

Nassau County Library Association  
 Executive Board Meeting Minutes  
 Nassau Library System  
 April 6, 2018

**In Attendance:** Laura Giunta, Valerie Acklin, Emily Trezza, Edward Goldberg, Maryann Ferro, Barbara Grace, James Hutter, Judy Ryan, Scott Steinke, Nancy Evans, Sarah Aiosa, Dalal Fatoush, Dr. Lambert Shell, Patricia Marino, Kaysha Watson-Phillips, Barbara Mickowski, Ken Bellafiore, Frank McKenna, Arthur Friedman, Jeanne Strausman, Marcia Olsen, Mamie Eng, Jackie Perez, Catherine Barretta, Nicole Scherer, Roseanne Dorfman

**Call to Order:** The meeting was called to order by President Laura Giunta at 9:44 AM.

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

a. Kaysha Watson-Phillips moved to approve the minutes. Ken Bellafiore seconded the motion. The minutes were approved.

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

a. The following is the April Treasurer's Report:

		Treasurer's Report April 2018		
			<b>March 31, 2018</b>	
			<b><u>Balances</u></b>	
<b>Checking Account</b>				
	TD Bank		\$3,299.97	
<b>Savings</b>				
	TD Bank Checking Account		<u>\$21,743.37</u>	
			<u>\$25,043.34</u>	
<b>Special Funds</b>				
<b>Intellectual Freedom/Civil Service</b>				
	TD Bank Money Market		\$10,507.05	
<b>NCLA Scholarship</b>				
	TD Bank Money Market		\$37,857.84	
<b>Continuing Education Grants</b>				
	TD Bank Money Market		\$10,769.18	
<b>Year to Date Income-thru March 31, 2018</b>			\$25,522.21	
<b>Year to Date Expenditures-thru March 31, 2018</b>			\$9,795.82	
<b>Respectfully submitted</b>				
<b>Ed Goldberg</b>				
<b>NCLA Treasurer</b>				

- b. Ed Goldberg notes that the May report will see a decrease in revenue because Pop Con registration will be returned.
- c. Dalah Fatoush made a motion to receive the Treasurer's Report. The Treasurer's Report was received.

### **III. President's Report: Laura Giunta**

- a. President Laura Giunta thanked Maryann for the refreshments.
- b. President Laura Giunta thanked the Support Staff Division for their fantastic open house.
- c. Please consider sitting at the NCLA table at the Long Island Library Conference. Contact Valerie if you are able to cover a time slot.
- d. Arthur asked for a moment of silence for Herb Biblo, Laura would like to recognize that losing Herb impacts the library community greatly

### **IV. DIVISION REPORTS**

#### **a. Academic & Special Libraries – Kimberly Mullins (Absent)**

- i. Registration for the 4th Academic Libraries Invitational is open. It will be held on April 27 from 10:00 am - 2:00 pm at the Suffolk County Community College, Grant Campus <http://www.lilrc.org/event/academic-libraries-invitational/>

#### **b. Children's Services – Sarah Aiosa**

- i. Our last meeting was Monday, March 19 at NLS. We discussed our LILC speakers, raffle baskets, and giveaways.
- ii. We also discussed our plans for a fall program, more information to come on that.
- iii. As for our logo, we are moving forward with using our new logo. We are going to purchase a new banner.
- iv. Our next meeting will be Monday, April 16 at NLS at 9:30 a.m.

#### **e. Media Services – Barbara Carlson (Absent)**

- i. We had a visit from the Criterion Collection on Wednesday March 14, 2018 at NLS. We had 18 attendees. Claire Stiefel and Sarah Finklea from Criterion spoke about the Criterion Collection, what goes into the collection, how films are restored, what goes into bonus features, etc. They also spoke about having a connection with public libraries and they do offer discounts to libraries. We asked them about having a tour of their facilities in New York City and they were very open to the suggestion.
- ii. I've been in contact with both the Malverne Movie Theater and the Bellmore Playhouse regarding the future showing of the film "The Public", written and directed by Emilio Estevez, concerning homelessness in public libraries. As of this time, there is no scheduled release date for the film. I have not heard back from Cinema Arts Centre in Huntington, whom I also contacted.
- iii. Several media services board members, including myself, will be attending the Long Island Library Conference, where we hope to be sharing a table to raffle off a Media Services Division gift basket.
- iv. I'm hoping to schedule a Media Services Board meeting sometime in May to discuss upcoming programming ideas.

