

Nassau County Library Association  
 Executive Board Meeting Minutes  
 Nassau Library System  
 January 13, 2017

**In Attendance:** Nancy Evans, Laura Giunta, Edward Goldberg, Emily Trezza, Peter Cirona, Barbara Grace, Barbara Mickowski, Dalal Fatoush, Jeanne M. Lettieri, Trina Reed, Maryanne Linehan, Cathy Cincotta, Sharon Long, Frank McKenna, Arthur Friedman, Vivian Ho, Mahnaz Tehrani, Jeffery Feinsilver, Marcia Olsen, Mamie Eng, Mary Robinson, Catherine Barretta, Cathi Nashak

**Call to Order:** The meeting was called to order by President Trina Reed at 9:41AM.

**I. Review and Approval of the Previous Minutes and Notes**

- a. No changes were made.
- b. Marcia Olsen moved to approve the minutes. Dalal Fatoush seconded the motion. The minutes were approved.

**II. Treasurer's Report: Ed Goldberg**

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

		Treasurer's Report January 2017		
			<b>December 8, 2016</b>	
<b>Checking Account</b>			<b><u>Balances</u></b>	
	TD Bank		\$6,008.16	
<b>Savings</b>				
	TD Bank Checking Account		<u>\$7,432.59</u>	
			<u>\$13,440.75</u>	
<b>Special Funds</b>				
<b>Intellectual Freedom/Civil Service</b>				
	TD Bank Money Market		\$10,480.91	
<b>NCLA Scholarship</b>				
	TD Bank Money Market		\$35,745.87	

<b>Continuing Education Grants</b>			
TD Bank Money Market		\$9,784.35	
<b>Year to Date Income-thru December 31, 2016</b>		\$69,949.97	
<b>Year to Date Expenditures-thru December 31, 2016</b>		\$99,134.79(1)	
<b>(1) The expenses include \$21,000 for the NCLA Digitization Project and \$6,714.13 to cover the shortfall in the Long Island Library (shortfall of \$4,500 in LILC revenue plus a payout of \$2,214.13 cover additional expenses) and \$1,000 related to obtaining a sales tax exempt status.</b>			
<b>Respectfully submitted</b>			
<b>Ed Goldberg</b>			
<b>NCLA Treasurer</b>			

- b. "Special Funds" increased due to interest and small donations.
- c. Ed Goldberg reviewed the procedures for reimbursement for expenditures and how to send in income. He reminded everyone that all breakfasts need to be self-sustaining. He also states that a petty cash fund can be set up with an opening amount up to \$100.
- d. If you are unsure of your budget information, please contact Ed Goldberg.
- e. A motion to receive the Treasurer's report was made by Trina Reed and seconded by Jeanne Lettieri.
- f. All forms have been updated on the website and all speakers earning over \$600 will receive a 1099 form.

### **III. President's Report: Nancy Evans**

- a. Nancy thanks everyone for attending and thanked Dalal Fatoush for providing the refreshments.
- b. Nancy reviewed the appointed committee chairs. She made the motion to accept, there were no objections and the committee chairs were appointed unanimously.
- c. Judy Ryan is unable to serve her term this year, Scott Steinke was appointed to serve for one year. Nancy Evans made the motion and Dalal Fatoush seconded the motion.

### **IV. DIVISION REPORTS**

#### **a. Academic & Special Libraries – Kimberly Mullins (Absent/No Report)**

#### **b. Children's Services – Maryanne Linehan**

- i. Our Installation of Officers Breakfast was held on December 12, 2016 at the Carlyle on the Green in Bethpage State Park. Our speaker was author Beth Ain.
- ii. We are currently working on getting a speaker for the Long Island Library Conference.
- iii. Our first meeting of 2017 will be on Monday, January 23 at 9:30 at NLS. One topic we will be discussing is a Spring Program.

