

Nassau County Library Association
 Executive Board Meeting Minutes
 Nassau Library System
 December 13, 2013

In Attendance: Ed Goldberg, Laura Giunta, Marie Drucker, Jean King, Grace Palmisano, Marcia L. Olsen, Lawrence Paretta, Catherine Barretta, Elly Arnost, Maryanne Linehan, Courtney Greenblatt, Mamie Eng, Ken Bellafiore, Danielle S. Apfelbaum, Bobbi Benigno, Art Friedman, Peter Cirona, Min Liu, Chris Marra, Dalal Fatoush, Jeffrey Feinsilver, Barbara Mickowski.

Call to Order: The meeting was called to order by President Elaine Cummings-Young at 9:42 AM.

- I. Review and Approval of the Previous Minutes and Notes**
 - a. Marie Drucker moved to approve the minutes.
 - b. Marcia Olsen seconded the motion. The minutes were approved.

- II. Treasurer's Report: Ed Goldberg**
 - a. The following is the December Treasurer's Report:

Nassau County Library Association			
Treasurer's Report			
December 2013			
November 30, 2013			
			<u>Balances</u>
Checking Account			
TD Bank			\$3,890.58
Savings			
TD Bank Checking Account			\$47,271.56
			<u>\$51,162.14</u>
<u>Special Funds</u>			
Intellectual Freedom/Civil Service			
TD Bank Money Market			\$10,416.46
NCLA Scholarship			
TD Bank Money Market			\$30,882.10
Continuing Education Grants			
TD Bank Money Market			\$7,011.53

Year to Date Income-thru November 30, 2013					\$56,508.66	
Year to Date Expenditures-thru November 30, 2013					\$50,130.09	
Respectfully submitted						
Ed Goldberg						
NCLA Treasurer						

- b. Ed Goldberg stated that the bank funds have remained constant.
- c. Ed Golberg noted that IRS regulations state that if NCLA pays a presenter individually (rather than through a corporation), and the cost is over \$600, NCLA needs to fill out a form to let the IRS know. Additionally, the IRS needs to know the address and social security number of the presenter, so this information should be included in any contract sent to a presenter.
- d. Ed Goldddberg noted that for one division program in November, NCLA paid \$1000 and paid another \$900 for two speakers for the same program, which he felt was excessive for programs with small attendance. In contrast, Jack Gantos was paid \$1000 to speak at the LILC in 2013 and spoke to hundreds of attendees, whereas the other programs had approximately 40 people. Ed Goldberg suggested that NCLA could rule to lower the price for presenters for division programs.
 1. It is noted that it will be a high charge for participants if NCLA has them try to cover the charge for presenters.
 2. Art Friedman noted that for the LILRC conference, there was a \$500 limit for presenters.
 3. Ken Bellafiore noted that the division remained in their budget when booking the presenter.
 4. Courtney Greenblatt noted that the program had close to 50 attendees and the YASD board came to the decision together when booking the presenters, who are experts in their field.
 5. Art Friedman noted that the honorarium for speakers should be separate from travel expenses, and both should have separate lines.
 6. Marie Drucker noted that CSD budgets a lot for speakers for the division's annual breakfast. She noted that it is hard for members to come now due to their libraries not letting them attend, and that the breakfast was held the day after Thanksgiving weekend, which may account for why attendance was lower that usual.
 7. Peter Cirona noted that when he books presenters for programs for his committee, he usually looks for volunteers to speak.
 8. CSD and YASD generally look for contemporary speakers or popular speakers to try to attract an audience to attend.
 9. Ken Bellafiore noted that Jack Gantos is an exception for the LILC, and most of the time the cost of the keynote speaker for LILC is \$5000-\$10,000.
- e. With regard to the annual dinner on Friday, January 10, 2014, Ed Goldberg said that a member attending the event will have a check ready to give Pompei, so that

no one is expected to pay for the dinner on his/her credit card and wait to be reimbursed.

