

**WESTCHESTER LIBRARY ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
Thursday, November 7, 2019  
9:30 am, Greenburgh Public Library

**Present:** Gina Bell, Kathy Beirne, Maya Cabrera, Kathryn Feeley, Giovanna (Jayne) Fiorino-Iannace, Maxine Grandison, Diana Lennon, Elaine Provenzano, Kathy Palovick, Allison Robbins, Sharon Rothman, Kim Stucko, Pam Berger, Susan Ackerman, John Sexton

**Excused:** Oz Coto-Chang, Dan Glauber, Martha Iwan, Bonnie Katz, Terry Kirchner, Anthony Reda, Catherine Riedel, James Trapasso, Pam Berger, Zahra M. Baird, Amelia Buccarelli, Joseph Mannozi, Christa O'Sullivan, Patricia Perito

The meeting was called to order at 9:35 am by Elaine Provenzano.

Elaine moved to accept the minutes from the board meeting that took place on October 10, 2019. Diana seconded the motion. The motion was passed and the minutes were approved.

**President's Report:**

- Elaine moved to appoint new board member Pam Berger to replace Melissa Iamónico as representative for Southern Westchester BOCES. Kathy seconded the motion and Pam Berger's appointment was approved. Susan Ackerman represented Pam Berger at the November 7, 2019 meeting.
- Mid-Winter Conference
  - Jayne provided the board with a draft flyer for the Midwinter conference on the theme Library Careers: Growth, Transition, Future.
  - Authors Suzanne Markgren and Linda Miles are confirmed as the guest speakers
  - The agenda for the conference is:
    - 9-9:50: Breakfast and mingling before the conference begins.
    - 9:50-10 am: Elaine will open with a welcome and announcements.
    - 10 am: Jayne will introduce the authors and the authors will present.
    - 11-11:30 am: Questions
  - The authors will have books available for sale and are donating a book for WLA to raffle.
  - Elaine discussed the plan for the Midwinter Conference with Suzanne Markgren. Suzanne Markgren noted that she and Linda Miles did not intend to specifically address some of the areas that Elaine proposed via email, such as retirement and part-time employment. However, they would prepare for how to address these topics should they come up in the Q&A portion of the presentation.
  - Regarding Q&A, Suzanne proposed that we break into a number of small groups after the presentation for discussion and then reconvene for final discussion in lieu of a typical Q&A session. This needs more discussion.
  - Suzanne will also have some sort of toolkit or resources to provide attendees at the end of the conference.
  - It was decided that we would add a section to the registration form that allows registrants to post a question or topic that they would like discussed or addressed by the speakers at the conference.

- o Jayne asked about the fee for attendees. It was agreed that it will be \$10 for members and \$15 for non-members.
- o Folders and notebooks that we already have will be used for Midwinter flyers and swag.
- o Breakfast details will be discussed at the board meeting in December.
- o A packing party and brief meeting is scheduled for January 16th, 2020 at 9:30 am at the Ossining Public Library.
  
- Annual Conference
  - o The Annual Conference theme is: Counting on Libraries 2020: From Computers to the Census, how libraries play a strategic role in their communities.
  - o Jayne researched Westchester Community College (WCC) Mercy College in Dobbs Ferry, Mariandale in Ossining, Pace University in Pleasantville, and Yorktown Heights as possible spaces for the Annual Conference, 2020.
  - o WCC has been the most practical option thus far in terms of making arrangements. The process has been very clear. The prospective classrooms and space would be the same as we used for the 2019 Annual Conference with the possibility of adding in the food court space in the atrium and the event room in a different building, as well.
  - o The date is still flexible at the moment. Friday, May 8th is the preferred date and Friday, May 15th is a backup date if the school schedule creates an issue. On May 8th, there will still be students on campus but classes should be out of session so fewer than the full school year.
  - o Kim also mentioned the LIU space at SUNY Purchase as a future option.
  - o Elaine reiterated the intention and benefit to starting to plan ahead beyond the upcoming year to make things easier as we plan each year.
  - o We may also be able to conduct the packing party at WCC if we hold the conference there. We are awaiting an answer from Alexandra Giusto, Jayne's contact at WCC.
  - o Conference Potential Program ideas
    - Terry Kirchner presenting on the Census: how libraries will maintain and grow the community engagement initiatives sparked by census activities
    - Information Technology panel led by Rob Cartelano, Head of Columbia University's Information Technology Library systems. Also possibly Jason Eiseman, Associate Law Librarian, Technology and Digital Initiatives, Yale Law School
    - Maxine mentioned wellness as a breakout topic.
    - Amy Fitch from the Rockefeller Archives may be able to come speak.
    - The Manhattanville digitization project may be a good topic for discussion.
    - Kim mentioned that some WLS libraries have local history collections, which may be a point of interest.
    - Gina proposed a combination of local history, digitization and managing files as a topic.
  - o For planning, Elaine mentioned that the Conference Committee might meet at 9am, prior to WLA board meetings. Elaine asked that a call for volunteers to be added to the newsletter.

