

WESTCHESTER LIBRARY ASSOCIATION

Minutes of the Board of Directors Meeting

Wednesday, November 18, 2020

Remote Meeting on Zoom – 9:30 am

Present: Giovanna Fiorino-Iannace, Diana Lennon, Elaine Provenzano, Catherine Riedel, Allison Robbins, Joanna Rooney, Kim Stucko, Anthony Reda, Krishna Horrigan, Megan Fenton, Kathryn Feeley, Oz Coto-Chang, Dan Glauber, Suzanne Markgren, Mayra Cabrera, Kathy Palovick, Terry Kirchner, Lisa Dettling

Excused: Kathy Beirne, Eleanor Friedman, Maxine Grandison, Martha Iwan, Christa O’Sullivan, Z. Baird,

The meeting was called to order at 9:33 am.

Jayne asked if everyone reviewed the minutes and if there were any questions. Allison noted that in the October minutes the wording “bookkeeping errors” was misleading because the error was not related to the software. The issue was that the checks were misplaced and never cashed. Joanna will make the change in the October minutes. Jayne told Joanna that a copy of the final minutes need to be sent to Dan Glauber so he can put them on the website.

Diana Lennon made a motion to accept the minutes of the October 7, 2020 with the discussed changes; Elaine seconded. The motion was passed, and the minutes were approved.

President’s Report

- WLA Membership for 2021 – An email from Christa to rejoin was recently sent out to members.
- Jayne and Kim met with PLDA and presented information about WLA’s professional programs, conferences, and membership information.
- Information was sent to library programs at local schools. Megan has a contact at Pratt.
- Reconciling non-profit status – Discovered we are not in compliance. We need to re-apply every year to the IRS. Pro Bono Partnership might be able to help with any legal issues related to the 501C.

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)

- Date & Speakers confirmed for Wed, Feb. 3, 9 am – 12 pm
- Livestream option this year (no snow date needed since we are going virtual).
Registration cannot go out until we decide on a fee. We have not been charging for any programs in 2020. Discussed viewing fee and group rates. Diana suggested doing what NYLA did, having a different conference fee, charge much less. Allison suggested “pay what you can.” Everyone agreed on the suggested fee of \$10. Jayne confirmed the Mid-Winter conference will be a suggested fee of \$10.

- Terry Kirchner typed in chat that WLS can be a sponsor. Susanne Markgren typed in chat that WALDO can also be a sponsor.
- All speakers have accepted the invitation, but a fee has not been discussed. No one has requested an honorarium. Hillel Arnold declined the fee last year. Jayne noted last year we offered \$150 but since it is virtual, she suggested we could offer \$100.
- Panel discussion and possible breakout rooms depending on how many attendants. Diana suggested breakout rooms with panelists leading the discussion.
- 4 Breakout rooms – Kathy volunteered to help with breakout rooms and Krishna offered to be the main host. Executive board members to help with rooms.
- Jayne will work on the wording for registration. Discussed idea of different registration fee for members vs. non-members. Diana suggested promoting membership during the program, but we should only have one fee. Terry suggested getting emails for follow up membership marketing. Krishna suggested if a registrant donates \$20 then they get WLA swag.

Vice President Report (Kim)

- Kim stated that she looked for the 501C determination letters and she spent a bit of time on the IRS database. It was discovered that the IRS still had an old P.O. Box. Kim was unsuccessful in finding the needed paperwork after searching past Presidents and the Treasurers' files.
- We have not filed a 990 form since 2014. This form is needed to be in compliance.
- Kim made a motion to the board to hire a lawyer through a Pro Bono Partnership to help us with this process of reinstating WLA compliance.
- New York State also has the old address. We will need help with paperwork to change the address and file the proper paperwork. According to New York State, we are in compliance and we are still a tax-exempt organization.
- There is a fee assuming that the Pro Bono Partnership accepts our application, and they can find a lawyer to work with us.
- \$295 fee for this partnership. Kim assumes that it will take 3-6 months to finish. Small fees during the process.
- Jayne asked for someone to make a motion to pay the fee \$295. Elaine made the motion to budget \$295 to hire the lawyer to make sure we are in compliance. Kathy and Allison second the motion. All were in favor of the motion.
- Diana suggested the responsibility of keeping up on the needed paperwork should be written into the job description going forward. Jayne stated that the Executive Board or the President should be responsible with the Treasurer for maintaining the paperwork.
- Megan shared in chat that this happened to another organization and it did get resolved.

Treasurer's Report (Allison)

- No expenses from last month.
- Memberships fees are coming in (right after the membership email went out).
- Allison was able to cash the checks from vendor sponsors.

- Allison noted that they have been meetings trying to formulate a budget but still working on it. Aiming to develop a 2021-2022 budget at this time. Too far along in this year to put together a budget. We did pass \$1500 for Professional Development Programs for the year in October. Good time trying to see how Covid-19 will affect the budget.
- \$500 professional development budget line passed for helping the Board and the Association be more effective by receiving training in job specific areas.
- Invoice was received for the workshop on November 30.
- Uncashed checks dating back to 2014. Allison was not able to figure out after checking old spreadsheets and paperwork. Checks will be returned with apology.
- Allison will be going out on maternity leave in December and she will return in January. The November Treasurer's report will be submitted for board members to present at the December meeting.
- Jayne clarified that any board member's professional development expenses need to be presented to the board for approval.

