

WESTCHESTER LIBRARY ASSOCIATION

Minutes of the Board of Directors Meeting

On Zoom

February 23, 2024, 1 pm

Present:

Mayra Cabrera, Dan Glauber, Krishna Horrigan, Dana Hysell, Elaine Provenzano, Renee Rauch, Anthony Reda, Gillan Rothchild

The meeting was called to order at 1:09 pm by Renee Rauch. Anthony Reda moved to approve the November meeting minutes, and Dana Hysell seconded the motion. All present were in favor.

President's Report

- Renee Rauch reported that changes have been made to WLA's Chase Bank account and that her name, Gillian's and Krishna's are now on the account.
- The open board positions were filled with Krishna Horrigan agreeing to be our Treasurer and Giovanna Fiorino-Iannace taking on the role of Secretary.
- It was unclear if Certificates of Continuing Education were distributed for WLA's Annual Business Meeting in May 2023.
 - Kathy Palovik emailed the certificates to participants last year.
- The board has been working on restoring WLA's non-profit status behind the scenes. Renee thanked the board and Elaine, Kathy, and Giovanna for their help with this project.
 - Taxes have not been paid since 2015.
 - Gillian assembled and sent all the documents, including all the bank statements we could locate to PKF O'Connor Davies to expedite WLA's reinstatement as a non-profit organization.
 - We are trying to save money and have not been able to hold any membership campaigns this year.

Vice President's Report

- Gillian sent paperwork to Garrett Higgins as O'Connor Davies but was not able to locate the letter of indoctrination from 1951.
- Krishna will be visiting the Westchester Historical Society to check for the Letter of Indoctrination and information about the origins of the association.
- WLA is looking at anywhere between \$5,000 and \$25,000 in fees that are owed.
- Dan Glauber inquired where the information on WLA was being kept.
 - Krishna explained it is stored in various places and that he plans to scan and digitize the Treasurer's papers on Google Drive for future reference.
 - Gillian's next project is to organize the various documents stored on Google Drive, including Guidelines for the board.
 - Krishna noted how over the years of transitioning to new board members, the filing of the 990 postcard was forgotten.

- Gillian has noticed the small amount of storage space on WLA's Google Drive, which needs to be expanded.
 - Renee inquired if anyone could advise on Google Drive.
 - Krishna explained that WLA has a maximum of 15 GB in storage space, but that documents can be spread among the three Google accounts – WLApresidentvp, WLA Treasurer, and WLA Awards.
 - Older materials can be stored on a hard drive
 - WLA can also opt to upgrade to 100 GB of storage for \$12-15 per year, averaging a few thousand dollars over ten years.

Treasurer's Report

- Krishna has received papers and receipts from Donna Gehlmann and has access to MoneyMinder, PayPal, and a key to the P.O. Box in White Plains. Giovanna had the other key, but she had given it to Kim Stucko two years ago.
 - Krishna will check on the status of the P.O. Box and that the correct names are listed for the box.
 - Renee inquired if the box will be automatically renewed. Krishna will confirm the renewal process as well.
- Krishna has been searching for the original 1023 form and has submitted a 3506b form requesting a copy of WLA's original 1023 form.
- Ellen Tannenbaum has inquired about WLA sponsorship of the next Ann Izzard Writers Award event. Last time, WLA contributed \$800.
 - Given that the WLA membership campaign and activities are on hold, we will need to revisit this request.
 - Ellen would like to hold the event in September 2024.
 - Renee suggested we table this request for the time being and take a vote at the next board meeting.

New Business

- Augusta Turner, current Secretary of the Public Library Directors Association (PLDA), reached out to Renee to address PLDA at their April meeting.
 - Dana mentioned the library directors are exploring opportunities for their staff to obtain professional development hours. She and Terry explained that WLA is in the process of reaccessing activities.
 - It is difficult for staff members to attend meetings and events due to their work schedules.
 - Krishna emphasized that WLA needs to promote its value.
- It was agreed to cut back on programs and activities this year while the organization works on its non-profit status. During this period, Krishna suggested we contact people who are interested in becoming involved with WLA and create a public roadmap of WLA activities on the website.
 - This outreach can be done after WLA is reorganized and outlines its goals. We need to provide updates and use listservs to connect with interested parties, such as BOCES.

- WLA will restore its status as a valuable association offering leadership roles and networking opportunities. The Professional Development Award is one example of an important offering which supports members who may not be able to afford professional development events.
- Dan G. suggested we evaluate the interests from academic and school libraries as well. When he was WLA president in 2012, it was difficult to get members to attend conferences. Dan recommends we survey what people want and what WLA should focus on in the future.
- Krishna inquired if anyone is on the Membership Committee. Joy Alter is listed on the WLA website, but she is no longer active.
 - Anyone can participate with membership endeavors, including surveys to help active members become more involved with announcements as well.
 - Gillian suggested a different approach by making membership campaigns project based. For instance, Anthony and Mayra can help with the academic community in Westchester and within NY state.
 - Mayra noted how in the past WCC and Mercy College library staff were active with WLA and that membership was inexpensive.
 - Both Mayra and Anthony agree to work on assembling a living document of academic libraries – state and private – as well as members of ACRL and to promote WLA membership.
 - Dana suggested we reach out beyond Westchester to include other colleges in NY.
 - Krishna will explore programs and membership projects for the next Executive Board meeting.

The meeting was adjourned at 1:57 pm by Renee Rauch.

Respectfully Submitted,
Giovanna Fiorino-Iannace

Upcoming Meetings

Friday, March 22: Zoom Meeting at 1 pm