

WESTCHESTER LIBRARY ASSOCIATION
Minutes of the Board of Directors Meeting
Wednesday, October 7, 2020
Remote Meeting on Zoom – 9:30 am

Present: Giovanna Fiorino-Iannace, Eleanor Friedman, Maxine Grandison, Martha Iwan, Diana Lennon, Elaine Provenzano, Catherine Riedel, Allison Robbins, Joanna Rooney, Kim Stucko, Anthony Reda, Krishna Horrigan, Megan Fenton, Oz Coto-Chang, Kathryn Feeley, Dan Glauber, Suzanne Markgren, Christa O'Sullivan

Excused: Mayra Cabrera, Kathy Palovick, Z. Baird, Kathy Beirne, Terry Kirchner, Joseph Mannozi

The meeting was called to order at 9:35 am. Allison made a motion to accept the minutes of the September 10, 2020 meeting as read; Diana seconded. The motion was passed and the minutes were approved.

President's Report:

- Ruth Konsiberg can no longer co-chair Youth Services. Jayne will reach out to Lisa Dettling from Rye to see if she is interested.
- New Board meeting day is the second Wednesday of the month at 9:30 am.
- Kim and Jayne revised WLA Brochure in Canva. Will be distributed to Eleanor Friedman for BOCES.
- Allison has been working on reconciliation of outstanding memberships payments on checks that were never cashed dating back to 2014. Looking into a software program to help with this process.
- Jayne noted that she will be presenting with Kim to PLDA on Thursday, October 29. Overview of programs, increasing membership, Professional Development awards, and the Mid-winter conference.

Mid-Winter Conference:

- Mid-Winter Conference on February 3, 2020 starting at 9 am at OPL – Discussed livestream option this year and asked for suggestions or recommendations for platforms.
- Question to ask the Board in regards to the content for the mid-winter conference. Proposed approaching the Guest speaker Pamela Paul – Author of How to Raise a Reader and NYTimes Book Review Editor or
- Current Technology & Best Practices for Libraries and Archives panel with Katherine Shaughnessy of St. John's University, Robert Cartolano (Columbia University) and Hillel Arnold (Rockefeller Archives). Also ask a public library director to round it out the panel.
- Jayne asked for the Board's opinion and noted more people interested in the Technology panel based on surveys. Board agreed Elaine and Jayne will approach the panel again to see their availability. Jayne also mentioned Lisa Kropp, library director of the Lindenhurst Memorial Library.
- Diana noted that OPL Room is used as storage right now and most likely will not be available. Jayne will check with James but mostly likely will be virtual.

- Allison noted having the conference remotely but we could arrange viewing parties. Diana and Elaine liked the idea and commented that as things get closer we can promote. One registration with multiple viewers so we don't have to worry about filling up.
- Discussed the fee for viewing parties, with possible fee of \$30 per group. Cost of speakers is \$150 per speaker for a total of \$450 for the panel. If Lisa Kropp accepts then \$600 total
- Jayne suggested break out rooms, and Elaine suggested having prompts for discussion with speakers.

Past President's Report:

- Diana was the first to do this last year. Elaine highlighted and summarized accomplishments of the year
- Libraries are the Heart of the Community surveys to help with programming ideas
- Library Ambassadors, meet and mingle opportunities, spotlight in newsletter
- Annual Conference became a Business Meeting Virtually via zoom. Programs that were rescheduled as individual programs and for future conferences.
- WLA responded to the pandemic with a focus of workshops on mental health, self-care, implicit bias and free professional development.
- Past President's report will reside on WLA website
- Currently 186 members, 13 organizational institutions
- Dan Glauber created an archive for WLA, shared Drive and Youtube channel to share information with members.
- For Voting used online tool called Election Buddy for new board members and to change bylaw Number 20
- New Partnerships, Member Nonprofit Westchester (compliments of WLS)
- Newsletter continues to be an effective tool in reaching membership
- Elaine shared suggested goals going forward: Focus on increasing membership, updating job descriptions and procedures, updating website, organize and create a digitized archive of WLA's history, develop Library Ambassadors and add a Treasurer Elect position to board and continue to look at technology on how to enhance WLA operations and outreach.

Vice President's Report:

- Remind people to use the tagline "Libraries Embrace Change" in promotion (flyers, etc).
- Civil Service Part 2
- Librarian I Exam – Open 10/1-10/29 for those interested in applying. Two step process.
- Meet and Unwind scheduled for October 29 at 6:30 pm on Zoom. Topics are non-compliant patrons, Best/worst Zoom programs and open discussion.

Treasurer's Report:

- Allison shared her screen of the Treasurer's Report September 2020. She noted that there was no income this month, renewal expenses for P.O. Box and Constant Contact,

a bounced check fee (SLA check confusion) and the condolence gift. Highlighted current balance of \$30,133.82 as of 9/31/2020.