Section/Committee Updates

Reference - Kathryn had nothing to report

Youth Services - Oz & Lisa

- Book Buzz was this last Friday.
- The Mock Awards for Newberry/Caldecott were canceled. Only the Mock Printz is happening on January 8 virtually.
- How to deal with Teenagers by Ryan Dowd on November 19.
- BOB did not happen this October. It is planned for next year.
- WLS Youth Services Listserv for outside performers
- Catherine introduced Lisa Dettling. Lisa stepped in as the new YS co-chair.

Support Staff - Maxine not present

Academic & Special Libraries - Anthony and Mayra

- After Thanksgiving, all SUNY schools are going virtual. Nothing official for community colleges.
- Spring semester is going virtual. No winter session this year.
- New procedure requires the staff to be tested every 4 weeks if reporting to the building.
- Susanne Markgren typed in chat that they have testing for staff at Manhattan College and college will be virtual after Thanksgiving until the end of January.

Professional Development - Megan and Krishna

- November 30th – Resume Writing
- NY Presbyterian Lawrence Hospital, Health & Wellness Program on Ergonomics and Staying Healthy while Working from Home, Wednesday, December 9 @ 12 pm on Zoom.

- January 14th – Patrick and Jackie from Westchester Records and Archives and the Westchester Historical Society - typical reference questions, uptick in genealogy questions.

Legislation Committee - Kathy

- Publisher's Weekly was 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?](#)" Jayne asked Kathy for a link to the webinar. (see attached link)
- NYLA - Bill currently in the senate that all Board Trustees must complete two hours of professional development.

Public Relations - Christa not present.

- Jayne noted Christa has been sending emails to members about not only membership but upcoming programs.

Website - Dan

- Pointed out the contact form that was hidden. Allows people to email us without having an email address.
- Anthony asked if there is a place to check individuals' membership status. This information is not available on the website. Dan explained we could create a members' only section. Allison suggested creating a form for people requesting an update on status of membership. Membership is from January – December (no matter when people become a member) and needs to be renewed every year whether individually or institutionally.
- Jayne asked if the emails can be removed from the website to eliminate the spam emails that have been using Jayne's. These emails are just going to the WLA Board. Dan will take emails off the website, and the online contact form will be available for anyone who needs to reach the board.

Membership - Kathy not present

- Catherine asked if the policy for an institutional membership still includes 5 named individuals. She asked if an institution has a membership and if someone leaves the library, can that membership be transferred to a new person. Jayne stated that it can be transferred, the institution should then contact the membership chairperson with the new named individual.

Newsletter - Diana Lennon & Elaine

- Newsletter is almost finished. Elaine asked for a blurb on the New York-Presbyterian mental health program in August from anyone who attended.
- Diana spoke about the survey on changes in libraries since COVID-19 started. Diane wants to include it in the newsletter. Questions will just be check boxes so we can get an overview. And one part goes a little more in depth. Get a basic idea of what changes people went through. Diana said it was going to be anonymous but give a place for people to give name and email as optional. This would be helpful if we wanted to follow up and learn more. Kim asked about the time frame for the questions. Diana explained it

is a snapshot of the last few months and defined as a poll of what libraries are doing. Elaine noted we should add what type of institution and put a deadline of the middle of December. Kim suggested publishing results in January.

- Discussion about whether registration for the Mid-winter conference is ready for the newsletter or if it should be mentioned to “save the date”. The Zoom meeting is set up. Elaine asked how PayPal works on the WLA website. Regarding registration, Dan stated that the Treasurer needs to set up the PayPal widget and send Dan the code to set up the widget. Allison asked if payment for the conference is only going to go through PayPal. Everyone agrees that the registration will be included in the newsletter so they can register right away. Allison asked that they have a phone call rather than an email with Christa and Elaine about setting up the payment.

WLA Archives - Catherine & Elaine

- Catherine noted that she had a library student interested in working with this project. Currently waiting to hear back from the student.
- Jayne asked about WLA purchasing a scanner for this project. Catherine said she can use her personal scanner.

Outreach - Kim & Martha

- Kim is working on a sponsor letter and will share it once it is complete.

Upcoming WLA Events

- Meet & Unwind, Thursday, November 19 @ 6:30 pm on Zoom. Suggested topics are to help prompt open discussions.
- Resume Writing Workshop, November 30 @ 4 pm on Zoom
- NY Presbyterian Lawrence Hospital, Health & Wellness Program on Ergonomics and Staying Healthy while Working from Home, Wednesday, December 9 @ 12 pm on Zoom.

New Business

- Looking for Conference Committee Members for Mid-Winter and Annual Conference. Members or nonmembers are welcome.
- Suggestions for speakers at Annual Conference – Seems early but would like to start getting a framework for it. Also, a topic for the event. Post Covid-19, something positive. We should decide by January if the conference will be at WCC.

Meeting adjourned at 11:05.

Respectfully Submitted,
Joanna Rooney

Next Board Meeting: Wednesday, January 13 @ 9:30am via Zoom