

**WESTCHESTER LIBRARY ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**Wednesday, March 17, 2021**  
**Remote Meeting on Zoom - 9:30 am**

**Present:** Giovanna Fiorino-Iannace, Diana Lennon, Elaine Provenzano, Joanna Rooney, Kim Stucko, Krishna Horrigan, Susanne Markgren, Kathy Palovick, Terry Kirchner, Lisa Dettling, Martha Iwan, Joseph Mannozi, Allison Robbins, Mayra Cabrera, Anthony Reda, , Kathy Beirne, Maxine Grandison, Oz Coto-Chang, Eleanor Friedman, Kathryn Feeley

**Excused:** Z. Baird, Dan Glauber, Christa O’Sullivan, Catherine Riedel

**Meeting was called to order at 9:32 am.** Elaine made the motion to pass the February 2021 Meeting Minutes, and Krishna seconded the motion with the noted changes: Megan Fenton did not attend February meeting and correct the date of today's meeting.

**President’s Report**

- **ProBono Partnership** with Winston and Strawn LLP–Introductory meeting on March 17 @ 10 am with Elaine and Kim - Judy Seagal. Elaine and Kim will be brought up to date on what they missed from this meeting.
- **NYLA Roundtable** discussion with five former WLA presidents and current executive board was held on March 11 with Jeremy Johannesen.
  - Elaine shared her screen with board members highlighting the benefits of WLA becoming a NYLA roundtable. Elaine shared minutes from Past Presidents' listing the cost structure, benefits, and the cons. (NYLA Pros and Cons - see attached document). Elaine pointed out that we can stop being a NYLA roundtable at any time. Allison added another benefit to WLA is the FeedLoop Conference Platform would be available through NYLA.
  - Jayne added that Jeremy got back to her in regards to the number of WLA members in academic libraries and special libraries. There are 203 Westchester NYLA members linked to zip codes and 130 of those were organizational memberships.
  - Discussion about NYLA's benefits and concerns about WLA becoming a roundtable. Cost savings such as web hosting fees, zoom fees, liability, election buddy, would no longer be our burden. Without the administrative tasks we can really focus on other things we want to do such as outreach, newsletters, conferences and professional development. WLA funds are our own to use at our discretion and NYLA would be acting as the bank. It would not affect WLA PD awards. In regards to the higher membership fee, it can be marketed to members to see the value of being part of NYLA and WLA. There is a sliding scale membership to make it affordable. Overall the result of the discussion was that the benefits outway any negative aspects.
  - Megan inquired if we can use other platforms other than what NYLA offers. Yes, the Board would decide if we want pay and use another platform.
  - Mayra suggested approaching our organizations to encourage them to subscribe as a good professional development tool.

- Maxine asked if we follow NYLA's bylaws or our own. The response was we follow our own but fall back on NYLA. We are in the process of updating our bylaws but NYLA will help us.
- Allison made a motion to go forward with the process of WLA becoming NYLA Roundtable. Diana seconded the motion. Motion passed unanimously.
- In our proposal, we need 25 NYLA member signatures on the petition to be presented at the next NYLA Council meeting in May. Discussed how to inform membership of the NYL Roundtable Decision. An email blast with a Q & A session. Check the bylaws to see if there is procedure as to whether to include membership on the decision. The informational session for WLA members making it clear that the board has already voted to go forward. It was decided that we will schedule an informational session to introduce the decision of WLA becoming a NYLA Roundtable to membership.
- **Election Roster** for 2021-2022 needs to go out by April 7. Kim will be the President and Allison will stay on as Treasurer. We have a nomination for Secretary, Melissa Victoria. Kim is looking for Vice-President Elect. Renee Rausch will be chair of the conference committee (not an elected position) We will set up a ballot in Election Buddy in April and it will go to membership at large with the decision to be a NYLA Roundtable.
- **Annual Conference**
  - Speakers are in place for the conference. Recruiting presenters for the panel discussion on Librarianship and Transitioning Roles. Kathy has 10 legislators for the conference .
  - The fees have been decided and need to be set up in Paypal. WLS donated \$1500 to the conference. Jayne shared the tentative agenda for the annual conference.
  - WLA purchased books from the Village Bookstore (20% discount). A Copy of each book (*The Hype Handbook* and *Change: How to Make Big Things Happen*) will be donated to each library. We will distribute them through the WLS bins. Discussed also purchasing books for academic libraries as well.
- Jayne suggested a scholarship in Bonnie Katz's memory. Diana said the board members from Ossining will put something together and get back to the WLA board. A proposal could be introduced at Midwinter, which is usually held at OPL.

