

Nassau County Library Association
 Executive Board Meeting Minutes
 Nassau Library System
 April 1, 2016

In Attendance: Ed Goldberg, Trina Reed, Laura Giunta, Nancy Evans, Emily Trezza, Carolyn Ayers, Mary Robinson, Barbara Mickowski, Scott Steinke, Michelle Young, James Hutter, Judy Ryan, Courtney Greenblatt, Peter Cirona, Chris Marra, Marcia L. Olsen, Vivian Ho, Jeffrey Feinsilver, Art Friedman

Call to Order: The meeting was called to order by President Trina Reed at 9:38AM.

I. Review and Approval of the Previous Minutes and Notes

- a. A correction was made to the Retiree Committee report; the September 14 program will be held at NLS, but the speaker is to be determined.
- b. Ed Goldberg moved to approve the minutes. Michelle Young seconded the motion. The minutes were approved.

II. Treasurer's Report: Ed Goldberg

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

Nassau County Library Association			
		Treasurer's Report	
		April 2016	
			March 31, 2016
Checking Account			<u>Balances</u>
TD Bank (Bank Balance)			\$4,697.27
Savings			
TD Bank Checking Account			<u>\$55,522.94</u>
			<u>\$60,220.21</u>
Special Funds			
Intellectual Freedom/Civil Service			
TD Bank Money Market			\$10,465.17
NCLA Scholarship			
TD Bank Money Market			\$34,996.71

Continuing Education Grants						
TD Bank Money Market					\$10,465.17	
Year to Date Income-thru March 31, 2016					\$29,950.40	
Year to Date Expenditures-thru March 31, 2016					\$14,349.75	
Respectfully submitted						
Ed Goldberg						
NCLA Treasurer						

- b. Barbara Mickowski moved to receive the Treasurer’s Report. Emily Trezza seconded the motion. The Treasurer’s Report is received.

III. President’s Report: Trina Reed

- a. NCLA will be hiring a lawyer to work on the tax exempt status for the association.
- b. An ad-hoc committee was formed to discuss if the newsletter should be distributed electronically or as paper copies to members. The committee will meet on April 20 at 1:30PM at Levittown Library. There are 8 members on the committee, with Nancy Evans chairing.
- c.

IV. DIVISION REPORTS

- a. **Academic & Special Libraries – Ed Rivera (Absent/No Report)**
- b. **Children’s Services – Emily Trezza**
 - i. CSD’s workshop "Step into STEM" is co-hosted by NLS, Youth Services and will take place on Monday, April 4 at NLS at 9:30AM. Members can contact Renee McGrath or Emily Trezza if they are interested in attending.
 - ii. CSD’s raffle basket for our table at the LILC is a "breakfast basket" and will contain a free entry to the annual CSD installation breakfast in December. Rebecca Stead will be signing her books, but the titles have yet to be determined.
- c. **Media Services – James Pagano**
 - i. The Media Services Division will be holding its Annual Media Roundtable on Tuesday, April 26, 2016, 9:30AM-12:00PM, at the Nassau Library System. The registration fee is \$10 for NCLA members and \$20 for non-members. Flyer will be distributed within the next week. Registration should be sent to Susan Healy, Shelter Rock Public Library.
- d. **Programming & Public Relations – Dolores Nichols (Absent/No Report)**

e. **Reference & Adult Services – Judy Ryan**

- i. RASD will be hosting a program about Millennials on April 20 at Oceanside Library. Andrea Snyder from NLS and Michael Bueno of SCLA's New Adults Committee will be presenting. Flyers should be distributed soon.
- ii. RASD will have 3-4 raffle baskets at their table at LILC.
- iii. RASD will be holding a Reader's Advisory program on June 7 at Merrick Library.
- iv. RASD will hold its Author Breakfast at the Carlyle on the Green with author Leeann Levin on October 5.
- v. RASD is planning a program about business research for November

