

# WESTCHESTER LIBRARY ASSOCIATION

## Minutes of the Board of Directors Meeting

Thursday, September 10, 2020

9:30am Remote Meeting via Zoom

**Present:** Mayra Cabrera, Giovanna Fiorino-Iannace, Eleanor Friedman, Maxine Grandison, Martha Iwan, Diana Lennon, Kathy Palovick, Elaine Provenzano, Catherine Riedel, Allison Robbins, Joanna Rooney, Kim Stucko, Anthony Reda, Krishna Herrigan, Megan Fenton.

**Excused:** Z. Baird, Kathy Beirne, Maureen Clements, Oz Coto-Chang, Kathryn Feeley, Dan Glauber, Terry Kirchner, Joseph Mannozi, Suzanne Markgren, Christa O'Sullivan

The meeting was called to order at 9:35 am. Diana Lennon made a motion to accept the minutes of the Thursday, May 21, 2020 meeting as read; Catherine seconded. The motion was passed and the minutes were approved.

### **President's Report:**

- Elaine thanked the WLA Board Members for the flowers for the passing of her mother-in-law.
- New Board Members: Joanna Rooney, incoming Secretary, Megan Fenton and Krishna Horrigan co-chairs of Professional Development, Catherine Riedel, chairing Archives Committee, Ruth Konisberg, co-chair of Youth Services,
- Gina Bell retired last month and a new director will be hired for the school libraries. The new director will join the board.
- The past President's report will be presented at next month's meeting and is an overview of the past year.
- Summer Board Activities: Jayne noted that WLA Board usually takes a break over the summer but thanks to members we offered three workshops. Two sessions, a Self-care Workshop and the Implicit Bias Workshop with Dr. Akhu with over 70 people in attendance for each program. Strong attendance also at "Returning back to the Workplace" presented by NY Presbyterian Medical Center and moderated by Krishna Horrigan.

### **Vice President's Report:**

- Board Members Availability Survey Results. Kim reported 21 people responded out of 24 to the survey regarding availability to meet and represent WLA at future events. The most popular day/time was Wednesdays 9:30am-11:00am (with 12 responses). Kim noted that if we change the meeting day to Wednesdays we should get a few more people because of the conflict with PLDA's Thursday meetings.
- Elaine suggested voting on top days/times for Board meetings. The options were entered into the chat box as follows: Wednesdays, 9:30-11, Thursdays, 9:30-11:00, Friday, 9:30-11. There was a

discussion on different days of the week and times, recordings for absent board members, and alternating days from month to month.

- Catherine made a motion to change the board meeting time and day of the week to Wednesdays at 9:30am. Elaine seconded the motion. The board voted by a show of hands and the vote was unanimous for Wednesdays at 9:30 am. Jayne confirmed the next meeting will be held on Wednesday, October 7th at 9:30 am and noted it was important to try another day to increase attendance.
- Kim reported that Saturday had the most “no” responses for meetings on Saturdays. Jayne explained Saturdays were listed to help gauge people’s availability to represent WLA at events.

### **Treasurer’s Report:**

- Allison presented the Treasurer’s report from June 1, 2020- August 31, 2020. There was no June report so this report crosses over 2 fiscal periods.
- Current balance on hand is \$30,626.21 as of August 31,2020
- Allison stated “over budget” with professional development but no annual conference.
- Allison stated she is estimating the budget based on the Formative Budget worked on by Diana, Elaine and Sharon.
- Jayne asked about unspecified cash that was deposited, and Elaine explained it was from the civil services workshop.
- Jayne asked about the Web hosting expense – Blue host is used for WLA’s website and is an annual expense.
- Allison has all the receipts from last year and there was a discussion about putting together a calendar or spreadsheet of upcoming expenses.

### **Professional Development Committee:**

- Megan and Krishna noted that programs are in the works for 2020-2021.
- Megan noted that Kim is working with Civil Services on a Part 2 program with Westchester County.
- Megan and Krishna are working on an online resume or interview workshop. Krishna has reached out to Rebecca who does job coaching and has worked with WLS in the past.
- Megan asked how much money is left in the budget for professional development for the year. Allison gave her an estimate.
- Megan noted doing spin off programs from the spring conference that was canceled. She has been in contact with Westchester County Records Archives and the Westchester Historical Society.
- Megan and Krishna are developing ideas for a restorative justice program for the spring. Krishna plans to send out a survey on what libraries are doing about diversity and inclusion or what they hope to do in the future. Plans to put the survey out to PLDA, the higher education community, YS services and Adult Services check-in.
- Krishna had a discussion with Pat Brigham at WLS on a workshop about strategies and tips for funding projects through Giving Tuesday campaigns. Pat also offered to do a possible grant writing program in the future.
- Megan suggested the topic on union libraries vs. non-union libraries based on interest level.

- Megan asked if there was a fee for the programs. Last year we did not charge for events because people are struggling and it was a good will gesture. Jayne suggested we may need to start charging in the future. Allison noted there are many free webinars available so we need to be careful on the amount we charge in the future.
- Jayne asked if we had an Outreach committee and suggested forming one to work on getting sponsorships that we can use towards professional development.