III. President's Report: Elaine Cummings-Young

- a. President Elaine Cummings-Young welcomed new members as well as new committee leaders and division leaders. She asked new members to include their email when they sign in so they can receive the minutes.
- b. Frank McKenna is now the chair of the Constitution and Bylaws committee.
- c. President Elaine Cummings-Young noted that NCLA needs to decide if they want to have the January meeting on January 10, the same day as the annual dinner, or have the meeting a different day.
- d. Ed Goldberg and the rest of the members in attendance thanked President Elaine Cummings-Young for a great year as president.

IV. DIVISION REPORTS

a. Academic & Special Libraries – Danielle S. Apfelbaum

- i. The division could not have the event they had been planning in November due to conflicts with speakers, but are planning to hold the event in 2014. They division also began planning other 2014 events.

b. Children's Services – Marie Drucker

- i. Former CSD president Marie Drucker introduced the new president of the division, Maryanne Linehan.
- ii. The Children's Services Division did not meet in November. They will have their next meeting on Monday, December 16, at the Levittown Public Library.
- iii. CSD's fall trip to the Society of Illustrators gallery was a huge success and everyone really enjoyed the guided tour and the wonderful lunch.
- iv. The CSD installation breakfast at Carlyle on the Green earlier this month was also terrific. Author Audrey Vernick was a great speaker. CSD was so glad to have her.
- v. CSD has not yet submitted our program description for the Long Island Library conference, but are working on a program and did submit a form asking for a space to be held for the division.
- vi. CSD will be contributing a basket to raffle off at the NCLA annual dinner.
- vii. In 2014, CSD will again be giving away an iPad Mini as part of their membership drive. It brought in a lot of members in 2013 and CSD is happy to do it again.

c. Media Services – Grace Palmisano

- i. MSD was currently wrapping up the year.
- ii. The board for MSD for 2014 is as follows:
 1. President: Ralph Guiteau, Syosset
 2. Vice President: Michael Matuszewski, Rockville Centre
 3. Treasurer: James Pagano, Williston Park
 4. Secretary: Mamie Eng, Valley Stream

5. Director (year 1 of 2): Rachel Taub, Farmingdale
6. Director (year 2 of 2): Scott Steinke, Uniondale
7. Past President: Grace Palmisano, Franklin Square

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

b. Reference & Adult Services – Jean King

- iii. RASD's new president-elect is Marcia L. Olsen.
- iv. The last RASD program of the year, "Providing Health Information @ Your Library," was held on November 8 at Syosset Library. The speaker was RASD's vice president Susan Santa. Over 40 people attended the program and RASD received very good feedback about her presentation.
- v. RASD's last meeting for the year was on Tuesday morning. They met for an installation breakfast in Bethpage so our current board members could meet some of the new board members.
- vi. The board for 2014 will be:
 1. Susan Santa – president
 2. Marcia Olsen - vice president/president elect
 3. Ed Escoffier – Treasurer
 4. Carol Lagos – Recording Secretary
 5. Jeanne Lettieri – Corresponding Secretary
 6. Sue Zaremba – 2 year director
 7. Diane Bondi – 1 year director
 8. Cindy Nielsen – 1 year director
 9. Jean King – past president.
- vii. RASD is planning on making a raffle basket for the NCLA installation dinner in January.

e. Support Staff Division – Connie Stanga (Absent)

- i. On Wednesday, November 13, the SSD held their annual Roundtable Discussion at the Uniondale Public Library. About 60 people attended. This event is always a good forum to discuss topics important to support staff.
 1. The division thanked the panel of experts at the Roundtable, which included: Chris Marra, Brenda Giovaniello, Moira Flynn, Nick Romuno, Rocco Cassano, Lori Summerhayes, and Michele Zwierski.
- ii. The SSD installation luncheon will be held Friday, December 13 at Jones Beach Hotel.
- iii. SSD has preliminarily booked their speaker for the LILC. The speaker's name is Cynthia L. Roth from Ergonomics Technology Corp. The program will be about ergonomics safety in the workplace.
- iv. The division has also asked the LILC committee to book an association table for us. SSD is still looking into what giveaways they will have at the LILC.

f. Young Adult Services – Courtney Greenblatt

- i. YASD welcomed Kat Rosenfield guest speaker for the November Author Program on Thursday, November 21 at Nassau Library System. Ms.

Rosenfield shared her experience as a writer and contemporary advice columnist for teens.