### Vice President Report (Kim)

- **Update on non-profit status and pro bono partnership.** It was an introductory meeting with Kerry and Laura, the lawyers. Judy Segal from Pro Bono will send them information, and they will meet again to review. Everything needs to be updated before we apply for the 503c status. We didn't file our 990s so we have to do that first. They will draft Bylaws and we will work on our specifics. They will send us a punch list, and we have their guidance. Once we file the paperwork with the IRS, the backlog is 9-15 months to hear about our status. Lawyer suggested hiring an accountant to help with retroactive 990s since 2013. WALDO recently hired an accountant that works with nonprofits.
- **Annual Conference & Business Meeting on Friday, May 7** Speakers Damon Centola and Michael Schein and poet Laureate B.K. Fischer. Panel discussion on Librarianship: For the panel discussion on Career Paths and Transitioning Roles, Barbara Davis from Westchester County

Historical Society is available, and school media specialist Ellen Elsen in Dobbs Ferry Free School District has been confirmed.

- Sponsorship & Vendors (Martha)
- Breathe, Body Exercise with Elena Falcone
- Upcoming Meet & Unwind – Thursday, March 18 @ 6:30 pm
- Exploring increasing the number of participants in Zoom just for the month and an app that works with zoom for conference registration payments.
- Pricing for conference WLA members \$25, non-members \$30 and students and retirees \$20

#### **Treasurer's Report (Allison)**

- Increase in membership in February (\$494)
- Midwinter conference fees are reflected in report (\$260)
- Expenses - only Paypal transaction fees
- Legal Fee to retain the Pro Bono services (\$295)
- Bank account balance is \$33,894.23 as of February 28, 2021
- Elaine confirmed that the insurance liability will be prorated once we are under NYLA's umbrella

#### **Section/Committee Updates (information about upcoming webinars and events)**

##### **Newsletter (Diana and Elaine)**

- Focus will be transition to NYLA. Get any info that needs to be included to them soon. Any professional development information.

##### **Reference (Kathryn)**

- Sent report

##### **Youth Services (Oz & Lisa)**

- Lisa reported nothing new at this time

##### **Support Staff (Maxine)**

- Maxine reported nothing new

##### **Academic & Special Libraries (Anthony and Mayra)**

- Fall semester at WCC will be in person
- April 23 professional development - Homelessness Free event. Anthony will share info in email.
- New Chancellor for New York City Schools is a Mercy College Graduate.

##### **Professional Development (Megan and Krishna)**

- March 1 - Successful resume workshop with Lynn and Jean (about 15 in attendance). Would be great to have them back since focus will be in person interviewing.
- Professional Development Award. Another eblast and social media posts to go out.

##### **Legislation (Kathy P.)**

- Has 10 legislators planned to speak at the annual conference.

**Public Relations (Christa) not available**

**Website (Dan) not available**

**Membership (Kathy B.)**

- 163 members at this time.
- Kathy will check on the number of members who have not yet renewed. Sending a reminder to those members.
- Need to clarify how membership will work when we transition to NYLA (dates, etc.)

**WLA Archives (Catherine & Elaine)**

- Patricia Partrito sent an archive box and will input those records. Trying to account for everything and put together a full list of. Documents go back 20 years and Elaine's even a little more.

**Outreach (Kim & Martha) Not available.**

**WALDO (Susanne)**

- Board approved the sponsorship for \$ 500 for the WLA Annual conference.

**BOCES (Eleanor & Joe) not available**

**Yonkers Public Schools (Tracey) not available**

**Social Media (Allison)**

- Allison is working on getting WLA a bigger presence on social media. If you have any library-related news, please send it to Allison. Loop in Christa since she does the Constant Contact with eblast. Post articles from the newsletters. Spotlight a library, including a blurb with a link to more information (snap shot).

**New Business**

- Suggested NYLA Roundtable Informational Meeting on April 14 after our board meeting if there is enough time to plan it. In the meantime, if any inquiries are received, we will refer to Elaine's overview..

Meeting adjourned at 11:16 am.