#### **d. Media Services – Doug McAuliffe (Absent)**

- i. The division is working on a program for the LILC and will be meeting to set up its Annual Media Roundtable.
- ii. The division board is as follows: President- Doug McAuliffe, Plainview, Vice-President- Barbara Carlson, Hewlett, Secretary- Mamie Eng, Valley Stream,

Treasurer- Susan Healy, Shelter Rock, Directors- Karen Shaw Widman, East Meadow and Rachel Taub, Farmingdale

**d. Programming & Public Relations – Roseanne Dorfman**

- i. They hosted their “Tea” in December.
- ii. The division is looking for more membership and involvement.
- iii. The showcase is being planned, but there are no details yet.

**e. Reference & Adult Services – Cindy Nielsen (Absent)**

- i. The division has confirmed their speaker for the Long Island Library Conference: Nancy Dowd from EBSCO. She will discuss marketing/PR for your databases.
- ii. The first program for 2017 will be at the West Hempstead Public Library on March 28<sup>th</sup> with Carol Ann Vezo-Tack. She will discuss how to run a book discussion/group.

**f. Support Staff Division – Cathy Cincotta**

- i. The Support Staff Division will be having the last part of the computer series, Windows 10 – Part 3 – “Organizing Your Windows 10 Computer,” it will be held on Tuesday, January 17, 2017 at 9:30 a.m., in East Meadow Library with a full class of 24 participants.
- ii. The “Annual Open House Dinner” will be on Thursday, March 30, 2017 at East Meadow Library. A tour of East Meadow Library will be given. Details will follow soon with definitive plans and information on the list serve.
- iii. They are planning a hands-on “Google Apps Program” for April.
- iv. Their proposed program for the LILC is titled “Feel Better & Reduce Your Stress Through Yoga & Meditation.” They are hoping to get the first program time slot & hope everyone can attend.
- v. The next board meeting is being held on Thursday, February 9<sup>th</sup> at the Syosset Library at 9:30 a.m.

**g. Young Adult Services – Sharon Long**

- i. The YASD Executive Board will have its next meeting on January 19 at 9:30 a.m. at the Syosset Public Library.
- ii. The joint Nassau/Suffolk YASD February Meeting is scheduled for February 2, 2017 at 9:30 a.m. at SCLS in Bellport. The topic is “Build Your Career.”
- iii. YASD has submitted a program proposal to sponsor New York Times bestselling YA author Lauren Oliver at the 2017 Long Island Library Conference.

**V. COMMITTEE REPORTS**

**a. Annual Dinner – Dalal Fatouh, Chris Marra (Absent), and Barbara Mickowski**

- i. Members indicated that they would like to have it at the Coral House again.
- ii. The original suggested date of November 9<sup>th</sup> conflicts with the annual NYLA conference a new date will be considered.

**b. Archives – Stuart Schaeffer (Absent)**

- i. Art Friedman noted that he met with Stuart Schaeffer and Professor Jim Vorbach to discuss the progress on the digitization project. It was noted that some information is missing from the archives and may have remained with individuals who created the documents.
- ii. To enhance the digitization project, it was proposed that an oral history be conducted with some of the members who have been involved with the organization for a long time.

- iii. Art noted that the issue with the digitization project is creating the finding aids: what are people looking for, and how will people find the items.

**c. Civil Service – Ken Bellafiore (Absent)**

- i. MLD/NCLA Civil Service committee met with Karle Kampe and staff on Thursday, January 12<sup>th</sup>.
- ii. Mamie Eng reported that they had a conference call with several people at Civil Service. Mamie noted that Civil Service is willing to have training for directors on general topics. The position of “Library Assistant” was discussed. Civil Service will also be providing a new system for “Canvases.”
- iii. Mamie concluded that the conference call was positive, that Civil Service wants to work together with libraries and that Debbie Boyd at Civil Service is happy to train and speak with libraries.

**d. Computers and Technology Committee – James Hutter (Absent)**

- i. The Computers & Technology Committee is very busy planning events for the coming year. They are still working to put together a general round table discussion for February.
- ii. In addition, they partnered with the Intellectual Freedom Committee to co-sponsor a Panel Discussion for the Long Island Library Conference entitled "Digital Privacy Basics."
- iii. There was a preliminary discussion about doing a joint seminar / workshop with the Pop Culture Committee, which would have a Fall target date. More details forthcoming.