- ii. The YASD December Brunch and Installation of Officers was on Thursday, December 5 at Hofstra University Club. The program *Be Your Best Self: Everyday Strategies for Happiness and Fulfillment In and Out of the Library* featured a panel of three expert guest speakers. The event was well attended and included librarians, librarian trainees, library directors, and students. 12 people joined or renewed for 2014 in a membership drive organized by Barbara Mickowski, YASD Membership Committee Chair. YASD President Courtney Greenblatt would like to thank Terry Ain and Cathy Loechner, co-chairs of the YASD Professional Development Committee and my partners in planning the program.
- iii. YASD will make a raffle basket for the NCLA Annual Dinner.
- iv. The 2014 YASD Executive Board is as follows:
 - 1. President: Nancy Evans, Levittown Public Library
 - 2. Vice President/President Elect: Michelle Samuels, Freeport Public Library
 - 3. Secretary: Sharon Long, Syosset Public Library
 - 4. Treasurer: Rhonda Todtman, Peninsula Public Library
 - 5. Immediate Past President: Courtney Greenblatt, Great Neck Library

V. COMMITTEE REPORTS

a. Archives – Stuart Schaeffer (Absent)

- i. Stuart Schaeffer could not attend the meeting, but provided a page of guidelines for submission of materials to NCLA Archives Files. A copy of the guidelines is attached at the end of these minutes.
- ii. Stuart Schaeffer will try to attend the January or February meeting.

b. Civil Service – Ken Bellafiore

- i. The next meeting of the Civil Service committee will be held January 31 at 9:30AM at NLS.
- ii. The committee will be reviewing the wording of Civil Service job descriptions, particularly the wording for the title of entry level library clerk.

c. Computers and Technology Committee – James Hutter

- i. The Computers and Technology Committee has set the date for their next official meeting. It will take place at the East Meadow Public Library on Tuesday, February 11th at 9:30am. All are welcome to attend this roundtable discussion. The Agenda will be set by topics currently discussed on our mailing list and will be narrowed down as it gets closer to the meeting date.
- ii. It is still in the planning stages, but the Committee is hoping to put together a joint program with the Reference and Adult Services Division (RASD) to do a discussion / workshop on "Loaning Electronic Devices."

Ideally, we will discuss best practices for loaning out e-Readers, Tablets, Laptops, Chromebooks and other hot items. We are shooting for late February or early March.

- iii. Finally, the Computer And Technical Services (CATS) Division of SCLA reached out to do a joint program on Digital Privacy for the Long Island Library Conference. James Hutter has spoken with Stephen Ingram and they've put together a blurb describing the program idea. The committee submitted it to the Conference Committee and are waiting to hear back from them.

d. Constitution & Bylaws – Frank McKenna (Absent/No Report)

e. Continuing Education – Peter Cirona

- i. The committee is pleased to announce that we have submitted a program to the 2014 Long Island Library Conference Program Committee. The proposed program, *Consumer Activism 101*, will be presented by Curt Friehs, business librarian at SUNY Old Westbury, who has presented four programs for us since 2011. The committee is looking forward to the Conference and they are very optimistic that the proposal will be accepted.

f. Directory – Art Friedman

- i. Art Friedman stated that he will be requesting information from libraries for the directory soon.
- ii. Art Friedman asked NCLA members to look at the list for their own libraries and to talk to their directors to make sure everyone from each library is included in the directory. There is no limit to how many people can be included in the directory.

g. Finance – Jan Heinlein (Absent/No Report)

h. Institutional Services – Amrita Madray (Absent/No Report)

i. Intellectual Freedom – Jeffrey Feinsilver

- i. The committee met Wednesday, December 11.
- ii. The theme for the 2014 essay contest will be based on choosing a superhero and writing why they admire that particular character. The essay contest will start in January.
 - 1. The reception for the essay contest winners will be May 17.
 - 2. With regard to the essay contest, Jeffrey Feinsilver is still working on the flyers, but will then send them on the NCLA listserv for members.
- iii. The committee submitted a proposal for a program on events and trends for privacy in 2014 to LILC.
- iv. Jeffrey Feinsilver reviewed some news items:
 - 1. The Boston Globe had an article regarding privacy, particularly how Google Cookies can be used by the NSA and that individual

communications can be singled out and hacked by different software programs.

