

Nassau County Library Association
 Executive Board Meeting Minutes
 Nassau Library System
 May 10, 2013

In Attendance: Peter Cirona, Courtney Greenblatt, Laura Giunta, Barbara Milkowski, Grace Palmisano, Marcia L. Olsen, Amrita Madray, Marie Drucker, Jessica Tymecki, Carl Vitevitch, Dalal Fatoush, Deidre Goode, Art Friedman, Elaine Cummings-Young, Min Liu.

Call to Order: The meeting was called to order by President Elaine Cummings-Young at 9:51AM.

I. Review and Approval of the Previous Minutes and Notes

- a. Marcia L. Olsen moved to approve the minutes.
- b. Courtney Greenblatt seconded the motion. The minutes were approved unanimously.

II. Treasurer's Report: Ed Goldberg (Absent)

- a. The following is the May Treasurer's Report:

May Treasurer's Report

	<u>April 30, 2013</u>	<u>March 31, 2013</u>
Checking Account		
Chase	\$ 0	\$ 526.34
TD Bank	<u>7,164.29</u>	<u>1,565.65</u>
	7,164.29	2,091.99
 Savings		
Chase High Yield Savings Account	\$ 0	\$ 5,422.62
TD Bank Checking Account	<u>50,402.86</u>	<u>12,701.25</u>
	50,402.86	18,123.87
 Chase Certificate of Deposit due 4/16/2013		
	<u>\$ 0</u>	<u>\$ 34,366.62</u>
	<u>\$ 57,567.15</u>	<u>\$ 54,582.48</u>
 <u>Special Funds</u>		
Intellectual Freedom/Civil Service		
TD Bank Money Market	\$ 10,404.25	\$ 10,402.54

NCLA Scholarship

TD Bank Money Market	\$ 30,664.84	\$ 30,417.83
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Continuing Education Grants

TD Bank Money Market	\$ 6,950.39	\$ 6,822.05
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Year to Date Income-thru April 30, 2013	\$ 26,687.07	
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Year to Date Expenditures-thru April 30, 2013	\$ 18,636.18	
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- b. The Chase CD came due in mid-April and was transferred to NCLA's TD interest bearing Savings/Checking Account. Since the CD rates are abysmal, Ed Goldberg is not going to open up a CD at TD Bank with the proceeds. NCLA has the option of doing that if CD rates improve.
- c. Ed Goldberg is getting a lot of check requests in the \$20 range. He would prefer that Committees and Divisions use petty cash for such purchases and then request petty cash reimbursements when their petty cash fund gets down to around \$20. This will reduce the number of checks being cut and therefore the frequency of reordering checks, which is an expense NCLA would like to keep as low as possible. If anyone has any questions, please contact Ed Goldberg.
- d. Please remember that NCLA is a sales-tax exempt organization and does not reimburse sales tax. Members can make as many copies as they want of the sales tax exemption form. If a member needs a copy, please contact Ed Goldberg.
- e. When a committee or division has a luncheon and speaker and charges attendees a fee to cover the cost of the luncheon and speaker, it is not necessary to pay the attendee fee for the guest speaker. It will be assumed that the cost charged to all other attendees will cover the cost of the speaker's lunch. There was a situation where a Division had a luncheon and speaker and charged attendees a fee. The committee chair personally paid the 'fee' for the speaker's attendance to the program and then requested reimbursement from NCLA for that amount, which basically means NCLA is paying itself. If anyone has any questions regarding this, please contact Ed Goldberg.
- a. Art Friedman moved to receive the Treasurer's Report. Vice President Min Liu seconded the motion. The Treasurer's Report was accepted unanimously.

III. President's Report: Elaine Cummings-Young

- a. The Long Island Library Conference (LILC) was excellent, with great attendance and great programs. Overall, the conference was very successful.
- b. The NCLA table had a small raffle, but raised \$174 in the raffle. The basket that was the prize cost \$50.
- c. President Elaine Cummings-Young attended the Intellectual Freedom Awards at the Levittown Public Library. (see Intellectual Freedom Committee report.)