**e. Constitution & Bylaws – Frank McKenna (No Report)**

**f. Continuing Education – Peter Cirona (Absent) and Lee Gundel (No Report)**

**g. Directory – Art Friedman**

- i. Art Friedman will be working on new information sheets for the year.
- ii. Art Friedman would like assistance with the *Directory*, he states that evening hours are available if you are not able to volunteer during the day.

**h. Emerging Librarians – Jessica Breitman (Absent), Vivian Ho & Christine Radau**

- i. On Friday, January 20, 2017, we will be hosting a board game night from 6:30 p.m.- 8:30 p.m. at the Plainview-Old Bethpage Public Library. Registration information can be found on the NCLA calendar of events, as well as the Emerging Librarians Committee's page on the NCLA website.
- ii. Our next general meeting will be on Friday, February 3, 2017 at 6:30 p.m. at the Levittown Public Library. All are welcome to attend.
- iii. On March 29<sup>th</sup> there will be a program on “LinkedIn” and on May 18<sup>th</sup> there will be a program on “Interview Do’s & Don’ts.” More information will be forthcoming.

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

- i. Jan Heinlein wished everyone the best for 2017.
- ii. Jan Heinlein looked at the Treasurer’s Report, specifically the balance in the operating accounts. She realized the NCLA fund balance took a great hit when it signed on to doing the Digitization Project and the hit was compounded by the LILC shortfall. We must consciously look at building the fund balance up again.
- iii. Art Friedman had mentioned considering increasing membership dues. Jan Heinlein agrees that this would be a start. Over the next month, she will look at the past finances and see what would be both reasonable and effective in getting NCLA

fiscally whole again. At that time, she will arrange a meeting for discussion prior to bringing recommendation before the membership.

- iv. In the meantime, she encourages membership to renew and join as soon as possible to build up balances for day to day cash flow purposes.
- v. Art Friedman noted that the Continuing Education Committee used to be a major fund contributor. He stated that topics covered by this committee were usually management oriented and not ones covered by the divisions.

**j. Health Services – Mahnaz Tehrani**

- i. The committee will be working with SCLA for the LILC. Their topic is “A Candid Look at Autism.” This presentation will provide a candid look at what it is like to grow up, live and work with a diagnosis of autism; as presented by the author and illustrator, Michael Werner and aspiring motivational speaker Jonathan Civardi. Both gentlemen offer their personal insight into the world of autism and leave the audience with a clearer understanding of what it means to be a child growing up, as well as an adult with autism, living and working in today’s world. In a candid and engaging manner, Michael describes his childhood through his children’s book *Aspey’s Adventures with Asperger’s*. He clearly articulates his childhood experiences in a way anyone can understand his personal struggles while also seeing the similarities of experiences and feelings from their own childhood memories. Jonathan speaks about lessons learned, life after high school and stepping stones towards future goals he strives toward. Jonathan shares not only his story but a wealth of knowledge of resources for any library professional desiring to offer support to adults on the spectrum, their family and friends who seek to support their loved ones.
- ii. There are only 3 people on this committee. The last program could not take place because of low enrollment. The committee would like more feedback about programs and would also like a public librarian to join the committee.
- iii. Trina Reed recommended doing a survey to ask the membership what kind of health services programs they were interested in.

**k. Institutional Services – Jeanne Lettieri**

- i. Jeanne states that she is looking forward to getting started.

**l. Intellectual Freedom – Jeffrey Feinsilver**

- i. There was no December meeting. The next meeting is January 24<sup>th</sup> at the Merrick Library from 10 to 11:30 a.m. They welcome new members and ideas for topics.
- ii. The committee is cosponsoring a program for the LILC with the Computers and Technology Committee.
- iii. The Art Essay Contest topic is “Which character from a book or movie do you admire?” Publicity is forthcoming, the reception will be held at the Levittown Public Library on Thursday May 18<sup>th</sup>
- iv. News: on January 9<sup>th</sup> the “Email Privacy Act” was reintroduced to the House of Representatives; the Internet Archive is setting up a background system in Canada; Simon & Schuster published a controversial book the information was sent out over the list serve.
- v. Frank McKenna mentions that he is now the Chair of the NYLA Intellectual Freedom Committee and the program proposals submitted by the IFC for the Annual NYLA Conference are:
  - a. “Nat Hentoff: Rich Legacy of Righteous Rage” with the presenter to be announced.