**Treasurer's Report:**

- Opening balance in checking account: \$17,124.83.
- Deposits, transfers, memberships: \$120.06.
- Outflow: \$758.07 for Constant Contact and Battle of the Books.

- Closing balance in checking account is \$16,486.82.
- \$0.12 interest gained in the savings account for balance of \$13,965.60.
- Total balance for both accounts \$30,452.42.
- Sharon reported that Melissa, on the Anne Izard Award committee, contacted her and inquired as to whether or not the committee could retain the remainder of the funds allocated for the 2019 awards and carry them over into the funding for the 2021 ceremony. Melissa also mentioned that the committee intended to reimburse the Village Bookstore for the cost of returning unsold books that were at the ceremony. Sharon asked the board if these two things should be allowed.
- Sharon clarified for the board that WLA has committed to providing \$600 for each Anne Izards Award ceremony that takes place. The ceremony takes place once every other year.
- Diana made a motion to reimburse the accrued expenses of \$250 and discuss the issue of bookseller expenses as we get more information. Maxine seconded the motion and the motion was passed.
- During the discussion, Diana reminded the board that the Anne Izard Awards and committee are a part of WLA and not a separate entity.
- It was decided that the wording and intent of how the money is awarded needs to be revisited and officially updated for clarity. For example, if the intent of WLA is to reimburse expenses up to \$600 rather than awarding \$600 regardless of actual expenses, this needs to be clearly stated. Another suggested action was to have an Anne Izard Award committee member present at board meetings. Gina also asserted that we should devise a memorandum of agreement to use going forward with this sort of commitment.
- Jayne also raised the point that WLA does not get a report from the Anne Izard Awards committee, which should be addressed.
- Sharon asked if the board wants to have a budget for honorariums and refreshments at professional development events or continue as we have been with simply taking the expenses as they arise. There is currently no budget line for these expenses. Elaine asked has asked Sharon to look at the actual expenses for the past year of professional development events in order to create a budget item baseline for the coming year.
- Elaine moved to add a \$400 programming budget item to the annual budget for the four professional development events that take place aside from the Midwinter and Annual Conferences. Kim seconded the motion and the motion was passed.

**Reference Section:**

- Kathryn noted that the next PLDA meeting is November 21st and she can take items to the meeting if we have any. Elaine asked that she take the Midwinter Conference flyer with her and mention the newsletter as well.

**Youth Services Section:**

- A Battle of the Books summary will be going out into the newsletter.
- YA Book Buzz is meeting. The books for discussion are Gilded Wolves by Rishani Chakshi and The Lovely War by Julie Berry.

**Support Staff Section:**

- Nothing to report.

**Academic & Special Libraries Section:**

- Mayra relayed Anthony's attendance to the Data Carpentry workshop.

- She mentioned an interest in increasing outreach to academic libraries for WLA.
- We may be able to schedule a Meet & Mingle at an academic library, perhaps to tack onto an already scheduled program.
- Elaine mentioned having done “Get Carded Day” at Manhattanville, where local public libraries had a library card push for students. This might be something that could be adopted elsewhere.
- More discussion to take place in the future to solidify some ideas and events.