2. It was noted that apps on mobile devices can now track people through a GPS system.
3. There is now an interesting push back by internet companies (AOL, Twitter, Facebook, etc.), who have started a reform government group, even though these companies are enablers of these various surveillance programs.
4. State and local level law enforcement are starting to get into surveillance, particularly through using cell phone data. A device called StingRay, which costs about \$400,000, can be used to track information from cell phones and cell phone tower dumps.
 - a. Junior Senator Edward Markey of Massachusetts has gotten involved in the issue of law enforcement surveillance, arguing that there needs to be a good reason for surveillance as well as a warrant.
5. According to a NY Times article, NSA is also trying to do surveillance through video games, particularly by infiltrating avatars.
6. Ken Bellafiore noted that Edward Snowden was number two on Times Person of the Year.
7. Art Friedman mentioned the TPP Trade Acts, which relates to both intellectual freedom and copyright issues, and encouraged members to follow the news regarding the act.

j. LDA Award – Marcia Olsen

- i. Flyers will go out mid January for nominations for the LDA Award. The deadline will be Friday, March 21.
- ii. The award will be presented at the Long Island Library Conference in May.
- iii. Art Friedman encouraged members to look at the caliber of individuals who won previously when making their nominations.

k. Legislation – Frank McKenna (Absent)

- i. Art Friedman stated that the issues for Library Advocacy Day are almost in place and include:
 1. Full-funding, as listed in 1991 law
 2. Non-monetary issues, including the MTA tax and tax cap.
- ii. February 27 is Library Advocacy Day and all NCLA members are encouraged to attend.
 1. Ken Bellafiore noted that NCLA will have two busses: a joint bus with SCLA as well as NCLA bus.
 2. Art Friedman noted that the rally will be scheduled for 10:30AM, which is the biggest event of the day.
 3. NCLA members can contact Roseanne Dorfman about reserving a seat on the bus.

4. Elizabeth Olesh will be doing a prep session for Library Advocacy Day on two different dates: Wednesday, February 12 and Thursday, February 13.

- l. **Long Island Library Conference – Tracy Geiser (Absent/No Report)**
 - i. There are forms to reserve a table at the LILC available online.
 - ii. While December 6 was the deadline for sponsors for LILC, this deadline is typically extended.
- m. **Membership, Promotion, and Mailing – Art Friedman**
 - i. CSD has now reached 200 members and the Programming and Public Relations Division has reached over 100 members.
 - ii. NCLA had 892 members for 2013, which means there are former members who haven't rejoined. A copy of the membership statistics is attached at the end of these minutes.
 - iii. Membership renewal forms won't be out until next week for 2014.
 - iv. Vice President Min Liu suggested having a voucher for student membership, that NCLA members can give to students as a gift. The committee will look into this idea.
- n. **Mentoring – Natalie Korsavidis (Absent/No Report)**
- o. **NCLA Promotions (No Report)**
- p. **Newsletter – Mamie Eng**
 - i. The last issue of the newsletter will be a year in review. Members are to give their information to Mamie Eng by January 3, 2014. Three pages will be saved in the newsletter for the annual dinner.
- q. **Nominations – Natalie Korsavidis (Absent/No Report)**
- r. **Outreach – Lee Gundel (Absent) and Mary Robinson (Absent)**
- s. **Personnel Issues and Professional Concerns – Bobbi Benigno**
 - i. The committee plans to have two speakers, one in the spring and one in the fall, at \$200 each. However, more details will be given once they programs are finalized.
 - ii. Bobbi Benigno mentioned reforming the committee to make it more hands-on. While she understands no one wants to rock the boat, it becomes difficult to try to make change.
- t. **Programs (Annual Dinner)/Fundraising – Frank McKenna (Absent)**
 - i. Chris Marra noted that the annual dinner will be held Friday, January 10. It is \$45 for members and \$55 for non-members. Entertainment will include DJ Pace.