f. **Support Staff Division – Clare Badke**

- i. SSD's last meeting was held on Thursday, March 17 at Plainview Library. The division finalized plans for its upcoming Open House on April 7 at Farmingdale Library. Currently 60 people are registered to attend the event. The deadline to RSVP was March 31, however for members who missed the deadline and still would like to attend, they can call Cathy Cincotta at 516-221-1334 by Monday, April 4 at the latest. SSD anticipates that it will be a great fun for all.
- ii. As mentioned previously, SSD will have Jim Ryan as their speaker for the Long Island Library Conference. Look for SSD's table at the conference; they will be raffling a basket as well as distributing lunch bags and a stylus/pen combo. The division plans to speak to the Suffolk County Support Staff at the Long Island Library Conference to try and coordinate a Nassau/Suffolk Support Staff Roundtable at some point.
- iii. At SSD's October Roundtable, some attendees had inquired about having a Roundtable geared towards topics related to the Business Office. Jan Heinlein will be hosting such a Roundtable. It will take place on April 14 at NLS from 9:30AM-12:00PM. See the link on the NLS calendar to register for this roundtable.
- iv. Watch for the flyers for SSD's Windows 10 workshops scheduled for the fall of 2016. The dates are September 15, October 6, and November 10, 2016. The flyers will be posted to the NCLA website as well as sent via the listserv.
- v. SSD's upcoming meetings are:
 - 1. Tuesday, April 19 at East Meadow Library at 9:30AM.
 - 2. Monday, May 16 at Garden City Library at 9:30AM.
- vi. As always, please try and join SSD for one of its upcoming meetings. The division welcomes new ideas and input from all of its members.

g. **Young Adult Services –Natalie Korsavidis (Absent)**

- i. YASD met yesterday, March 31 at Farmingdale Library.

V. **COMMITTEE REPORTS**

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

- i. The committee will meet with the venue at the end of April, but the venue has been secured.

b. Archives – Stuart Schaeffer (Absent)

- i. Sara Alcorn, the Graduate Assistant working on the NCLA Digitization Pilot Project, reported on the progress of the project.
- ii. The highlights of this second progress report include the selection of the theme, continued research into NCLA meeting minutes, scrapbooks, and newspaper articles, and the start of the web design phase.
- iii. This last month has been productive for the NCLA Pilot Project and the NCLA Archive website. Through meetings with the Web Design team (listed below), as well as Stuart Schaeffer, a theme was chosen to provide scope and context to the pilot project and website. Along with the theme, a rough sketch of the website layout, design, and content was created.
- iv. The Web Design team took hold of the theme of NCLA and Public Service (reported in the first progress report) and began to dig into how the NCLA has served Nassau County, New York, and the Nation. Sara Alcorn reported: "This theme has moved the research process forward by allowing me to narrow my scope and search for artifacts pertaining to the public services the libraries of Nassau County have offered." Although this will continue to be an ongoing process, Sarah Alcorn was able to identify a number of documents, correspondence, photographs, and artifacts that will be useful in creating the website. These are listed below.
 1. Transcript of meeting minutes from inaugural NCLA meeting, April 12, 1934
 2. Corresponding newspaper article with photograph of new NCLA group, April 13, 1934
 3. Correspondence between NCLA secretary and state senator regarding new censorship laws, 1937
 4. Meeting minutes discussing the continuation of NCLA after Pearl Harbor and ensuing "Victory Book Drive", January 1943
 5. Catalogue of programming for Teddy Roosevelt Centennial Birthday, 1958
 6. Scrapbook of Nassau County Library photographs, 1942-1958
 7. Scrapbook of NCLA activity in various newspapers including a large quantity of photographs 1934 – 1955
- v. Sarah Alcorn was also able to start researching multimedia in the collection. To narrow down the large quantity of content the NCLA archive holds, the Web Design team has decided to limit the years to 1934 through 1984
- vi. Next Steps
 1. Search for artifacts 1958-1984
 2. Continue multimedia research, especially audio or visual

3. Begin analyzing sub committees within NCLA and their roles with Public Service
 4. Provide support to the Web Design team as they begin to upload content to the website
- vii. The Web Design Team is as follows:
1. Marilyn Dilberti, Graduate Student, Division of Library and Information Science
 2. Kevin Quinn, Graduate Student, Division of Library and Information Science
 3. Maddy Vericker, Graduate Student, Division of Library and Information Science
- c. **Civil Service – Ken Bellafiore (Absent/No Report)**
- d. **Computers and Technology Committee – James Hutter**
- i. The committee's listserv has been quite active over the last few weeks and has been a good source of Tech discussion between meetings. Also, James Hutter talked to Nancy Evans about the digital newsletter. If that group needs assistance, he would be more than happy to try to round up volunteers from the Tech Committee.
 - ii. James Hutter and the members of the Committee have been very busy over the last few months. James Hutter is so glad that the committee has been actively hosting (or co-hosting) helpful technology workshops and seminars.
 - iii. The committee's next general roundtable will be on Tuesday, May 10 at 9:30AM at Westbury Library. The following topics will be covered:
 1. Sharing information and knowledge from:
 - a. Long Island Library Conference
 - b. Computers in Libraries Conference
 - c. Privacy Toolkit for Librarians Workshop
 2. Discussing Listserv topics such as:
 - a. Security
 - b. Wi-Fi assessment
 - c. Chromebooks (converting old laptops to chromebooks)
 - d. Windows 10 (staff and public usage)
 - e. OverDrive "quirks"
 - f. Audio Visual Equipment upgrades (and "issues")
 - g. Additional topics raised between now and then
 - iv. In addition, committee members will be presenting at the Long Island Library Conference in three workshops.
- e. **Constitution & Bylaws – Frank McKenna (Absent/No Report)**
- f. **Continuing Education – Peter Cirona and Lee Gundel (Absent)**
- i. The committee is looking to have a meeting before the next board meeting to have something more concrete to report.