**Legislation Committee:**

- Kathy noted that any library that had a grant from the state did receive an extension.

**Academic and Special Libraries Committee:**

- Anthony reported WCC is only allowing 300 people on campus at a time, including staff. Library access will be limited and only open to students not community. Reservations required to use the library/computers. Curbside pick up available but four day quarantine for items returned. Staff is concerned with HVAC and if the system is up to Governor Cuomo's requirements.

**Support Staff**

- Maxine informed on the new hours at Mount Vernon library and other updates on the adaptations they have made with re-opening at this time.

**Youth Services Committee:** Oz and Ruth were not present. No report.

**Public Relations Committee:** Christa was not present. No report.

**Website Committee:** Dan was not present. No report.

**Membership Committee:**

- Kathy was not present but sent a report. There are 194 members at this time. Jayne would like to see more students involved with WLA.
- There needs to be reconciliation for membership payment (with the shut down, some members paid twice or didn't send payment).
- Membership is on a calendar year. Fiscal and membership year are not the same at this time but could be changed. Diana noted that this has been on the board's agenda before and considered putting this to a vote. The By-laws for this topic should be reviewed on the website. Elaine is checking with Dan about access to this information.
- Eleanor said she will send membership and organizational information to directors of library schools. Eleanor requested a WLA brochure. Christa created the current brochure and Elaine will follow up with her. It will need to be updated with new board head shots and event pictures.

**Newsletter:**

- Diana and Elaine discussed the bi-annual newsletter planned for fall and spring. Ideas for the newsletters are services that Westchester libraries are providing to patrons at this time and professional development workshops/program announcements. Additional ideas include spotlighting different libraries in the newsletters and articles about past programs.

### **WLA Archives Committee:**

- Catherine will be heading up this committee. She requested a meeting with Jayne and Elaine to get her started.
- Elaine noted that Dan set up an Archives email account with Google Docs as a place to upload information that we can all access. Elaine offered to help Catherine.
- Jayne noted that the goal would be to deposit the archives in the Westchester County Archives as part of the history of librarianship.

### **WLA Events:**

- Jayne suggested the WLA theme “Libraries embrace change”. Simple and succinct theme for libraries in these current times.
- Jayne noted she wants to invite MLS students and new members for an introduction to the organization. Thank you to Eleanor for sending to Graduate schools. Jayne will reach out to her St. John’s contact.
- Meet & Unwind in September on Zoom. Jayne and Kim discussed doing this event again and when to schedule it. The event is informal, free and at least once a month. 25-30 people attended back in May and June. Slides were used to start discussion points. Kim noted it is an opportunity for new perspectives and a way to share ideas. We will move forward with Thursday evening, September 24 at 6:30 as suggested. There are two weeks to get the word out. Alison suggested continuing the Meet and Unwind only once a month and Diana agreed with her.

### **Mid-Winter Conference:**

- Scheduled for February 3, 2021 at 9 am – 12 pm at OPL (backup date is February 10, 2021)
- Jayne asked whether we want to re-invite Pamela Paul – Author of *How to Raise a Reader* and NY Times Book Review Editor (she was invited for this year’s annual conference). Or do we prefer to invite the three-person panel (also invited to present at the Annual 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). Jayne noted that the PD surveys showed that people requested more programs about technology.
- Jayne noted that we are planning to have the program on site at this time and also stream the event. The number of people will depend on occupancy in the room at OPL. Next month we should have a plan in place. Jayne and Kim will speak with PLDA in late October or early November.

### **Annual Conference:**

- May 2021 – Jayne noted to wait and see how it goes at the Mid-Winter in February. A Conference Committee will need to be formed. Jayne noted it is a good way for new people to get involved in WLA.

**New Business:**

- Jayne brought up last year there was discussion about appointing a WLA member to be a liaison with Westchester Civil Service. The Police and Fire department have liaisons. The primary role would be to correspond with a specific contact. Martha Iwa is interested in being that liaison. Allison noted how having a liaison to support WLA members with navigating civil service would be extremely helpful. Elaine had been corresponding with Meghan at Westchester Civil Service.
- Meet with PLDA to discuss WLA (check PLDA meeting schedule)
- Allison commented on the Annual Conference and the need to start researching conference platforms virtually. Many different, virtual options are available and vary in cost. It was suggested we start looking into sponsors/vendors to help plan for the conference.
- Megan Fenton announced leaving the Greenburgh Library and starting at Bedford Hills on September 21 as Adult Services Librarian. She will send her updated email information once she starts.
- “Meet and Unwind” gathering will be held virtually on September 24.

Meeting was adjourned at 11:02 am.

Respectfully Submitted,

Joanna Rooney

**Upcoming Meetings:**

**October 7: 9:30 am Zoom Meeting**

**February 3: Mid-Winter Conference, Ossining Public Library (Rain Date: February 10)**