- ii. Divisions should email Jacqueline Fitts their list of division officers for the dinner.
- iii. Dalal Fatoush stated that there will be raffle baskets for each division, and asked the divisions to contact her at East Meadow Public Library to let her know what each basket will be.
- iv. Art Friedman noted that while the divisions have their own installation dinners, it is very important for these officers to be installed at the NCLA annual dinner so that the organization remains cohesive.

u. **Recruitment & Scholarship – Alicia Sanchez (Absent)**

- i. While Alicia Sanchez would be happy to be involved with the committee, she will not be chairing it again.
- ii. Ken Bellafiore noted that the recipient of the Andrew Ippolito Scholarship award was invited to attend the Annual Dinner to receive it.

v. **Retirees – Bobbi Benigno**

- i. The Cookie Swap was held Tuesday, December 10 at NLS. Due to the snow storm that day, attendance was less than expected, but three new members came..
- ii. The committee will not be meeting in January or February. Bobbi Benigno will be in Florida those months and will try to get in contact with NCLA retirees currently residing there.
- iii. The next meeting will be March 4.
- iv. A program with Sharper Technologies discussing how to buy technology, such as laptops, tablets, and smartphones, will be held April 23. The program will cost \$200.
- v. Bobbi Benigno introduced Elly Arnost, a member of the Retirees Committee.
- vi. The committee is trying to organize a trip to Loughlin Vineyard for June 2014. The vineyard is part of a Roosevelt home, contains World War II memorabilia, and is currently owned by a World War II veteran. Those who attend may bring their own lunch and have a picnic.
- vii. The committee sent a proposal for a program for the LILC.

w. **Statistics – Mamie Eng**

- i. Mamie Eng is finally receiving feedback from libraries. Over 30 libraries have responded, when originally only 18 had. Mamie Eng will begin a major compilation in January.

x. **Webpage – Rocco Cassano (Absent)**

- i. Lee Gundel will be taking over the committee after Rocco Cassano steps down.

VI. **LIAISON REPORTS**

a. **Long Island Library Resources Council – Herb Biblo (Absent)**

- i. Vice President Min Liu reported for the Long Island Library Resources Council (LILRC).
- ii. On Tuesday, November 19, 2013, the LILRC hosted its Annual Membership Meeting at Carlyle on the Green, Bethpage State Park.
- iii. Herb Biblo is currently on medical leave, but will be back in the new year.
- iv. LILRC hosted its Annual Meeting of the Hospital Library Services Program (HLSP) at the Cold Spring Harbor Laboratory in Cold Spring Harbor on Friday, December 6.
- v. LILRC will be sponsoring a program at the LILC called “Creating Authentic Teen Spaces in Public Libraries” and featuring Shari Lee, a librarian and professor at St. John’s University. The programmer will be speaking free of charge.
- vi. The program, “Introduction to Windows 8,” will be held Friday, January 31 at Farmingdale Public Library from 10:00AM-12:30PM. An introduction to Adobe Photoshop will be held Friday, February 7 at Farmingdale Public Library from 10:00AM-12:30PM.
- vii. On Thursday, March 20, there will be a Basic Web Analytics Workshop at Farmingdale State College from 10:00AM-12:00PM and will include hands-on training. There is a limit to 28 people who may attend, so those who are interested should register early.

b. Member Library Directors – Frank McKenna

- i. The current director at Levittown Public Library, Celeste Watman, is retiring, so the library is now canvassing for a new director.
- ii. Baldwin Public Library’s assistant director is currently acting as director, but they still do not have a director yet.
- iii. Dr. Roger Podell, director of Western Suffolk Boces System, is leaving December 27 and becoming the director of Elmont Public Library. Dr. Roger Podell as a PhD in education.

c. Nassau Library System –Elizabeth Olesh (Absent/No Report)

d. Nassau BOCES School Library System – Carl Vitevitch (Absent)

- i. Carl Vitevitch was approved as School Library System Director on June 28, 2013. He attended the SLS Director Orientation in Albany on November 6-7 at the New York State Library.
- ii. On November 5, over 80 school librarians attended the NBSLS Fall Institute which was held at the Nassau Library System office. Renee McGrath, NLS Youth Services Manager, welcomed all and spoke about how YA librarians could partner with the schools to promote various public library programs such as summer reading and others. The day also had a presentation on resources for the Common Core Learning Standards, the Long Island Index and FollettShelf ebooks.
- iii. On October 23, NBSLS held its first liaison meeting of the year. Featured speaker was Nick Glass of TeachingBooks.net. He demonstrated the new social medial tools, text complexity rubric and other aspects of the site

related to Common Core. This subscription database has been provided free to all NBSLS members for the past six years. Many were impressed with the new features and look forward to using it more.