**Professional Development Committee:**

- Mindfulness program: Kim liked the deep dive into history, etc on the topic. Jayne liked the way that the program complimented our previous Implicit Bias workshop.
- Kim mentioned that a local chiropractor does free talks related to insomnia. Also, there is a speaker who can speak to interviewing techniques etc. she will be talking to her today, Nov 7th. The board agrees that some professional development on interviewing would be valuable for membership.
- 2 professional development events in the spring. One will be on civil service with Terry Kirchner speaking and possibly Claudia Depkin, as well. Interviewing may be the second topic.
- Kathryn will get in touch with Elaine and Kim to discuss a Meet and Mingle for December at Mt. Kisco after the tree is lighted there.
- Kim has updated award materials and Dan uploaded them to the WLA website.

**Legislation Committee:**

- NYLA wants a 40 million dollar initiative from legislators because the census will take place primarily online, which could result in a large undercount. NYLA wants the funding to provide a place for reliable census information and counting at the libraries. Kathy will try to get more information about it.
- February 25th, 2020 is the new advocacy date. In the past, there has been a bus taking people up Albany. Elaine Falcone is coordinating and we will get more information.

**Public Relations Committee:**

- Nothing to Report

**Website Committee:**

- Nothing to report.

**Membership Committee:**

- Kathy B. has a cleaned up membership list that ranges from July 1, 2018 to present day. We currently have 215 members.
- Gina asked for clarification on how to attain group membership. Any group of 5 people in an organization is \$100. An organization can do more than one group. Sharon invoices the organizations that submit organizational memberships. Check and applications goes to Kathy and will be updated.
- In the newsletter, membership renewal will be mentioned and an email for renewal needs to go out as well.
- Elaine and Diana clarified that anyone interested in WLA can be a member. Being library staff/involved with libraries is not required. The question was raised by Kim as to what rate they have to pay. The issue will be discussed in December.

### **Newsletter/Outreach Committee:**

- Diane presented the draft for the newsletter, which will go out in November.

### **New Business:**

- Elaine mentioned the need for creating a cloud-based repository for those who work on the newsletter material and other collaborative projects. This will be created at a future time.
- Terry was not available to discuss the census, but Jayne offered a brief review of information provided by Mario Garcia, partnership specialist from the Census Bureau, when he spoke to the Harrison Public Library in October. He gave some background on the census. This is the first year that the census is available online. Individuals can also submit via paper, phone, or in person at a census center.
- In mid-January, the Census Bureau will send out a card or survey to announce that the census is coming up. In mid-march the Census Bureau will send out a reminder letter. At the end of March they will send a postcard with ID numbers. April 1st is Census Day. April 8-April 16th there will be a paper questionnaire available. After April 16th, they will go door-to-door to get anyone who did not yet respond. This is a tentative timeline.
- Mario Garcia recommends that the libraries invite census staff to library events and to take online webinars that are offered by the census academy, available at [www.census2020.gov](http://www.census2020.gov).
- Libraries can support the census by having one or more computers designated to census taking.
- Some notes:
  - The census will be available in 12-13 languages. 10 questions for first round of questions and some will get follow up questionnaires.
  - December 2020 the tabulated data will be released. After 72 years the census data will be released in full via [ancestry.com](http://ancestry.com).
  - Census will never ask for SSN but will ask for name. Be aware of scams.
  - The goal is to have every single resident fill out census, regardless of SSN or not.
  - Data is supposed to be wiped off after each use on the computer.
  - John noted that WLS computers will be replaced with Windows 10 computers and can be used.
  - You can request a census worker in the library.
- Elaine thanked John for being gracious with the space and support of WLA with meetings etc.
- John spoke about some of what is taking place in Greenburgh. On the first Thursday of each month is staff e-training. For this training, everybody chooses two e-resources available in the library or an app they have found to be useful and spend time learning to ensure that everyone feels comfortable and is competent. They also have a tie-in that whatever is learned in November is promoted in December, etc. They will also be starting to use EBSCO's Library Aware for marketing. GPL has noticed a significant online responses increase for strategic planning surveys.
- Gina asked if we have been discussing One Book Westchester. Elaine answered that Terry will be discussing this in December.
- Elaine motioned to adjourn the meeting at 11:37 am. Mayra seconded and the meeting was adjourned.

Respectfully Submitted,  
Allison Robbins

**Upcoming Meetings:**

**December 12: WLS, Elmsford, NY**

**January 16: Mid-winter Prep, Ossining**

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