- b. “Intellectual Freedom and Social Justice” presented by Jamie LaRue, Director of the ALA Office for Intellectual Freedom and the Freedom to Read Foundation.

**m. LDA Award – Marcia Olsen**

- i. Suffolk Library Association oversees printing this year but Marcia will ensure that NCLA will receive the information.
- ii. Previous nominations are eligible so please re-nominate.
- iii. They are hoping for many nominations.

**n. Legislation – Frank McKenna**

- i. The NYLA Website ([www.nyla.org](http://www.nyla.org)), under the Advocacy link, lists the NYLA 2017 Legislative & Budgetary Priorities:
  - Increase State Library Aid in Proportion with Increases in Education Funding
  - Increase Funding for the Public Library Capital Aid Program to \$25M
  - Expand Access to School Libraries and Librarians
  - Taxpayer Access to Publicly-Funded Research
  - Provide Universal Access to DASNY Financing for Public Libraries
- ii. Frank McKenna recommended that members read through the details of each of the priorities.
- iii. Library Advocacy Day will be held Wednesday, March 1, 2017.
- iv. Cathi Nashak stated that a hand out will be provided next month with Advocacy Day details including the Prep Sessions. The bus has been paid and registration will be online. There will be vegetarian options.

**o. Long Island Library Conference – Elaine Cummings-Young (Absent)**

- i. The LILC committee's next meeting will be Tuesday, January 17th at the Marriott. The committee will be going over program proposals and arrangements at the Marriott.
- ii. Registration is now open for the LILC and early bird discounts for registrants continues until March 4th.

**p. Membership, Promotion, and Mailing – Art Friedman**

- i. The mailing procedures were handed out. It was noted that NCLA can save money for bulk mailings.
- ii. There were 895 members total for 2016.
- iii. The 2017 membership renewal forms went out in December. As of January 12<sup>th</sup> there were 335 members.
- iv. Division Presidents are asked to create a letter to send to potential members urging them to join.
- v. It was asked that the MLD committee ask Directors to become a member of NCLA.
- vi. The *Directory* paperwork is being compiled for distribution. Please include the names of each staff member in the directory.
- vii. A question was asked about how institutions get their institutional coupons. Art stated that the institutional coupons are included with the membership card. This allows the institution to send one member to an event at the member rate.

**q. Mentoring – Lucia Escobar (Absent) and Chris Marra (No Report)**

**r. Networking Laura Giunta**

- i. LI Ducks and a sunset cruise were past events. She will be considering new events.

- s. **Newsletter – Mamie Eng**
  - i. Year-In-Review Issue is going to the printer on Monday. Deadlines for the 2017 issue will be included.
  
- t. **Nominations – Trina Reed**
  - i. Please start thinking about next year and what positions you might want to volunteer for.
  
- u. **Outreach – Mary Robinson**
  - i. They proposed to have their “How to Help the Homeless” Program that was well received in December as a LILC since there was significant interest in it.
  - ii. Trina Reed stated that she heard feedback on the program stating that it was a fantastic program.
  
- v. **Personnel Issues and Professional Concerns – Bobbi Benigno (Absent/No Report)**
  - i. Bobbie Benigno emailed Nancy Evans expressing concern that this position needs to be an active librarian and not a Retiree.
  