- e. **New York Library Association – Art Friedman (No Report)**
- f. **Suffolk County Library Association – Tracy Van Dyne (Absent)**
 - i. There is a meeting next Friday, December 20 for SCLA.
 - ii. The annual golf outing will be held September 19, 2014.
 - iii. December 18 is the deadline to apply for Suffolk’s Librarian III, Assistant Director, and Director exams.

VII. OLD BUSINESS

- a. There was no old business.

VIII. NEW BUSINESS

- a. Two out of three of the library schools on Long Island (Queens College and CW Post) are under provisional accreditation. Both have reports due, but should be doing fine.
- b. Vice President Min Liu noted that LILRC is setting up a forum for technical services trends and is looking for panelists. Panelists would give a 15 minutes presentation.
- c. President Elaine Cummings-Young thanked NCLA for a great year and said it was an honor serving as president.

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

Respectfully submitted,

Laura Giunta
Secretary

Stuart Schaeffer
Farmingdale Public Library
Chairperson of the NCLA Archives Committee
516-249-9090 x203
fdaleref@nassaulibrary.org
December 12, 2013

Guidelines For Submission of Materials to NCLA Archives Files

1. Submit only material of permanent and lasting value to current and future members of NCLA. In particular, minutes, publications, reports, programs, publicity, newsletters, correspondence, budgets and membership information can be considered to be of permanent and lasting value to NCLA.
2. Submit material in as compact a form as possible. Thick 3-ring binders take up a lot space. Rather than submitting material in a 3-ring binder, please send in manilla or light flexible folders.
3. Do not send duplicates. The only exception to this is newsletters. Please send two copies of each.
4. All photographs submitted must be clearly numbered on the back of the photo and have a list identifying people in the photo. Please include the name and date of the event.
5. Information sent for programs should always include: a publicity flyer, registration form, number of attendees, telephone number and address of program giver/presenter.
6. All reports from the NCLA Executive Board, Committees and Liaisons for the year are to be submitted to the President by November 15. The President will submit these reports along with the President's Files to the Archives Chairperson.

NASSAU COUNTY LIBRARY ASSOCIATION

TO: NCLA Executive Board
 FROM: Arthur Friedman, Membership Chair
 DATE: December 12, 2013
 RE: Membership Report

NCLA's membership stands at 892, although additional applications are still expected. This is very much below our total at this point last year and our record-setting pace of 2005. There are some bright spots, however. The Children's Services Division membership has now reached a new milestone at 200 members. Public Relations & Programming are now past the 100 level. The Support Services Division has now begun focusing on its 2014 roster and it already includes 14 new and returning members!

Membership renewal forms are being distributed late this year. I expect that they will be in everyone's mailbox by late next week.

Work on the 2014 edition of the Directory has now begun as well and tearsheets will be distributed shortly.

The tables that follow should help you understand who NCLA's membership is and where their interests are focused.

TYPE OF MEMBERSHIP	12/12/2013	11/7/2013	Final 2012	2005 Final
Individual				
Regular	566	565	604	695
Trustee	98	98	103.5	123
Retiree	98	98	100.5	98
Student	32	31	38	32
Friend	25	25	36	23
Institutional	69	68	62	63
Life Member (Honorary)	3	3	3	4
LDA Award Winner	1	1	1	
Total	892	889	948	1038

DISTRIBUTION BY DIVISION

Academic & Special Libraries	107	107	118	120
Children's Services	200	199	194	170
Media Services	86	86	85	82
Public Relations & Programming	101	101	92	70
Reference & Adult Services	321	320	321	343
Support Services	178	178	175	230
Young Adult Services	118	118	124	92
No Division	54	54	70	76

Respectfully submitted,