#### **d. Programming & Public Relations – Dr. Lambert Shell**

- i. Roseanne Dorfman reported that the LILC program has been accepted. Escape from Conventional Programming with Marissa Bucci (Ferguson Library, Stamford CT) and Nicole Scherer (Nassau Library System) will be presented at Session II in Salon 11 & 12. Escape rooms are all the rage and we are excited to be sponsoring this program. We look forward to having a large attendance.

e. **Reference & Adult Services – Patricia Marino**

- i. Our April meeting was this past Tuesday. We are all set for our first program of the year on April 17th. Carol Ann Tack will be running a book discussion on *Eleanor Oliphant is Completely Fine* by Gail Honeyman. Our program and table are ready for the LILC. I'm excited about our basket and think it will be a real draw.

f. **Support Staff Division – Dalal Fatoush**

- i. March 16<sup>th</sup> was the annual Open House at the East Meadow Public Library where we had an interactive murder mystery dinner. 70 people attended and it was a success.
- ii. On April 2<sup>nd</sup> we hosted "How to Become a Notary Public." 17 people signed up for this program. Part 2 will take place on April 9<sup>th</sup>.
- iii. April 11<sup>th</sup> is a computer workshop titled "Microsoft Word Tips and Tricks" with 24 people signed up.
- iv. On June 6<sup>th</sup> there will be a computer workshop titled "Microsoft Excel Tips and Tricks" and it will be held at the Uniondale Public Library.
- v. We are working on the LILC program. It will be called "Recognizing, Responding to and Preventing Workplace Harassment." We will also have an association table with a raffle basket and giveaways to try to encourage new membership.

g. **Young Adult Services – Kaysha Watson-Phillips**

- i. The LILC program will be presented by Nicole Peters from West Babylon Public Library and will take place during the 3 to 4 pm time slot. We will have Raffle Baskets and Giveaways
- ii. The tentative date for the June Luncheon is June 13<sup>th</sup>.

V. **COMMITTEE REPORTS**

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

- i. The dinner is set for November 30<sup>th</sup> at the Coral House.
- ii. Save the date cards will be distributed at the LILC.

b. **Archives – Stuart Schaeffer (Absent/No Report)**

c. **Civil Service – Ken Bellafiore**

- i. The interim Executive Director of Nassau County Civil Service Commission is Martha Kreisel.
- ii. Thirty-eight letters have been sent from library boards to Nassau County Executive Director Laura Curran. The committee is still waiting for a meeting with her office. See Appendix A for a sample copy of the letter.
- iii. Senior Library Clerk enrollment ended April 4<sup>th</sup>.
- iv. Mamie Eng will give a presentation to the support staff about the senior library clerk test. The committee discussed the qualifications on this test to see how it compares to other exams.
- v. A joint meeting between NCLA executive board and MLD was proposed for Friday, April 27<sup>th</sup>. NCLA will attend the meeting but asks that a future meeting be set up to discuss NCLA input. A survey will be sent out to NCLA members to ask about civil service.

d. **Computers and Technology Committee – James Hutter**

- i. On Thursday, April 5th, Merrick Library hosted a joint meeting of the NCLA/SCLA CATSTIF Technology Committees. There were 42 persons in attendance. The meeting was live-streamed on Facebook, but, unfortunately, the stream was not

archived. Discussion items included:

