

WESTCHESTER LIBRARY ASSOCIATION

Minutes of the Board of Directors Meeting

Friday, April 26, 2024

Remote Meeting on Zoom – 1:00 pm

Present: Krishna Brodigan, Giovanna Fiorino-Iannace, Dan Glauber, Martha Iwan, Terry Kirchner, Deborah Nelson, Renee Rauch, Gillian Rothchild, Miriam Saphra

The meeting was called to order at 1:07 pm.

The March meeting minutes were approved by Krishna Brodigan and seconded by Dan Glauber.

President's Report

- Renee Rauch reported that on Monday, April 15, she, Gillian Rothchild, Krishna Brodigan, and Giovanna Fiorino-Iannace met with Garrett Higgins and Harold Specter of O'Connor Davies on Zoom to proceed with the final steps involved in submitting WLA's 1023 EZ form to streamline the non-profit application process.
 - The contract with O'Connor Davies was signed on March 21, 2024, and an approximate fee of no more than \$2,750 is expected to be incurred. This amount is much less than the anticipated \$30,000 owed by WLA since the last tax filing with NY State.
 - It became apparent a lawyer is required to obtain the organization's Certificate of Incorporation since the previous one from July 18, 1959 is outdated.
 - A Purpose Clause is also required for charitable, religious, and educational organizations.
 - If for any reason WLA disbands, the board at the time will be responsible for submitting a Dissolution Clause to the IRS.
 - The accountants referred WLA to Eliot Green, an attorney who is based in New York City (Rockefeller Plaza) and will handle the paperwork for a flat fee of \$2,500. It was agreed by the board that this sum was feasible for the work involved.
 - A Retainer Agreement was submitted to Mr. Green by Renee.

Vice President Report

- Gillian reported that she conferred with O'Connor Davies about awarding Professional Development Awards, which is now at up to \$1,000 per person. They said it is fine to proceed while we wait for the 501c3 status to be reconciled.
- The deadline for the Professional Development Awards is nearing and was set for May 31st.
- The Bonnie Katz Award is also proceeding and the winner(s) will be announced at the June Annual Business Meeting.
- The membership campaign will resume soon, and the goal is to reach the membership levels that existed pre-Covid.

- Giovanna Fiorino-Iannace inquired about extending the membership period to cover 18 months - July 2024-December 2025.
- Krishna Horrigan mentioned the need to review goals and actionable plans to market the benefits of WLA.
- Renee, Gillian, and Krishna discussed membership ideas during a Zoom meeting on Thursday, April 25.

Treasurer's Report

- Krishna Brodiigan reported a few expenses since our last meeting.
 - The attorney Eric Green was wired his flat fee.
 - Some annual service renewals were paid.
 - The P.O. Box used in White Plains is not active at the moment. Krishna is working on setting up a new account in Elmsford that is located near WLS headquarters (2 East Main Street). Another option is the Chase Bank in Scarsdale on Wilmot Street. Having access and parking are important factors to consider.
 - Krishna will contact the Scarsdale Post Office about setting up a P.O. Box there for WLA.
- A check for one of last year's Professional Development winners needs to be cut.
- Krishna is exploring ways to boost membership going forward, as also discussed at last month's meeting.

Section/Committee Updates

Youth Services – Lisa Dettling

No report

Academic & Special Libraries - Mayra Cabrera / Anthony Reda

No report

Professional Development – Deborah Nelson / Krishna Horrigan

- This year's Annual Business Meeting will be held on Friday, June 7, from 9 am to 12 pm at WLS headquarters in Elmsford.
- A Meet & Greet event is scheduled at the Harrison Library on Wednesday, June 12, at 5:30 pm, to be followed by a book talk with Lincoln scholar and author Harold Holzer at 7 pm.
- Last year Christopher Pope Photography was interested in taking the photos at WLA headquarters.

Legislation Committee – Dana Hysell

- It was debated whether to invite legislators to the Annual Business Meeting in June. Dana Hysell has good connections.
 - Giovanna noted that it is important to invite the legislators. They can decide if it is worth their time and can send a representative if they are not available.

- Terry Kirchner mentioned Dana is already in touch with legislators since WLS is organizing summer events as well.

Website - Dan Glauber

- Dan Glauber confirmed storage of recordings on Zoom is limited by the size of the file.
- Krishna will check if we can increase the storage capacity on Zoom and will contact their support directly.

Membership - Renee Rauch

- The Membership Campaign will resume as soon as the WLA non-profit status is reconciled.
- The membership period will be July 2024 to December 2025.
- Krishna mentioned a two-sided approach that catches the attention of potential members and keeps old members interested with offerings of noticeable value.
- Giovanna suggested posting a notice on the NYLA newsletter
- WLA needs to think strategically about the services it offers and marketing.
 - Marketing opportunities include emails, newsletters, schools, PLDA, WCC, BOCES, special groups, and beyond.

Newsletter – Elaine Provenzano and Miriam Saphra

- Elaine completed the newsletter with Miriam and is planning to send an email blast in early May.

Vendors/Conference - Martha Iwan

- Martha Iwan was not present but has arranged to have a speaker at the WLA Annual Business Meeting who will discuss Public Health Issues through a grant received from Humanities New York

WLA Archives – Elaine Provenzano, Giovanna Fiorino-Iannace, & Krishna Brodigan

- The digitization of WLA's archives continues to be discussed. An LIS graduate student would be ideal for this project.

New Business

- Renee will be speaking with the Public Library Directors Association (PLDA) at their next meeting on Thursday, May 16. The directors are most interested in finding ways to provide professional development and continuing education credits for their staff.
 - Krishna offered to join Renee for the PLDA meeting.
 - The Meet and Greet events offer an opportunity for new library staff to meet after hours.
- Committee positions need to be filled with more than two people on board.
 - Giovanna suggested combining some committees which are no longer active, such as Outreach with Vendors and Archives with Academic & Special Libraries. These leadership roles stand out on Civil Service exams.

- Krishna welcomes guidance on policies from other organizations and also suggests a counseling or guidance workshop for future librarians and library staff.
 - Shadowing staff might be one option.
 - Presenters can be enlisted to speak at an event
 - Headshots with Christopher Pope Photography would be a good program to offer over the summer.
- Gillian emphasized the importance of filling board positions. Each board member can ask people they know to become involved with WLA.
- Krishna mentioned other program topics – Financial Aid and Interest-Free Loans, Special Needs, and Training Opportunities.

Meeting was adjourned at 2:07 pm.

Respectfully Submitted,
Giovanna Fiorino-Iannace

Upcoming Board Meetings: **Friday, June 7 @ 9am at WLS Headquarters in Elmsford for Annual Business Meeting**