- d. President Elaine Cummings-Young spoke to Patty Paris regarding Scholarship committee. As of now there are no applicants for the Andrew Ippolito scholarship. The deadline for applications is November.
- e. NCLA has two applicants for the Education Grant, but the deadline is June 1. The range is broad for the grant. For example, a children's librarian can have an art class at the library. The grant can also reimburse past programs. Applications are available on NCLA's webpage.

IV. DIVISION REPORTS

a. Academic & Special Libraries – Danielle S. Apfelbaum

- i. The Academic and Special Libraries Division (ASLD) Executive Board met on March 1.
- ii. On April 26, ASLD held its 42nd Annual Continuing Education Conference, *Publish or Perish*. The conference focused on a variety of topics, including collaboration and mentoring in publishing, publishing peer-reviewed articles, and publishing book-length works in the library and information sciences. ASLD conducted a survey at the close of the conference and overall the response was very positive with requests for follow-up programming on research methods.
 - 1. Materials from the conference are available on our blog at <http://asldncla.wordpress.com/2013/05/05/publish-or-perish/>.
- iii. On May 2, Danielle Apfelbaum (ASLD President) and Derek Stadler (ASLD Past President) presented the ASLD-sponsored program "Two Birds, One Stone: ePortfolios as Professional Development and Patron Programming" at LILC.
 - 1. Materials from the program are available on our blog at <http://asldncla.wordpress.com/2013/05/05/asld-lilc-2013/>.

b. Children's Services – Marie Drucker (Absent)

- i. A Children's Services Division (CSD) Executive Board meeting was [last] held on Monday, April 22, at the Malverne Public Library.
- ii. The next meeting will be Monday, June 3, also at Malverne. CSD invites all CSD members to attend this meeting as they look for officers for next year and the years after. CSD handed out flyers advertising this meeting at the Long Island Library Conference and will send messages over the Youth Serve and NCLA e-mail lists. CSD will take a break from meeting during July and August when many of their members will be working hard on their summer reading programs.
- iii. The winner of the CSD membership incentive – an iPad mini – is Cathy Cincotta of the Seaford Public Library. CSD was able to give her the iPad at the Long Island Library Conference.
- iv. The CSD spring professional development session at the Cradle of Aviation was attended by 17 youth services librarians. Those who attended saw a demonstration of one of the Cradle's outreach programs,

asked about their common core initiatives, and got a guided tour of the museum.

- v. CSD is looking into a fall trip to The Society of Illustrators, in Manhattan, which every year holds an original art competition featuring art from picture books. More details on this will follow, but the trip most likely will be in October or November, when that exhibit runs.
- vi. Finally, the CSD 2014 new officers induction breakfast will be held at Carlyle on the Green on Monday, December 2.

c. Media Services – Grace Palmisano

- i. The Media Services Division had a successful presence at the Long Island Library Conference, selling raffle tickets for five donated and member built baskets. They took in \$188 which was a \$58 increase over last year's \$130 income.
- ii. The deadline for discounted BookExpo America tickets was Sunday, May 5.
- iii. The Media Division is currently planning a program to introduce Midwest Tape's new product Hoopla to Nassau County Libraries in late September or early October of this year. Introduced at PLA in 2012, Hoopla, which is currently in beta testing at a handful of public libraries across the nation including the Seattle, Los Angeles, and Toledo-Lucas County, is a Pay-Per-Circ streaming video service that provides patrons with access to full length feature films and television episodes. A soft launch for this product is expected this summer. Additional program information will be announced at a later date.

d. Programming & Public Relations – Dolores Nicholes (Absent/No Report)

e. Reference & Adult Services – Jean King

- i. The Reference and Adults Division (RASD) was very pleased with the response to our program at the Long Island Library Conference. 55 people attended our morning program, "Public Library Services to Older Adults." The feedback from the evaluations rated our program excellent and very good. At our association table, we made \$310 in raffles. We raffled off five gift baskets and a digital picture frame.
- ii. RASD's next program will be Monday, June 3, at 9:30 a.m. at the West Hempstead Library. Jean King will be presenting "Putting Leaves on Your Family Tree." She will demonstrate the databases HeritageQuest and Ancestry.com Library Edition and the free website FamilySearch.org.
- iii. RASD's fall breakfast program will take place at Carlyle on the Green on Oct. 10th. Our speaker will be mystery writer, and former librarian, Triss Stein.