- 1) Using Software to track patron queries at service desks for state report stats (<https://gimlet.us/>)
  - 2) Wifi-based patron counters for attendance tracking and talk about successful implementation of iBeacons in libraries for heat mapping.
  - 3) Use of tablets for ready reference and the demoing of apps like Hoopla, Flipster, Libby, etc. There was a general sense that many patrons needing assistance with these apps generally bring their own devices. There was also a belief that having both iOS and Android tablets for staff training is beneficial.
  - 4) Net Neutrality status
  - 5) Current "flavor of the month" for secure cloud backup of confidential files.
  - 6) PLA Conference 2018 Recap – any cool tech stuff mentioned at PLA 2018? Juno electronic lock and meeting room management solution. GoChip media lending via small "stick" was neat too.
  - 7) Windows 10, Public Workstation and Innovative Interfaces Sierra woes
- ii. Our Committee will be co-presenting "Fostering Entrepreneurship at the Library through Technology" at the Long Island Library Conference on May 3rd.
  - iii. We are working with the Emerging Librarians Committee to host a joint Social Media workshop in the Summer. The goal will be to help attendees create or polish their social media presence so that they raise their profile and maximize employment opportunities.

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

f. **Continuing Education – Peter Cirona and Lee Gundel (Absent)**

- i. The Continuing Education Committee's Spring 2018 program "Business Information 2018" will be presented at NLS on Thursday, May 17th, from 9:30 to 12. Our lecturer is Curt Freihs, business librarian at SUNY Old Westbury who has presented several programs for us since 2011. The flyer will be posted to the NCLA listserv shortly, as well as added to the NCLA calendar. We also will be sending it to our printer so that paper copies can be circulated. The fee is \$5 for NCLA/SCLA members and students, and \$15 for others. We are still working on planning a second program for the summer or fall.

g. **Directory – Art Friedman**

- i. The tearsheets have been sent out to the libraries and are being returned.
- ii. The committee will be reassembled to continue to input information.

h. **Emerging Librarians – Georgina Rivas (Absent) and Jason Velarde (Absent)**

- i. The Emerging Librarians Committee is hosted a Civil Service 101 Information Session presented by Mamie Eng on Friday March 16. We had 12 registrants come who had their questions answered.
- ii. A date for the annual Kickball game has been slotted for Saturday August 11, 2018. More info to follow.
- iii. We have been in touch with the tech committee for a future Co-Sponsored Social Media for Emerging Librarians Workshop. More info to follow.
- iv. Our next meeting will be Friday May 11th . Location TBD.

i. **Finance – Jan Heinlein (Absent/No Report)**

j. **Health Services – Jeanne Strausman**

- i. The Health Services Committee section of the NCLA website is updated with information on opioid resources.
- ii. On Wednesday, May 30th, there will be a class called: "Opioid Use Awareness and Health Information Resources" which will take place at NLS from 10am-12pm. It is posted on the calendar on the NCLA website. A flyer will come out shortly.

**k. Institutional Services – Jeanne Lettieri (No Report)**

**l. Intellectual Freedom – Jeffrey Feinsilver (Absent)**

- i. Please see Appendix C

**m. LDA Award – Marcia Olsen**

- i. Received 3 nominations and the results are due next week so that Art Friedman make the presentation at the LILC

**n. Legislation – Frank McKenna**

- i. The NYS budget reflects the difficult fiscal situations at both the state and federal levels. Despite a complex political atmosphere and several setbacks along the way, your sustained and effective advocacy efforts secured the following hard-won victories:

**State Library Aid**

This year's enacted budget contains the first system aid increase since 2016. As you know, Governor Cuomo proposed a \$4M cut in Library Aid in this year's Executive Budget. The FY2018-19 enacted budget reversed this proposed cut, and allocated an additional \$1M – total State Library Aid will be **\$96.6M**.

**State Public Library Construction Aid**

Despite repeated attempts by the Governor to cut funding for this program, we have successfully fought for increase funding. This year, the Governor proposed a \$10M CUT in capital funding – from \$24M back to \$14M. This would have erased two years of hard-won gains. The FY2018-19 enacted budget includes **\$34M** in public library construction aid. This is \$10M more than we received last year, \$20M more than was proposed in the Executive Budget.

Each year, the legislature makes tough decisions to allocate funding among hundreds of worthy programs; funding library services means the calls of other advocates went unheeded, and funding needs for other programs went unmet. Our advocates and partners in the state legislature deserve our appreciation and gratitude for their months of efforts on our behalf.