g. Directory – Art Friedman

- i. Art Friedman has begun receiving information for the *Directory* from libraries.
- ii. The *Directory* will probably be printed sometime in June.

h. Emerging Librarians – Jessica Breitman (Absent) and Vivian Ho

- i. The committee's resume-writing workshop is tentatively scheduled for Thursday, June 16 from 6:30PM-8:30PM at the Levittown Public Library. A flyer with more information and registration details will be posted on the NCLA website and listserv by the end of April.
- ii. The committee's next meeting is planned for Friday, April 8, 2016 from 6:30PM-8:30PM at the Panera Bread in Mineola (520 Jericho Turnpike, Mineola, NY 11501).

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

j. Health Services – Mahnaz Tehrani

- i. The MEDLI workshop on "Healthy Aging at Your library" which was promoted with NCLA members, was held yesterday, March 31 at Farmingdale University, Greenley Library and it was successful in terms of participation of NCLA members. However, because NCLA wasn't co-sponsoring, the registration income will go to MEDLI not NCLA. It wasn't a big amount of income and NCLA members got the same rate as MEDLI members. More than 10 people attended.
- ii. Mahnaz Tehrani has also contacted Dr. Michael Huang from Stony Brook Health Sciences library to give a presentation on "acupuncture and Oriental medicine." He has accepted the invitation to speak. Mahnaz Tehrani was thinking of early or mid June before NCLA takes off for the summer recess. This could be done in the Fall as well.

k. Institutional Services – Amrita Madray (Absent)

- i. Mamie Eng reported for the committee.
- ii. Books and DVDs were delivered to MercyFirst by Amrita Madray. The school will be submitting a new list of titles for 2016 shortly.

l. Intellectual Freedom – Jeffrey Feinsilver (Absent)

- i. The committee held a conference call meeting on Tuesday, March 22.
- ii. The committee is working on three programs:
 - 1. On Wednesday, April 6 at NLS, the committee will be holding a program on copyright and fair use.
 - 2. The essay and art contest ends today, but the committee will allow a week or two for late entries.
 - 3. The committee will be hosting a program about the librarian as censor at LILC during the second session.

- iii. Choose Privacy Week is the first week of May. The website chooseprivacyweek.org has a lot of suggestions for programs.
- iv. The FBI/Apple case has been dropped.
- v. All libraries are being asked to participate in a pledge for digital privacy and to have better privacy software installed on computers for patrons. James McHugh from NLS is working on setting this up for libraries
- vi. The Comic Book Legal Defense Fund will be moving from New York to Oregon
- vii. The breakfast on Saturday at the 2016 NYLA conference will be about intellectual freedom.

m. LDA Award – Marcia Olsen

- i. The committee has received 2 nominations from Nassau and 2 nominations from Suffolk.

n. Legislation – Frank McKenna (Absent)

- i. Art Friedman noted that the NYS budget is late, but hopefully the budget will be determined by the weekend.

o. Long Island Library Conference – Elaine Cummings-Young (Absent/No Report)

p. Membership, Promotion, and Mailing – Art Friedman

- i. There are 712 NCLA members as of the morning of April 1.
- ii. A second general mailing of renewal forms will be going out soon to at least 370 names on our mailing list who have still not sent in their dues. Please note that some of these individuals were last members in 2014. Art Friedman will continue to use the Directory as a guide to identify additional individuals in academic and public libraries who are not NCLA members. Letters will be sent to those individuals as soon as possible. In addition, while most NCLA institutions have responded to NCLA's first membership renewal mailing, with "pro forma" invoices provided, the second mailing will also contain these invoices to make it easier for the institutions to process their payment.
- iii. The tables that follow on the next page should help the board understand who NCLA's membership is and where their interests are focused.