f. Support Staff Division – Connie Stanga (Absent) Dalal Fatoush presenting

- i. The Support Staff sponsored a workshop at the LILC, "*Resolving Conflicts Peacefully so Everyone Wins*" presented by Jane Golub, R.N. of

Nassau Community College. It was very well attended with about 180 people in attendance. The Division had handouts available for the attendees and our flyer was made available on the Conference website. The program was up against six other workshops and the Division believes this was a very good turnout. The Division heard only good things about the program afterwards.

- ii. The Support Staff Division had a table in the Association room with its famous chip clip giveaways in our new orange color as well as a new lunch bag. We had two lovely baskets for the raffle and generated \$200 for NCLA. We also created a new full-color Support Staff brochure to hand out.
- iii. The Support Staff board will be meeting on May 16 at the Syosset Public Library to discuss our next program. We are going to have another computer workshop on June 27th in the morning at the Plainview-Old Bethpage Public Library (Intermediate Word®). The Division previously held a Beginning Word® workshop in February.
- iv. The Division is looking ahead to a third computer workshop in September as well as our annual bus trip in October and a Roundtable in November.

g. Young Adult Services – Courtney Greenblatt

- i. Aisha Cooper is the recipient of the 2013 B.E.S.T. Award (Bringing Excellence in Service by Teens). Ms. Cooper was nominated by Syntychia Kendrick-Samuel, Young Adult Librarian at Uniondale Public Library. I would like to thank the B.E.S.T. Award committee: Nancy Evans, Chair (Levittown), Peter Cirona (Massapequa), Mara Marin (Elmont), and Kelly Rechsteiner (North Merrick) for their work on this committee.
- ii. Daryl Grabarek of *School Library Journal* will be the guest speaker at the YASD June Luncheon. Ms. Grabarek will be presenting “Apps for Teens”. The meeting is on June 6 at the Hofstra University Club.
- iii. The 2013 YASD Award for Excellence in Programming will be presented at the YASD June Luncheon.
- iv. The YASD table at the Long Island Library Conference included information about the division and upcoming events, along with raffle baskets and a promotional giveaway.
- v. The next YASD Executive Board meeting is on May 16 at Oceanside Library.

V. COMMITTEE REPORTS

a. Archives – Stuart Schaeffer (Absent/No Report)

b. Civil Service – Ken Bellafiore

- i. The Civil Service Committee met and discussed the scoring matrix from the Librarian I exam. The committee is not proceeding with any items

until they hear from the MLD Executive Board, which will be providing them with their agenda.

- ii. The next Civil Service Committee meeting is Friday May 31 at 9:30 at NLS.

c. **Constitution & Bylaws – Maureen Chiofalo (Absent/No Report)**

d. **Continuing Education – Peter Cirona**

- i. The Continuing Education Committee is preparing for its Friday, July 12 program, “Business Information for the Layperson,” to be taught by Curt Friehs of the SUNY Old Westbury Library. The program will be held at NLS in the Andrew Geddes Meeting Room from 9:30AM until 12:00PM. Committee co-chair Lee Gundel is designing the flyer. Fees will be \$5 for NCLA and SCLA members as well as library school students, and \$15 for others. 2.5 contact hours will be awarded. The Committee hopes to get the flyer printed and sent out no later than Friday, June 1.

e. **Directory – Art Friedman**

- i. The directory is nearly complete. If members know of changes in the directory, please let Art Friedman know. A color for the directory has not been picked out yet.

