

WESTCHESTER LIBRARY ASSOCIATION

Minutes of the Board of Directors Meeting

Wednesday, December 9, 2020

Remote Meeting on Zoom – 9:30 am

Present: Giovanna Fiorino-Iannace, Diana Lennon, Elaine Provenzano, Joanna Rooney, Kim Stucko, Anthony Reda, Krishna Horrigan, Megan Fenton, Kathryn Feeley, Oz Coto-Chang, Susanne Markgren, Kathy Palovick, Terry Kirchner, Lisa Dettling, Martha Iwan, Joseph Mannozi

Excused: Kathy Beirne, Eleanor Friedman, Maxine Grandison, Christa O’Sullivan, Z. Baird, Mayra Cabrera, Dan Glauber, Catherine Riedel, Allison Robbins

The meeting was called to order at 9:34 am.

Jayne asked if there were any questions in regards to the minutes. Megan made a motion to approve November 2020 Meeting Minutes. Anthony seconded the motion. The motion was passed, and the minutes were approved.

President’s Report

- Krishna has been archiving videos on Google Drive so we can free up space on our Zoom account.
- Jayne asked to vote on whether the Executive Board can approve expenditures under \$50 as needed for office supplies and sundries without an all board vote. Martha made a motion to approve and Elaine seconded the motion. The vote was unanimous.

Mid-Winter Conference - Wednesday, Feb. 3, 9 am – 12 pm on Zoom (up to 100 attendees with Meeting format) Topic: *Current Technology & Best Practices for Libraries and Archive Collections* Panel with Katherine Shaughnessy of St. John’s University, Robert Cartolano (Columbia University), Hillel Arnold (Rockefeller Archives), and Lisa Kropp (Lindenhurst Memorial Library)

- Tentative Agenda
 - Open the room at 8:45 am and allow registrants to “gather”
 - Each panelist will speak for 20-25 minutes
 - Jayne sent a tentative schedule to presenters and offered an honorarium of \$100
 - Q&A following everyone’s presentation.
 - Breakout Rooms with each speaker after the presentations & Q&A
 - Volunteers needed to help with Greeting and the Breakout Rooms
- Krishna will be the main Zoom conference organizer, Jayne and Kathy also offered to volunteer for Breakout Rooms.
- Joe Mannozi shared the feedback from their PNW Boces conference that people needed a break from screen time. Discussed possible breaks after presentations and before breakout rooms.
- **WLA Bylaws revisions** – Last revision was 5-8 years ago. We did have a change when we voted at the 2020 annual meeting to take a vote electronically. A few other updates are needed. Jayne invited Bonnie Katz and Dan Glauber to chair this committee, but they both were unable to do so. Jayne will invite former WLA Presidents to take on the role of helping with making the changes

since they know how WLA works and its structure. Elaine commented that it has been discussed before of hosting a past president's roundtable. Elaine offered to start the process and start a living document. Jayne will send out invites to get presidents from the past 5-8 years to get it started and by June have the bylaws updated.

- **Board Member Roles** – Diana and Elaine started the document with descriptions for roles but there are descriptions missing for certain chair and section leaders. Jayne noted that this is a good time to review and clarify roles of board members since we are getting reinstated as a nonprofit. Everyone on board is a voting member, and we want this to continue. Meetings will be set up with each Committee and Section Chair in early 2021.
 - Diana said that keeping records of responsibilities as the year progresses is very helpful and suggested recording what needs to be done month to month. This will make for a good transition and then the new executive board will have an updated source of information. Diana commented historically we struggle with succession. She commented that it will help the organization focus on moving ahead.
- **Gifts** -- Jayne asked if we could all contribute to a gift for Allison for the new baby. Jayne asked to vote on WLA contributing 50 dollars for board member gifts for special occasions and then board members could add a suggested amount if the gift was more than fifty dollars. Diana made the motion to approve 50 dollars expenditure out the WLA budget for special occasions. Elaine seconded the motion. The vote was unanimous.