TYPE OF MEMBERSHIP	3/31/2016	3/10/2016	4/10/2014	2005 Final
Individual				
Regular	423	399	446	695
Trustee	77	77	79.5	123
Retiree	97	94	79.5	98
Student	19	19	28	32
Friend	26	25	26	23
Institutional	51/4	50/4	36/3	63
Life Member (Honorary)	4	4	3	4
LDA Award Winner	1	1	1	
Totals	<u>701</u>	<u>673</u>	<u>702</u>	1038

DISTRIBUTION BY DIVISION

Academic & Special Libraries	71	70	89	120
Children's Services	153	143	150	170
Media (AV) Services	67	65	76	82
PR/Programming	85	81	78	70
Reference & Adult Services	253	243	265	343
Support Services	130	124	152	230
Young Adult Services	126	120	112	92
No division designation	45	45	46	76

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

- i. The mentoring committee would like to hold a second workshop. The committee will submit a request in writing for an increase in funds.

r. Networking

- i. Nancy Evans reported that she is looking into organizing a networking event. Particularly, she is looking in organizing a boat trip this summer.

s. Newsletter – Mamie Eng (Absent/No Report)

t. Nominations – Courtney Greenblatt

- i. Courtney Greenblatt is contacting the current board to give an idea of who wants to continue on the board and who may want to change positions.
- ii. Members should send nominees or members interested in being nominated to Courtney Greenblatt.
- iii. Courtney Greenblatt will be having a meeting with division presidents after the NCLA executive board meeting to discuss the timeline for nominations.

u. Outreach – Mary Robinson

- i. Thirteen people attended the committee's last program on immigration services at the Glen Cove Library. One attendee was inspired to start an ESL Short Story club at her library as a result of attending the program.
 - ii. The committee's next program will be Friday, June 10 at the Long Island Center for Independent Living in Levittown.
 - iii. Please join the committee at the LILC for their program titled *Serving in Silence*. It will be from 9AM-10AM on May 5 and it will educate librarians on how to better serve deaf patrons.
 - iv. MOSAIC, Suffolk County's outreach division, has advised the committee of an opportunity for librarians to participate in a special project in partnership with *Noticias*, a Long Island Spanish Language newsletter. The paper has agreed to dedicate 1 full page a month to promote libraries, their programs, their services and book reviews. Submissions can be written in English, but should center on programs, books, and services that can be enjoyed by Spanish speakers. There will be an informational meeting held at Patchogue-Medford Library on Wednesday April 13 at 10:00AM. All are encouraged to attend.
- v. **Personnel Issues and Professional Concerns – Bobbi Benigno (Absent/No Report)**
- w. **Pop Culture – Valerie Acklin (Absent) and Laura Giunta**
 - i. The committee last met on Thursday, March 10 at NLS.
 - ii. The committee is continuing work on LIPopCon 2016; the conference will be held on Thursday, April 14 at St. John's University Oakdale Campus. Anyone who registers for the conference before April 7 will entered into a raffle with a chance to win a Thursday Badge to NYCC 2016 (October 6).
 - iii. The Keynote Speaker for LIPopCon 2016 is graphic novelist Faith Erin Hicks. Several of her works have been included in ALA's yearly Top Ten Graphic Novels for Teen lists, including the 2014 Eisner Award winning *The Adventures of Superhero Girl*, *Nothing Can Possibly Go Wrong*, and *Friends with Boys*. For more information or to register, please visit the conference website at lipopcon.org. Members can also contact conference chairs Valerie Acklin and Jessikah Chautin if they have any questions.
 - iv. The committee will be co-sponsoring the program "Minecraft Basics" with the Computers and Technology Committee at LILC. The program will be held at the first session, 9:00AM-10:00AM, in Salons 4, 5, 6. The committee will also have a table and raffle at the conference.
 - v. The committee is asking members to organize panels for New York Comic Con 2016 and submit them to the NCLA Pop Culture by June 3. The submission flyer and form will be available on the NCLA website.