f. **Finance – Jan Heinlein (Absent)**

- i. There was an update on the NCLA 2012 Audit
 1. Jan Heinlein spoke with Alan Gruber, the NCLA auditor, on April 24. They decided it was prudent to file an extension for filing the 990 tax return from May 15 to August 15.
 2. Jan Heinlein will follow through with Mr. Gruber at her earliest convenience to have the 2012 audit done so the 990 can be filed. She is currently in the midst of NLS and ALIS audits, 2012 State Annual Reports for the 54 member libraries as well as completing the NLS’ report. Jan Heinlein anticipates getting the audit started at the beginning of June.

g. **Institutional Services – Amrita Madray**

- i. Amrita Madray has sent Mamie Eng a list of materials for Mercy First that will be ordered next week.
- ii. A YA author visit is tentatively being planned for this summer or early fall.

h. **Intellectual Freedom – Jeffrey Feinsilver**

- i. The Intellectual Freedom Committee had a busy month. On April 10 and April 17 at Merrick Public Library, the committee judged over 680 entries for the Intellectual Freedom Awards. The committee came up with winners in four different age categories and gave out two honorable mentions as well.

- ii. The reception for the Intellectual Freedom Awards was held at the Levittown Public Library, which had a great space for the reception. The reception had 60 people in attendance. There was also a slide presentation of the artwork from the contest and artwork on easels on the side. The winners are listed on the website. The committee hopes to hold the reception at the Levittown Public Library again next year.
 - 1. Art Friedman suggested contacting both the school and local presses about the winners for the Intellectual Freedom Awards contest.
 - 2. Next time, the committee will try to reach out ahead of time to other committees and divisions to solicit judges for the competition.
 - 3. The topic this year for the contest appealed to younger children and so the committee received many entries from the younger age brackets.
- iii. The program “Censorship in School and Public Libraries” held at the LILC went well. The program had an attendance of approximately 35, which is typical.
- iv. The committee will meet in June at Merrick Public Library, but the specific date has not been decided yet.
- v. The committee is planning a program for either late September or early October.
- vi. Jeffrey Feinsilver spoke about several news items.
 - 1. ALA’s Choose Privacy Week was held May 1-May 7. ALA posted a new 27 minute video called “Vanishing Liberty” during the week. The video deals with difficulties regarding privacy and government and corporate organizations.
 - 2. The Federal Trade Commission voted 4 to 0 in favor of regulations to protect children’s privacy against marketing. The regulations will begin July 1.
 - 3. Art Friedman said that the newest editions of Anne Frank are not as expurgated as those previously published, and include more about her sexuality and her growing up.
- vii. Art Friedman noted that two members of the Nassau Community College faculty have been selected as Poet Laureates. Pramila Venkateswaran (Nassau County) and Mario Susko (Suffolk County).

i. LDA Award – Marcia Olsen

- i. Sandra Feinberg from Middle County Public Library won the LDA award this year.
- ii. The LDA Award committee had more than one nomination this year. The Committee will reach out next year to get even more nominations for the award.

j. Legislation – Frank McKenna (Absent)

- i. Art Friedman noted that while New York State increased the library budget by \$4 million, that total is still \$20 million short of what libraries need, especially since so much of the budget has been cut in the past.