Vice President Report (Kim)

- **Update on non-profit status** – Kim received paperwork from New York State about WLA's incorporation and it was forwarded to the pro bono lawyer office. Still two pieces of information missing but will send additional paperwork by the end of the week. Kim hopes at the beginning of the new year we will have a lawyer in place.
- **Annual conference** – Kim does not have a main theme for the event in June but suggested asking someone from the Rockefeller Estate, New York State Parks and Rec to discuss things to do once the weather is nice. Kim thought to invite people to talk about what to do outside of the house/work place. Meeting places are up in the air.
 - Elaine had a question about the date. Historically we have held the conference in May, but last year we held the Business meeting in June. There was discussion about whether to schedule this year's conference before Memorial day or after, but no decision was made.
 - Kim has contacted SUNY Purchase Performing Arts Center and the Tarrytown Music Hall as possible in-person venues.
 - Anthony stated that yesterday WCC had a division wide meeting. WCC is remote through the summer session. Anthony noted he doesn't think WCC will not allow an event. Right now reservations need to be made and tested.
 - Martha inquired about the level of interest in parks and rec speakers. She thought by May or June this might not be a topic of interest to people.
 - Kim mentioned Mental Health as a possible focus for the annual conference. Jayne asked that we all think about speakers and topics for a discussion at the next board meeting.
- **NYLA Civil Service Committee** – Martha Iwan was chosen to be on the committee and is the only member from Westchester County. Total members are twenty and the list is available on NYLA's website.

Treasurer's Report

- Allison was not present. Jayne stated that the treasurer's report was sent out to all board members via email. Jayne pointed out the membership line with renewed membership funds.
- The Mid-Winter Conference is a suggested fee of \$10 with increments of \$15 and \$20 (includes WLA swag). Registration is set up on the WLA website with a link to PayPal. The Zoom link will only be available once the fee for the conference is paid.

Section/Committee Updates

Reference - Kathryn had nothing to report. No microphone on her computer.

Youth Services - Oz & Lisa

- WLS member libraries have been sharing programming across libraries.
- *How to Talk to Children about Race with Author Ama Yawson: Community Conversation* on Thursday, January 14 at 6:00 pm.
- *One on One help with College Essays* for high school seniors shared by Croton Library.
- *Book Buzz* - Friday, December 11 at 6:30 they will be discussing *Punching the Air* by Ibi Zoboi and Yusef Salaam.
- WLS bi-monthly check-ins
- Pelham Library started Make & Take crafts and it has been well received.

Support Staff - Maxine not present

- No report

Academic & Special Libraries - Anthony Reda

- WCC is hoping for modest budget cuts. At this time WCC's enrollment is down 10 percent.
- Anthony noted WCC's President has been discussing Agile Leadership and Agile Organization. It is a popular theme at conferences right now. It focuses on how to be agile and adaptable in the workplace and how employees take past practices and adapt instantly. Employees need to now play multiple roles in organizations, wearing many different hats. Anthony noted he feels like most librarians have been working this way already.
- Anthony has shared information about the organization called the *Young Invincibles*. It is holding a conference this week. The organization helps students who face housing and food insecurities find resources.
- Jayne commented that Anthony discussed various topics which we could incorporate into our annual conference. She is going to look into the Young Invincibles organization to see what WLA can do to help their cause.

Professional Development - Megan and Krishna

- Megan said today's program is on *Staying Healthy While Working from Home*. The resume workshop survey results were positive and comments suggested that people found the LinkedIn portion of the program helpful.
- Christa has sent out the publicity for January's *Westchester Archive* Program and another reminder will go out in early January. Only a few responses about the Diversity Survey. Elaine mentioned that it did not go out with the newsletter. Megan will ask Christa to include it in the next program email. Elaine suggested sending the survey out alone to get feedback for future programming.
- Professional development awards at this time have no applicants, but this is not unusual.