- vi. The committee will also be in contact with ALA to see if the committee can partner with NYLA and volunteer at the ALA booth at NYCC again this year.
- vii. The committee's next meeting will be held Thursday, April 7 at 9:30AM at NLS.

x. **Promotions**

- i. Nancy Evans is looking for volunteers to sit at the NCLA table; please contact Nancy Evans if you are interested in helping.
- ii. NCLA will be giving out notebooks at the table.

y. **Recruitment & Scholarship – Jacqueline Fitts (Absent) and Trina Reed (No Report)**

z. **Retirees – Bobbi Benigno (Absent)**

- i. Carolyn Ayers presented for the committee.
- ii. The first meeting of the committee was held on March 23 at Domenicos of Levittown and was led by Kay Fitzgerald and Alicia Sanchez.
- iii. The registration for the April meeting on Wednesday, April 27 is currently underway. The title of the workshop is "Introduction to Twitter and Instagram" and will be held in the large meeting room here at NLS. This year, we plan to begin registration at 9:00AM and give people time to get coffee and snacks. The program will be from 9:30AM-11:30AM. The speaker is from Sharper Training Solutions.
 - 1. At this moment, 23 people are registered. The fee is \$5.00 for NCLA members and \$15.00 for nonmembers. The workshop is open to both retirees and those currently working. CEUs will be given as requested.
- ii. The May 11 workshop will be a 90 minute tour of Mill Neck Manor followed by tea and scones. The tour will begin at 11:00AM, but participants are requested to arrive a few minutes earlier. The cutoff date for the registration is May 1. There is a fee of \$20 for members and \$30 for nonmembers. CEUs will also be given upon request. The program assistant for May is Jane Moore who was unable to attend here today.

aa. **Statistics – Mamie Eng (Absent/No Report)**

bb. **Webpage – Lee Gundel (Absent), James Hartmann (Absent), and Matthew Kates (Absent/No Report)**

VI. **LIAISON REPORTS**

a. **Long Island Library Resources Council – Herb Biblo**

- i. The Second Academic Invitational will be held at Suffolk Community College on Friday, April 8.

- ii. The LILRC 50th Anniversary Gala will be held Thursday, April 14. Due to the large amount of interest, registration may be closed soon as LILRC may run out of room at the venue.
- iii. On May 19, the Nassau PAC for New Yorkers for Better Libraries will be holding a fundraising dinner at the Royal Palm.
- iv. LILRC's annual membership meeting is June 21. There is no fee, but participants are asked to register beforehand.
- v. The Nassau legislative breakfast will be held on September 23 at Farmingdale Public Library.
- vi. The 18th annual conference for Archives Month will be held on October 7. A good mix of librarians, museum workers, historical society members, archivists, and historians attend this event.
- vii. On October 21, LILRC will be holding its 25th Libraries of the Future conference.
- viii. LILRC will hold its annual reception at the NYLA conference at Saratoga Springs this November.

b. Member Library Directors – Frank McKenna (Absent)

- i. MLD has formed a committee regarding how to promote libraries and how libraries should move forward into the future.
 - 1. The committee is working with the Library Transform Campaign from ALA and implementing it via Facebook.

c. Nassau Library System - Andrea Snyder (Absent/No Report)

d. Nassau BOCES School Library System – Carl Vitevitch (Absent/No Report)

e. New York Library Association – Art Friedman

- i. NYLA election procedures begin in May. As NYLA is currently looking for nominations; members of NYLA should consider volunteering for positions.
- ii. The NYLA Conference is moving along; a slew of programs are set up for this year's conference and programmers are currently working on schedule.
- iii. The NYLA conference will be held November 2-November 5 at the Saratoga Hilton in Saratoga Springs, NY. LILRC will be having their annual reception at the conference.

f. Suffolk County Library Association – Jose Hernandez (Absent/No Report)

- i. Art Friedman noted that on September 22, the New Yorkers for Better Libraries PAC will hold its annual fundraising event, which include golf, wine-tasting, and a dinner.

vii. OLD BUSINESS

- a. There is no old business.

VIII. NEW BUSINESS

- a. Ed Goldberg moved to increase the advertising line to \$500 in order to pay for a full-page ad in the brochure for the PAC dinner on May 19. Michelle Young seconded the motion. The motion was passed.
- b. Ed Goldberg moved for NCLA to pay the \$500 fee to Benjamin Powell, a lawyer who will help with regard to the association's 501c3 status to get it approved at both the state and federal level. Nancy Evans seconded the motion. The motion was approved.
- c. Barbara Mickowski was thanked for the refreshments

IX. Adjournment: President Trina Reed adjourned the meeting at 10:58AM.

Respectfully submitted,

Laura Giunta
Secretary