k. Long Island Library Conference – Jessica Tymecki

- i. The LILC was successful. The number of programs sponsored was fantastic and the LILC committee received positive feedback. The Long Island Library Conference Committee was fantastic.
- ii. The conference was attended by about 700 people. Jessica Tymecki will get the final number from NYLA.
- iii. It was an interesting transition registering online through NYLA. Hopefully next year registration will go more smoothly.
 - 1. The website for registration was hacked and crashed at the height of registration and the webmistress was sick at the time, causing for disruption.
- iv. The final meeting of the 2013 LILC committee will be June 20 at Half Hollow Hills Library.
- v. The next LILC committee chair is Tracey Geiser (Suffolk County).
- vi. NCLA was not aiming to make a profit from the conference. Its main goal was to provide an educational experience for librarians and library staff. However, the LILC [made] will produce about \$20,000 in profits after the outstanding bills are paid.
- vii. Vendors pay \$550 for a table and some rented two tables. Since vendors foot the bill for the conference, there is a lot of time allotted to time with the vendors. There were 76 vendor tables, which was fewer vendors than last year. Last year, the Conference received \$34,000 from vendors.
- viii. The Marriott was a lot less expensive than Crest Hollow, which helped save money.
- ix. The conference went more smoothly than last year, since this was the second year at the Marriott, as the Marriott was better prepared. The associations also had a better room than last year.
- x. The Marriott upped their bandwidth to allow for wifi. Wifi is a major profit center for the hotel, which is why they charge for it.
- xi. The LILC Keynote speaker, Jack Gantos, was a great speaker and the conference booked him at a great rate. Barnes and Noble also did well selling Jack Gantos' books.
- xii. While the conference will probably be held at the Marriott again next year, no contract has been signed yet.
- xiii. There are no plans for the keynote speaker yet.
- xiv. Art Friedman asked for a list of the attendees so he can compare it to the NCLA membership list. Jessica Tymecki is still waiting for the spreadsheet with all the attendees.
- xv. This year a lot of extra programs were added, meaning there was something for everyone and a lot of competition. The associations did a wonderful job in organizing programs for the conference.

- xvi. Vice President Min Liu asked if we considered bringing in someone to videotape the conference, but Jessica Tymecki noted that the cost for someone to videotape would be \$7,000.
- xvii. The SCLA is now a regional affiliate of NYLA.
- xviii. If anyone wants to serve on the LILC, Nassau has spots to be filled. This year, there were only three Nassau members on the committee, so the committee was short Nassau members. It is a big commitment to be a member of the committee.

l. Membership, Promotion, and Mailing – Art Friedman

- i. As of May 9, membership for NCLA is 814. That number is below the corresponding point from last year by almost 70 members.
- ii. Children’s Services Division’s iPad Mini raffle helped them enroll the most members they ever had. The division stands at 190 members, 20 more than their previous record year in 2005.
- iii. The PR/Programming Division stands at 94 members.
- iv. The Support Staff Division stands at 164 members.
- v. Art Friedman encouraged members to contact old members to rejoin and to also try to get fellow staff members to join.
- vi. Art Friedman also encouraged members to let students graduating from library school know about joining NCLA.
- vii. Art Friedman said there was a fast turnout on mailing labels. If a member needs labels, contact Art Friedman.
- viii. Art Friedman was at TD Bank the other week and was asking how the bank can help NCLA members pay their membership dues electronically rather than using checks.

m. Mentoring – Natalie Korsavidis (Absent/No Report)

n. NCLA Promotions (No Report)

o. Newsletter – Mamie Eng (Absent)

- i. Please ask NCLA Board & Division Presidents to send Mamie Eng any photos, etc. for next newsletter as soon as possible. Mamie Eng has photos from the Long Island Library Conference, but not all were great.
- ii. Vice President Min Liu noted that the past newsletter was very good. It was 16 pages and included information about the upcoming Long island Ducks game and the Member Library Directors Fundraising event at the American Air Museum in June.
- iii. Art Friedman noted that Mamie Eng does most of the work on the newsletter by herself and relies on NCLA members to give her the necessary information. He encouraged members to send her the information for the newsletter as soon as possible.

p. Nominations – Natalie Korsavidis (Absent)

- i. Art Friedman noted that nominations start this month and asked the heads of divisions to look at their committees for nominations.
- q. **Outreach – Lee Gundel (Absent/No Report)**
- r. **Personnel Issues and Professional Concerns –Bobbi Benigno (Absent/No Report)**
- s. **Programs (Annual Dinner)/Fundraising – Chris Marra**
 - i. Frank McKenna raised \$2000 as sponsorships of his participation in the Nassau County Half-Marathon race. The money will be provided to the three libraries affected by Hurricane Sandy. Frank noted that he was still receiving checks.
- t. **Recruitment & Scholarship – Alicia Sanchez (Absent/No Report)**
- u. **Retirees – Bobbie Benigno (Absent/No Report)**
- v. **Statistics – Mamie Eng (Absent/No Report)**
- w. **Webpage – Rocco Cassano (Absent/No Report)**