- w. **Pop Culture – Valerie Acklin (Absent) and Laura Giunta**
  - i. The Pop Culture Committee hosted a private viewing of the movie, *Star Wars: Rogue One* on Sunday, December 18 at 9:30AM at the Bellmore Playhouse for NCLA members and their family and friends. 125 people attended the event and the event featured an appearance by the Lucasfilm-preferred costume and lightsaber choreography group Saber Guild: Endor Temple. Feedback was very positive from those who attended.
  - ii. The Long Island Libraries and Pop Culture Conference (LIPopCon) will be held on Wednesday, March 15 at Farmingdale Public Library. The keynote speakers are Amy Reeder and Brandon Montclare, creators of the Marvel comic book series, Moon Girl and Devil Dinosaur. Registration opened this week and is \$60 for NCLA members and \$70 for nonmembers. Early Bird registration ends February 12, in which prices will be raised \$10. Registration can be found at [lipopcon2017.eventbrite.com](http://lipopcon2017.eventbrite.com).
  - iii. The Committee last met on Thursday, January 12 at NLS. The next meeting will be held Thursday, February 9 at 9:30AM at NLS. All are welcome.
  
- x. **Promotions– Laura Giunta**
  - i. Since we used the notebooks & pens for the last 2 years Laura will consider different giveaways.
  - ii. If anyone would like to volunteer to sit at the NCLA table please let Laura know.
  
- y. **Recruitment & Scholarship – Jacqueline Fitts (Absent) and Trina Reed (No Report)**
  
- z. **Retirees – Bobbi Benigno (Absent) Reported by Mary Lindquist**
  - i. The retiree committee is currently in the process of finalizing many 2017 programs.
  - ii. There will be no meetings in January or February.
  - iii. The March business meeting will be held on Tuesday the 21st from noon to 2:30 at Domenicos of Levittown. As usual, there will be separate checks. Kay Fitzgerald assisted by Alicia Sanchez will run the meeting.
  - iv. The April meeting has not been finalized.
  - v. The May meeting will be tentatively held on Tuesday the 23rd in the NLS Meeting Room from 9:00-11:30. The workshop is “Who are your ancestors? Using DNA and online sources.”

- vi. In June, the retirees plan to tour the Nassau County Holocaust museum followed by lunch. Date to be announced July will be the annual afternoon tea at the Hidden Oak Cafe at Bayard Cutting Arboretum and tour of the mansion. No date.
- vii. In addition, August will be the annual budget and program committee. Also, a tour and lunch at the Vanderbilt Museum is planned led by Mary Lindquist.
- viii. In the Fall of 2017, a bus tour of the wine is being planned, a computer workshop, recipe swap, book discussion and tour of the Nassau County Art Museum in Roslyn.
- ix. Brochures, flyers and email lists are currently being prepared.

**aa. Statistics – Mamie Eng**

- i. The last data came in on January 3<sup>rd</sup>.
- ii. Compilation has begun but averages have not been done in case there are late submissions.

**bb. Webpage – Lee Gundel (Absent)**

- i. Lee would like additional help with the webpage.

**VI. LIAISON REPORTS**

**a. Long Island Library Resources Council – Min Liu (Absent/No Report)**

**b. Member Library Directors – Frank McKenna**

- i. Suzanne Koch at Oyster Bay library is retiring and Michele Vaccarelli from Island Trees will be taking over.
- ii. There is an opening for a director at Westbury with the retirement of Cathleen (Towey) Merinda.

**c. Nassau Library System – Caroline Ashby (Absent/No Report)**

**d. Nassau BOCES School Library System – Donna Rosenblum (Absent/No Report)**

**e. New York Library Association – Art Friedman**

- i. Annual conference for NYLA will be November 9-11<sup>th</sup> in Saratoga.

**f. Suffolk County Library Association – (No Report)**

**VII. OLD BUSINESS**

- a. We have not heard from the state about the tax-exempt status yet.

**VIII. NEW BUSINESS**

- a. There is a sign-up sheet for the directors to choose which meetings they will be providing refreshments. If anyone else would like to sign-up they can do so too.
- b. Nancy Evans distributed copies of the duties of office.

**IX. Adjournment: Ed Goldberg moved to adjourn. President Nancy Evans adjourned the meeting at 10:45AM.**

Respectfully submitted, Emily

Trezza