing, not being able to find full-time jobs despite having an MLS degree, downsizing in libraries, and other challenges in Library employment were recurring themes at the DIY Conference.
- Sharon noted that six Westchester libraries are not Civil Service libraries and that some other libraries maintain their own Civil Service lists. Because of this, we should be cautious in focusing too much on Westchester Civil Service at the Mid-Winter Conference.
- More professional development workshops or events may stem from the Civil Service discussion to satisfy demand on the topic and keep the discussion more broad on Library Careers at the Mid-Winter Conference.
- Kathryn suggested integrating interview practices and making yourself more marketable. Perhaps as a separate workshop.
- More planning around this topic will take place at the next meeting.

Annual Conference:

- Two ideas were proposed: "Libraries 2020: Learning from the Past, Living in the Present, Looking to/Focused on the Future" and "Counting on Libraries 2020: from Computers to the census, how libraries play a strategic role in their communities."
- "Counting on Libraries 2020: from Computers to the census, how libraries play a strategic role in their communities" was preferred by all.

Reference Section:

- Nothing to report.

Support Staff Section:

- Nothing to report.

Academic & Special Libraries Section:

- Nothing to report.

Youth Services Section:

- Anne IZARD Awards: The Anne IZARD Awards will be held at 9:30 am on Saturday, September 14th, 2019.

- The Chappaqua Book Festival is on October 5th, 2019. WLA is going to have a table there by 9:30 am and be there until 4 pm. WLA needs volunteers for the table. Elaine volunteered. Small incentives will be offered for anyone who joins WLA at the table that day.
- Battle of the Books is October 19th, 2019 from 8 am to around 4 pm.. WLA will be providing "swag" for each child who participates (current estimate is 323 children to participate). Catherine will be pursuing water bottles with WLA and BOB logos on them. WLA committed \$400 for purchasing the items. Email with cost estimates for the water bottles to be voted on. Kathy Palovick volunteered to set up an unmanned table with WLA promotional material on it at the Battle of the Books in order to promote WLA.
- On October 1, 2019 Patricia made a motion, via email, to approve spending \$380.07 on 340 notebooks for the BOB participants. Kim Stucko seconded the motion. Fourteen other board members voted in favor of passing the motion.
- Performer's Showcase: It will take place every two years now and will not be happening this year.

Professional Development Committee:

- Elaine brought up the idea of "Library Ambassadors," which includes members of the board taking on library visits to different libraries around Westchester. These visits could include a tour, pictures, interviews, and other means of learning more about the libraries. After the visits, the information could be included in the newsletter for membership to read.
- Elaine also proposed that we try to encourage "Meet and Mingle" events when visiting these libraries as well. An interview or pre-event feature in the newsletter may be considered to increase interest. The ultimate goals of these library visits are to connect the libraries and promote WLA membership. Timing, format, and other details to be discussed on future dates.
- Megan Fenton previously brought up the idea of encouraging members to visit all 38 Westchester libraries by providing a prize or other incentive. It was agreed that this idea should be further discussed. Diana will begin pursuing this with the board. One idea proposed was to offer a passport kick-off at the WLA Annual Conference offering free membership to anyone visiting 38 libraries in 2020/2021. Multiple winners would result in a drawing.

Legislation Committee:

- Kathy reported that NYLA put out their session recap, which ended June 21st. They accomplished 3 major things this year, they put out the budget for 2019-2020 fiscal year, and they are monitoring more specific legislation. Kathy will send out link to report with details.

Public Relations Committee:

- Nothing to Report.

Website Committee:

- Dan asked if anyone else was willing to act as editors to the WLA WordPress website. Elaine, Amelia, and Allison volunteered. A meeting will be set to go over details.

Public Relations Committee:

- Nothing to Report.

Membership Committee:

- Kathy Beirne will be submitting the membership report in October.
- We will push membership renewal in October.

- Elaine and Jayne are going to PLDA to thank the directors for their support and to promote membership and upcoming professional development events.
- Putting membership renewal in the newsletter.

WLA Archives Committee:

- Creating and keeping an updated inventory of WLA materials is underway. Digitizing certain material is possible but we are looking for student, intern, or volunteer to help. Dan offered to help scan.
- Elaine asked that any material that might be considered archival WLA material be brought forward for evaluation and archiving.

Newsletter Committee:

- James Trapasso is taking over the newsletter and submissions should now go to him. He is working on the October 2019 newsletter.
- The Spring newsletter is missing from website.
- Rory Scholl, keynote speaker at the 2019 WLA Conference, had asked about promoting different story time sessions. We can add a link to that information on the website, included in Catherine's write-up of him as keynote speaker.

New Business:

- Z noted YA Book Buzz for September will be discussing "The Come Up," by Angie Thomas. White Plains is doing one book: "Everything I Never Told You" by Celeste Ng and opening the discussion to other clubs. YA Book Buzz is planning to do one YA book as well as "Everything I Never Told You" in October. YA Book Buzz meets at Savor by the Little Beet restaurant in the Westchester Mall. Attendees don't have to read the book to attend. Z encourages all to attend.
- Z discussed the *Westchester One Read*, a George Latimer initiative. The county One Read is starting with a local author series with 3 local authors. Rolling this out in November and they want all libraries, booksellers get involved and have year-long events. Z proposed that we build on this with a variety of events and initiatives. Maybe we could have Latimer attend the conference and talk about the initiative and summer reading.
- In the future, look into putting an ad in the NYLA Annual Conference booklet to promote WLA.
- Print generic WLA business cards for members to hand out at events.

A motion to adjourn was made by Elaine Provenzano at 11:14 am; Catherine Riedel seconded and the meeting was adjourned.

Respectfully Submitted,
Allison Robbins

Upcoming Meetings:

October 10: Harrison Public Library

November 7: Greenburgh

December 12: WLS, Elmsford, NY

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