VI. LIAISON REPORTS

- a. **Long Island Library Resources Council – Min Liu**
 - i. The May 14 program, “Hands-On: Google,” about Google tools, which will be taught by a certified Google teacher, is already full and has a waiting list. It is a continuing education program and will be held at Farmingdale State Library from 9:00PM-12:00PM.
 - ii. The program “Bringing Back the Funny: Using Humor in the Library” will be held at Plainview-Old Bethpage Public Library on May 17 from 10:00AM-12:00PM.
 - iii. The program “Building a LibraryAware Community: The Value Proposition” will be held May 23 at Plainview-Old Bethpage Public Library from 10:00AM-12:00PM.
 - iv. The program “Hands-On Pinterest” will be held June 7 at Farmingdale State College from 10:00AM-12:00PM.
 - v. The Long Island Reception at NYLA will be held at the Hard Rock Café in Niagara Falls, USA on September 26 from 6:00PM-8:00PM.
 - vi. There will be a Nassau County Legislative Breakfast at Farmingdale Public Library on October 4. The Suffolk County Legislative Breakfast will be held at Bayshore-Brightwaters Public Library on September 20.
 - vii. The LILRC 22nd Annual Conference on Libraries and the Future, “Community by Design: Innovation and Transformation,” will be held October 24 and October 25 at Dowling College.

- viii. There are continuing education programs being offered from July through September, which can be done through NCLA.
- ix. Vice President Min Liu suggested doing more joint programs with NCLA and SCLA, so that both counties can save money and the programs will have better attendance.

b. Member Library Directors – Frank McKenna (Absent)

c. Nassau Library System –Elizabeth Olesh (Absent)

- i. Long Island Reads Author J. R. Moehringer will speak at Plainview-Old Bethpage Library at 2:00PM on May 19. No tickets are needed .
- ii. NYLA Digital Literacy Workshop will be held at NLS on June 20. Registration is online at www.digitny.org.

d. Nassau BOCES School Library System – Carl Vitevitch

- i. Joan Keegan, the principal of Herricks Middle School principal, received the Administrator of Year award, which was established in 1986.
- ii. Deborah Bergen of Archer Street Elementary School in Freeport received the School Librarian of the Year award
- iii. Librarians Margaux DelGuidice of Garden City High School and Rose Luna of Freeport High School were awarded the Movers and Shakers of 2013.
- iv. Carl Vitevitch thanked Art Friedman for writing an article on evelyn efron for NCLA's newsletter.

e. New York Library Association – Art Friedman

- i. In September, NYLA will be meeting in Niagara Falls. Art Friedman suggested looking for an inexpensive flight on Jet Blue.
- ii. Art Friedman noted that one item that was being worked on was a Friends Section, which might work better than its current position as a roundtable within NYLA. This would mean the bylaws would have to be revised.
- iii. There was a meeting in Albany of those people teaching the Library Assistants Training Program for NYLA. The meeting discussed what is currently taking place with the program and about a unified curriculum.
- iv. Elections for NYLA should be taking place fairly soon.
- v. Art Friedman encouraged members to join NYLA. The more members who join, the more clout the organization has with regard to legislation.

f. Suffolk County Library Association – Tracy Van Dyne (Absent)

- i. Vice President Min Liu noted that members of SCLA can renew membership online with NYLA. If a member is renewing his or her NYLA membership, he or she can also get a discount when renewing his or her SCLA membership.

VII. OLD BUSINESS

- a. There was no old business.

VIII. NEW BUSINESS

- a.** Art Friedman said the budget for 2014 is starting to be developed. Division and Committee chairs are asked to start developing their budget. They should consider both revenue and expenditures. They should also underestimate their revenues and overestimate their expenditures, but keep the numbers close together.
 - i.** While NCLA has a cushion in its bank accounts, Art Friedman recommended that Division presidents/committee chairs try to be frugal.
- b.** Barbara Milkowski was thanked for bringing the refreshments.

IX. Adjournment: The meeting was adjourned at 11:04AM by President Cummings-Young.

Respectfully submitted,

Laura Giunta
Secretary