- Allison came across checks in paperwork that were not cashed. It was unclear why they were not cashed. Allison is looking into. Checks are being returned with apology.
- Question in chat about where to send checks. Send to Alison at Ossining for sponsors, send to Kathy for membership
- Allison is working on drafting an expense form for the credit card reimbursements.
- Discussed Petty cash or daily expenses (stamps, envelopes, etc.) establish a dollar amount to spend without vote. Not having to take a vote for expense under a certain amount each time and defining a threshold. After discussion, Elaine suggested more analysis on this topic. Kim suggested that the Executive Board meet to devise best practices for handling small expenses..
- Professional Development (PD) Budget was \$400 last year, Allison proposed increasing this line in the budget.
- Elaine gave a historical perspective on Professional Development: One of the goals was to look for free and low cost events, have a ceiling for expenses and look for sponsors to help with expenses. Different increases to PD budget are suggested by members.
- Diana asked Megan and Krishna their opinion about the amount for this budget based on workshops that they are planning for the year. Elaine reminded us all about sponsorship money.
- Jayne asked the board to take a vote on the budget. Allison made a motion to increase \$1,100 to PD for a total of \$1,500 a year for PD separate from professional development awards (scholarship is for \$1,000/year). Maxine seconded the motion. The motion passed with 1 opposed.
- Martha asked and it was answered that WLA does have a Zelle account. It was used to pay Dr. Akhu. Dr. Akhu's expenses were paid from last year's sponsorships.
- Allison asked about Dr. Akhu's workshops that were held in August. Do we want to count against this year's budget or last year's budget? Elaine noted that the funding for Dr. Akhu's payment was from sponsorships from last year.

Professional Development Committee:

- Worked on updating the description. Dan noted that anything sent to him has been updated on the website.
- Megan and Krishna shared upcoming events: Giving Tuesday Workshop on 10/13 given by Pat Brigham, Director of WLS Development. They are working on a resume writing program for November. Westchester County Resources and Archives is scheduled for January 14. Jackie Graziano and Pat Rafferty will give an overview of services, examples and Q&A via Zoom (they were originally scheduled for last spring's conference)
- Krishna developed a survey of Libraries in the Westchester Library System on Diversity, Equity and Inclusion. (plan to use feedback for planning spring programming).
- Diana asked if someone could do a write up/report of Giving Tuesday workshop for the newsletter including links to hand-outs. Krishna offered to write a blurb and he will record the workshop and post it on the website. Megan noted that we need to keep in mind

permission is needed to record. Jayne noted that program agreement will need to be updated.

- Allison noted to keep programs free admission whenever possible, then we can make the recording available. Krishna noted that if we charge for workshops, then we can't put it on the website for free. Dan questioned where will we post the recordings so that only participants could view after the event? Allsioin suggested using Zoom and giving participants 30 days to view after the event. Then we can find alternative storage for events and meetings. Google Drive was suggested to archive recordings.
- Allison suggested looking into TechSoup, a company which helps nonprofits get discounts on hardware and software to see if we could get a discount on storage.

Legislation Committee:

- No report

Academic and Special Libraries Committee:

- Anthony noted that they have resumed some services at Westchester Community College but reservations are needed for professors and students. They are using Springshare's Libcal. Fines are eliminated for students, anything under \$50.
- "Trunk Pickup" - Staff has volunteered to meet students in parking lots near their home to get items that have been out since last year so the students don't have to come to campus.
- Anthony noted that they pay about \$5 a month for 100 gigs of data on Google Drive.
- Anthony asked about study time in public libraries. Rye, Ossining, Mamaroneck, Mount Kisco and Greenburgh all have study times. Times vary from library to library.

Youth Services Committee:

- Oz gave an update about Summer Reading and the upcoming CSLP Themes for the next three years.
- In person storytimes are using Hula Hoops as a tool for social distancing
- Storytimes are being listed on listservs and open to all people.
- YS Contact Survey for School Librarians to receive contact information for their local public library.
- Printz Pizza Party is October 22 @ 6:30 (virtual - bring your own pizza)
- Book Buzz meeting on Friday, October 9
- BOB – No updates. Not happening this year.

Reference Committee:

- Kathryn noted no updates

Support Staff Committee:

- Maxine noted that the library is the same as last month.

Public Relations Committee:

- Christa had to leave early. Unable to report.

Membership Report

- Kathy reported 194/196 members and currently reconciling payments.

Newsletter:

- End of October to send out Fall newsletter
- Include President's message, articles on library changes since Covid-19, Professional Development Awards and Essays to last year's winners, upcoming workshops, etc., Spotlight a library and promote the Mid-Winter conference.

Outreach Committee:

- New committee formed with Kim and Martha
- Focus on sponsorships, Westchester County Civil Service. Still pursuing the Civil Service Part 2 workshop but there have been some changes in the department.

Archives:

- Elaine noted that she would go through and isolate items to be digitized for collection

New Business

- Krishna and Megan have arranged for the first of a two-part series on improving Job Skills. The first program with Rebecca Mazin of Recruit Right is planned for the afternoon of Monday, November 30 and will cover "How Do You Create a Professional Resume?" Jayne noted in order to proceed, we need a motion to approve the expenditure of \$300 for this workshop and also someone to second the motion. Terry motioned to approve the expenditure and Anthony seconded the motion. The votes were unanimous in favor of approving this motion. Vote was done via email sent on November 2, 2020.
- In the interest of strengthening the skills of the Executive Board, Kim Stucko, Allison Robbins, and Jayne would like to propose a new budget line for the Professional Development of the Board in the amount of \$500 for the year. This line will cover accounting and marketing courses, as well as related workshops, which will benefit the management of WLA. Jayne asked that a motion be made to vote on this new budget line. Diana motioned to vote on the new budget of \$500 for Professional Development for the Board and Elaine second the motion. The Board voted in favor of the new budget line. Vote was done via email sent on October 19, 2020.

Meeting was adjourned at 11:13 am.

Respectfully Submitted,
Joanna Rooney

Upcoming Meetings:

December 9 @ 9:30 am

January 13 @ 9:30 am

**February 3 @ 9:00am -12:00 pm: Mid-Winter Conference, Virtual/Ossining Public Library
(Snow Date: February 10)**