- ii. As one of New York's core library activists, NOW is the time for YOU to ACT on this integral part of the budget advocacy cycle – thanking our partners in the legislature for fighting on behalf of the library community.

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

- i. Our Exhibitor registration is full.
- ii. Registration for Association tables is also full. The respective groups have been notified.
- iii. As discussed at the last meeting, the committee will be hanging an NCLA and SCLA banner in the atrium the day of the conference.
- iv. The next committee meeting will be April 10th at the Marriott, we'll be doing a walk through and finalizing the menu.

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

- i. Membership is lower than last year in all divisions. Another letter reminding people to re-join will be going out soon.
- ii. Please remember to advocate joining NCLA.

**q. Mentoring – Lucia Escobar (Absent) and Chris Marra (Absent)**

**r. Networking – Valerie Acklin (No Report)**

**s. Newsletter – Mamie Eng**

- i. April 2018 Newsletters should be finished by April 15<sup>th</sup> for the website. Print copies will be sent out the following week.

**t. Nominations – Nancy Evans (No Report)**

**u. Outreach – Maria Fernando Pardo (Absent)**

- i. The committee is trying to set a meeting the second Friday of May but the location has not been confirmed. We will post the announcement as soon as we have confirmation. On the meeting: we will be working on templates that could be used by all libraries containing all resources available to the homeless population
- ii. Judy Ryan noted that the focus for this year is on the homeless. They are working on creating a list of resources for libraries.

**v. Personnel Issues and Professional Concerns – Min Liu (Absent/No Report)**

**w. Pop Culture – Valerie Acklin and Jessikah Chautin (Absent)**

- i. Pop-Con was unfortunately cancelled due to low enrollment. In place of Pop-Con monthly meetings will occur to spread out the information sessions. The first one is scheduled for April.
- ii. A trip to the Harry Potter Exhibit is in the works.
- iii. NYCC Professional Pass registration is almost over. Library programming will be held at NYPL on Thursday and panel submissions are open.
- iv. The LILC guest for Pop Culture is the Children's Television Network

**x. Promotions– Valerie Acklin**

- i. The giveaways for LILC are notebooks and pens, totaling at 300.
- ii. There will be two banners, one for the atrium and the other for the table.

**y. Recruitment & Scholarship – April Earl (Absent/No Report)**

**z. Retirees – Bobbi Benigno**

- i. A retiree flyer mailing was sent by snail mail last month. Included were the April and May programs
- ii. The Bookshare will take place on Tuesday April 17 at 12 noon at Domenicos of Levittown. As usual, separate luncheon checks. Karen Maletz will lead the meeting and discussion and has requested a maximum of two books per person to be shared.
- iii. The May workshop will be "The Saavy Sightseer: Apps and Sites." The date is Tuesday May 22. Doors will open at 9:30 followed by a meeting then Workshop. The speaker has requested that we begin mid-morning as she is driving in from Suffolk County. \$5.00 for members and \$15.00 for nonmembers. Carolyn Ayers is the assistant programmer.

**aa. Statistics – Mamie Eng (No report)**

**bb. Webpage – Catherine Barretta, Shuqian Zhang, James Hutter**

- i. Our next meeting is scheduled for Wednesday, April 11th at 2:30pm at the Port Washington Public Library. The goal of this meeting is to get our volunteers up to speed on the needs of the NCLA organization. We plan to create a list of responsibilities for new volunteers and cover roles including:
  - Updating the NCLA.info website
  - Pushing out announcements and content to the NCLA Facebook page
  - Debating the moderation settings for the NCLA Listserv
  - Exploring the use of lucidpress.com for the electronic version of the NCLA newsletter

**VI. LIAISON REPORTS**

**a. Long Island Library Resources Council – Min Liu (Absent)**

- i. Jackie Perez attended the meeting in Min's place.
- ii. Art noted that a memorial was held for Herb Biblo on April 5<sup>th</sup>
- iii. The annual conference on Libraries and the Future will be October 25<sup>th</sup> and 26<sup>th</sup>.
- iv. LILRC is hosting an Academic Library Conference by invitation only on April 27th.
- v. The annual meeting will be June 19<sup>th</sup> at Farmingdale Public Library.
- vi. The new director will be starting soon.
- vii. Judy Ryan suggested that we do something in honor of Herb. It was decided that a collection will be taken up and information disbursed in the newsletter.