- Krishna asked if the Professional Development awards could be included in the membership emails. Megan suggested that the directors could promote awards. Jayne feels like the awards are missing their mark and need to be rebranded. Diana will ask her director to bring it up at a PLDA meeting. Megan suggested bringing it up at the Meet & Unwind gatherings. Megan said about half a dozen applicants is the average number we normally receive.
- Krishna mentioned that Continuing Ed credits will be distributed if the program relates to library services. Diana said credits should be distributed for everything, except the Meet & Unwinds because it is social. CEs will be distributed to the people who attend not just register.

Legislation Committee - Kathy

- Reminder: *Publisher's Weekly* is offering a free webinar on Tuesday, December 15 at 1:00 pm called [“The Election is Over - What Does that Mean for America’s Libraries?”](#)

Public Relations - Christa not present

- Jayne noted Christa has been sending emails blasts, renew membership reminders and publicity for our upcoming programs. Jayne thanked Christa for her strong organizational skills and efforts on these tasks.

Website -Dan not present

- Thanks to Dan for his patience and time spent maintaining and updating the WLA website.

Membership - Kathy not present

- Jayne encourages everyone to remind colleagues that it is time to renew their individual or institutional membership.

Newsletter - Diana Lennon & Elaine

- Elaine needs a few lines/blurb about the resume workshop. Krishna offered to send something. Elaine reminded everyone that our programs are being recorded and are available for viewing online.
- Diana thanked Christa and everyone’s help with the newsletter. Diana mentioned the survey about how libraries have adapted due to COVID. As of this meeting, only seven responses have been received. Diana would like to include some of the survey information and results in the Spring Newsletter. Elaine mentioned sending out surveys separately in an email.
- The Irvington Public Library’s Tiffany Reading Room was spotlighted in the Fall/Winter Newsletter. Jayne noted the Greenburgh Public Library was in *Westchester Magazine*, the December 2020 issue in an article highlighting “Westchester’s Iconic Architecture.” Anthony mentioned highlighting different libraries, not just in the Westchester Library System. Discussion included academic, special libraries and new construction.
- Elaine gave a shout out to Megan and Krishna for their help with sending information on programs for the newsletter.

WLA Archives - Catherine & Elaine

- More coming in January

Vendors/Outreach - Kim & Martha

- Martha reaches out to vendors in an email with highlights about the conference. Martha has a list of vendors to contact for upcoming conferences.
- Martha noted that she is still new to the Civil Service Committee but will report back.
- Jayne and Kim met with Terry to discuss the best way to contact Civil Service. He suggested waiting until the new year because of changes in the department. We are planning to schedule a workshop in March with someone from Civil Service.

WALDO - Susanne

There was nothing new to report at this time. Susanne requested an email for the funding for the Mid-Winter Conference. She will bring it up to the WALDO Executive Board.

New Business

Jayne will reach out to Tracey Wong, the new Director of Library Services for Yonkers Public Schools to ask her to join the WLA Board.

Upcoming WLA Events

- NY Presbyterian Lawrence Hospital, Health & Wellness Program on *Ergonomics and Staying Healthy while Working from Home*, Wednesday, December 9 at 12 pm on Zoom.
- *Meet & Unwind*, Thursday, December 10 at 6:30 pm on Zoom
- *Westchester County Resources and Archives: What's Available and Helping Patrons Access Them*, Thursday, January 14 from 10:00-11:00 am on Zoom.
- Mid-Winter Conference - "Current Technology & Best Practices for Libraries and Archives Panel with Katherine Shaughnessy of St. John's University, Robert Cartolano (Columbia University), Hillel Arnold (Rockefeller Archives), and Lisa Kropp (Lindenhurst Memorial Library)" February 3, 2021 from 9:00-12:00 on Zoom
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Meeting adjourned at 11:01 am.

Respectfully Submitted,

Joanna Rooney

Upcoming Board Meetings: Wednesday, January 13 @ 9:30am via Zoom
Wednesday, February 17 @ 9:30 am via Zoom
Wednesday, March 10 @ 9:30 am via Zoom
Wednesday, April 14 @ 9:30 am via Zoom