Respectfully Submitted,

Joanna Rooney

**Meeting Dates: Wed, April 14 @ 9:30 am on Zoom  
Fri, May 7 Annual Conference  
June Outdoor Luncheon – Date TBD**

**Results of Round Table Discussions Thursday, February 25, 2021 and meeting with Jeremy  
Johannesen on March 11, 2021 on Zoom  
(notes originally compiled by Joanna Rooney with input from Liz Anastazi)**

Discussions to move to under the NYLA umbrella have been discussed for several years and it may provide considerable benefits for us to make the move:

**What does it mean?** WLA would become a Roundtable under NYLA. We would still remain our own entity, keep our own logo and website, but have the additional administrative and professional support of NYLA.

WLA membership would be reduced to \$10, but you need to be a NYLA member first in order to join WLA as a roundtable. Existing NYLA members would add WLA roundtable as part of their membership. *The first-time introductory rate for NYLA membership is \$25 for the first year (with a \$10 additional line item for WLA, for a total of \$35). Dues for subsequent years are on a self-reported sliding scale based on income.*”

*Income Dues*

*Up to \$19,999 \$35*

*\$20,000–\$29,999 \$60*

*\$30,000–\$39,999 \$80*

*\$40,000–\$49,999 \$100*

*\$50,000–\$100,000 \$125*

*\$100,000+ \$150*

**Benefits**

- Gain 503 non-profit status maintained under NYLA
- Liability covered under NYLA
- NYLA handles membership maintenance, including renewals, on a rolling basis, with a 90 day grace period. Term for the WLA Roundtable is the same as NYLA.
- WLA funds would be moved to NYLA coffers. NYLA would be the stewards of funds and we would receive a monthly statement of expenditures. We will still be able to use funds at our discretion, and receive reimbursements with board approval. Treasurer will get training and support.
- WLA would fall under NYLA’s annual independent audit as well as filing with the IRS.
- NYLA has 4 Zoom Accounts if we don’t want to maintain our own.
- If we choose to, NYLA can transfer our website to NYLA’s site and give us administrative access.
- NYLA runs the elections for the roundtable (electronically). Officers can have any start and stop date. Doesn’t have to be the same time period elections as NYLA.
- NYLA handles registrations and CEU’s for all WLA programming. Registration for conferences will automatically check a person’s membership status to determine the appropriate fee. Members CEU history are stored on the NYLA website (helpful for certification)

- NYLA uses their own interface for membership, renewals and conference registrations (6% administrative fee for conferences with a minimum of \$2.00).
- Bylaws - NYLA would assist us with updating our Bylaws. When in doubt, NYLA bylaws would supersede the roundtable's bylaws.
- Using Feedloop webinar feature for conferences
- An increase in NYLA organizational memberships within WLS could provide additional discounts. There are currently 13 WLS NYLA member libraries. There are currently 13 WLS libraries that are organizational members of NYLA.
  - Those 13 libraries account for 127 individual members of NYLA.
  - There are an additional 18 regular NYLA members from other libraries.
  - The balance of the 160 total NYLA members in Westchester are students, friends, trustees, etc.

What do we do next if we decide to move forward with NYLA?

*“To move WLA under the NYLA umbrella, there would be a transition period. WLA would provide a copy of their current membership roster, and NYLA would provide a report of which WLA members already hold NYLA membership. These individuals would be asked to be signers of the petition for the formation of the WLA Round Table.*

- Template for petition to become a Roundtable is for 25 NYLA signatures (can be done electronically). It goes to the NYLA Council. Next meetings are March 18 or May 6.

#### **Cons/Concerns**

- High membership fee. The fee going from \$30 to \$125
- Will we lose local flavor
- Isolate those that can't afford it

#### **Discussion Points of NYLA Roundtable**

- Offering each member 2-3 free virtual events per year. Positive spin on the value of membership
- Good opportunity of being able to present at their annual conference.
- May bring more people to their conference offering enriching professional development opportunities
- Raises our visibility and professionalism
- Important to still maintain our identity and independence.
- It is important that we explain to membership both the positives and any concerns.
- It will offer additional time to expand our programs and outreach by giving up the administrative tasks. Important to explain this point to the WLA membership.
- Changes in running our conference. NYLA will take care of registration under their portal.
- Concern for people that can not become a member due to the cost (part-time worker). Discussed how we can work around fees for workshops and so make it so it is reasonable for all people to attend.

- Pursue more donations from big organizations and different avenues for income. Don't rely as much on the profits from our annual and mid winter conference. Balance between free events and our annual conference. Still offer free programs.
- Consider a fundraising committee to have events or partnering with a restaurant or bookstore for additional income.

Respectfully compiled by Elaine Provenzano, March 16, 2021