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

- i. Maggie Marino is retiring as Director at Wantagh at the end of the month

**c. Nassau Library System – Caroline Ashby (Absent)**

- i. Nicole Scherer had 111 people at the Intellectual Freedom program with Jamie Larou.
- ii. On May 1<sup>st</sup> "Get Loud of Libraries" will be held, the goal is to market libraries to different populations.
- iii. Jackie Thresher will be retiring this fall. She has been with NLS for 18 years.

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

- i. Art Friedman stated that there is a major conference for the school community coming up in May.

**e. New York Library Association – Art Friedman (No Report)**

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

**VII. OLD BUSINESS**

- i. Dalal suggested names on agenda. Mamie will forward the old agenda to Emily.

**VIII. NEW BUSINESS**

- i. On May 22<sup>nd</sup> the PAC event will be held at Domenico's registration has begun.

**IX. Adjournment:** Marcia Olsen moved to adjourn. President Laura Giunta adjourned the meeting at 11:10 AM.

Respectfully submitted,  
Emily Trezza

## Appendix A

### **FINAL DRAFT of the Sample Letter to the Nassau County Executive**

**Approved by the MLD Executive Board at their Feb.7, 2018 Meeting**

[Insert date letter will be sent]

The Honorable Laura Curran  
Nassau County Executive  
1550 Franklin Avenue  
Mineola, NY 11501

Dear County Executive Curran:

The Board of Trustees of the {insert name} Library would like to congratulate you on your election as the Nassau County Executive. We wish you success with the many challenges the County faces.

The Nassau County service that most critically impacts a supermajority of the public libraries in Nassau is Civil Service. Forty-seven (85%) of the public libraries in this county are subject to the regulations, rules, procedures, and decisions of the Nassau County Civil Service Commission. For many years Nassau's library community has tried to work cooperatively with the Commission's leadership and staff. All of the parties involved have invested considerable time and effort in communicating and discussing Civil Service-related issues and problems that hinder the effectiveness and efficiency of public libraries subject to the County Civil Service Commission. Unfortunately, most of these issues and problems have not yet been resolved, so they continue to prevent libraries from staffing themselves in a way that enables them to be agile, proactive, and innovative in their efforts to continue to provide County residents the best service possible.

We know there are many issues that you need to address as the new County Executive and that there are many competing demands on your time. However, because of the adverse impact on public libraries of some of the procedures followed and decisions made by the County Civil Service leadership and staff, we are compelled to continue to seek resolution.

We hope that you will consider meeting with public library trustees and library directors to discuss our concerns. Rather than a full explanation of all of the issues in this letter, we are including only the following points to give you an idea of the nature and scope of our concerns.

- Appointment and promotional processes that are cumbersome and take too long.
- Job specifications for most of the titles that libraries are allowed to use that no longer reflect the type of work that today's libraries require.
- The elimination of titles still needed by libraries and the denial of requests to use an existing title.
- The unavailability of some titles that are approved for use by other types of employers but not by public libraries.
- The testing of skills not relevant to library titles, such as testing typing speed and accuracy for library clerks whose responsibilities involve only basic keyboarding skills.
- Not issuing updated Civil Service lists often enough.
- Restrictions placed on the numbers of part-time vs. full-time staff positions that a library may have that differ with the better informed opinions and judgment of those who govern public libraries (library boards) and the professionals who manage them (library directors), seemingly without regard for actual staffing needs and budget constraints of libraries.

We hope you are willing to meet with trustees and library directors of the public libraries in Nassau that are subject to the Nassau County Civil Service Commission. The Nassau Library System (NLS), of which all of these libraries are members, would like to schedule a single group meeting for your convenience. Please have someone contact the NLS Director Jackie Thresher at 516-292-8920 Ext. 220 or at [jthresher@nassaulibrary.org](mailto:jthresher@nassaulibrary.org) to make arrangements for such a meeting. Your consideration of this request is most appreciated.

Sincerely,

*Board President's Signature*

Board President's Name [typed]

President of the Board [title typed]

Library Name [typed]

*On behalf of the entire board* [typed]

Appendix B  
**NASSAU COUNTY LIBRARY ASSOCIATION**

TO: NCLA Executive Board  
 FROM: Arthur Friedman  
 Membership Chair  
 DATE: April 6, 2018  
 RE: Membership Report

A second general mailing of renewal forms will be going out next week to at least 400 names of individuals and institutions on our mailing list who have still not sent in their dues. Please note that some of these individuals were last members in 2016. I expect to use the Directory tearsheets as a guide to identify additional individuals in academic and public libraries who are not NCLA members. Letters will also be sent to many of these individuals. In addition, while a substantial number of NCLA institutional members have responded to our first membership renewal mailing, "pro forma: invoices are being distributed with the second mailing. These should make it easier for the institutions to process their payments.

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

TYPE OF MEMBERSHIP	04/05/2018	03/08/2018	04/06/2017	2005 Final
Individual				
Regular	367	340	399	695
Trustee	62.5	57.5	64	123
Retiree	75.7	72.5	94	98
Student	12	11	13	32
Friend	19	18	21	23
Institutional	34/2	31/2	35/3	63
Life Member (Honorary)	4	4	4	4
LDA Award Winner	1	1	1	
Total	574	537	634	1038

**DISTRIBUTION BY DIVISION**

Academic & Special Libraries	55	50	70	120
Children's Services	131	121	151	170
Media Services	56	54	58	82
Public Relations & Programming	72	67	82	70
Reference & Adult Services	211	199	245	343
Support Services	105	96	120	230
Young Adult Services	98	90	108	92
No Division	38	36	40	76

## Report of the Intellectual Freedom Committee

The Committee met on April 4, 2018 in the Merrick Library from 10 am to 11:20 am. The two main areas of discussion were the "Freedom to Read" Essay/Art Contest and the program planned for the Long Island Library Conference.

The deadline for the "Freedom to Read" Contest is April 12. Entries are trickling in, but the bulk of them will probably be received about a week after the deadline. Judges from various libraries have been lined up and will be receiving batches of entries to evaluate.

As regards the Long Island Library Conference, the panelists for our program: "I Know It When I see It" have been determined, and the full program information will be forwarded prior to the requested deadline.

Among newsworthy events are the following:

The Intellectual Freedom Round Table (IFRT) has awarded the 2018 Eli M. Oboler Memorial Award, which recognizes the best published work in the area of intellectual freedom. The 2018 award goes to Robert P. Doyle for his work "Banned Books: Defending our Freedom to Read," published in 2017 by the Office for Intellectual Freedom of the American Library Association. "Banned Books: Defending our Freedom to Read" was selected by the Oboler Award Committee for its comprehensiveness, its ease of use, its attractive design, and its well written treatment of an integral issue in librarianship.

2. OIF releases an annual list of the Top Ten Most Challenged Books during National Library Week in April (next week) using its censorship database.
3. More than 300 residents of Orange City, IA, have signed a petition urging the Orange City Public Library (OCPL) to label and separate books containing LGBTQ (lesbian, gay, bisexual, transgender, and questioning) content and themes. A Statement of Concern--a form that enables patrons to bring objections to the attention of library administration--was made in November 2017 but was not addressed at the December board meeting, as too many members would be absent. The complaint was then withdrawn before the January meeting and removed from the agenda.
4. ALA Council adopted a Library Bill of Rights interpretation at the 2018 ALA Midwinter Meeting that emphasizes the role art plays in libraries and states libraries should present a broad spectrum of viewpoints in developing art exhibits and programs. "Visual and Performing Arts in Libraries: An Interpretation of the Library Bill of Rights" -- written by the ALA Intellectual Freedom Committee -- was initiated by former-Office for Intellectual Freedom Director Barbara Jones. OIF staff had been tracking instances where art exhibits and programs were censored, and Jones realized that there was no interpretation librarians could look to for guidance.