

**Nassau County Library Association
Executive Board Meeting Minutes
Nassau Library System
February 14, 2020**

In Attendance: James Hutter, Emily Trezza, Cara Howfield, Kaysha Watson-Phillips, Peter Cirona, Maryann Ferro, Barbara Mickowski, Syntychia Kendrick- Samuel, Janice Cosenza, Catherine Nashak, Vivian Ho, Rosemarie Birofka, Natasha Drax, Mamie Eng, Jody Brower, Lisa Zuena, Ken Bellafiore, Jan Heinlein, Jeanne Strausman, Michael Matuszewski, Catherine Barretta, Nicole Scherer, Tim Spindler

Call to Order: The meeting was called to order by President James Hutter at 9:44 AM.

I. Review and Approval of the Previous Minutes and Notes

Cathi Nashak moved to accept the Minutes; Cara Howfield seconded the motion. The minutes were accepted.

II. Treasurer’s Report: Cara Howfield

a. The following is the February Treasurer’s Report:

		Treasurer's Report February, 2020		
			January 31, 2020	
			Balances	
Checking Account				
	TD Bank		\$6,510.23	
Savings				
	TD Bank Checking Account		\$35,241.15	
			\$41,751.38	
Special Funds				
Intellectual Freedom/Civil Service				
	TD Bank Money Market		\$10,545.77	
NCLA Scholarship				
	TD Bank Money Market		\$37,904.86	
Continuing Education Grants				
	TD Bank Money Market		\$10,908.34	
Year to Date Income-thru January 31, 2020			\$9,347.54	
Year to Date Expenditures-thru January 31, 2020			\$4,243.21	
Respectfully submitted				
Cara Howfield				
NCLA Treasurer				

b. The tax exempt form is available for those who need one.

- c. TD Bank referral form is attached in Appendix A. If you open an account and use this referral code, NCLA gets a donation.
- d. James thanked Cara for assistance with TD Bank. The Tax Exempt form is updated and emailed to Executive Board, Division Presidents and Committee Chairs.
- e. The Treasurer's Report was tabled. It will be updated for the next meeting.

III. President's Report: James Hutter

- a. James thanked Emily for providing refreshments for the meeting.
- b. Dalal Fatoush is recovering well. Please reach out to her if you can.
- c. James acknowledged the Library Staff of Color Committee for hosting a very timely and informative program.
- d. Please let James know if you need any help in recruiting members for your Divisions or Committees.
- e. Executive Board members, Division Presidents, and Committee Chairs, please remember to renew your NCLA membership.
- f. Library Advocacy Day is February 25, in Albany.

IV. DIVISION REPORTS

a. Academic & Special Libraries – Victoria Pilato (Absent)

- i. The ASLD Executive Board had their first meeting of the year via conference call on February 5, 2020. All members were present. Minutes were taken.
- ii. The Division is engaged in the planning of two upcoming events. We discussed what tasks are left for these two events, such as designing and printing flyers, volunteering time, and thinking about possible raffle prizes. The events are as follow:
 The 6th Annual Herbert Biblo Academic Libraries Invitational Program on May 1, 2020 at Molloy College, Suffolk Center in Farmingdale. This event is in conjunction with DASL, presented by Bruce Seger and LILRC, presented by Min Liu. A formal invitation will be going out from LILRC shortly. Three presentations (titles listed below) are lined up for the event along with coffee and a catered lunch.
 - a. OER Behind the Scenes: Many Moving Parts**, presented by Mona Ramonetti, Head of Scholarly Communication and Stony Brook University OER Campus Lead, Stony Brook University Libraries.
 - b. Leveraging Section 108 Rights: The Academic Libraries Video Trust**, presented by Sarah E. McCleskey, Head of Resource and Collection Services, Hofstra University Library.
 - c. Providing an Inclusive Environment for Neurodiverse Individuals**, presented by Director of Bridges to Adelphi Program Gordon F. Derner, adjunct professor, School of Psychology, Adelphi University.
- iii. ASLD is sponsoring “A *Crash Course in Open Educational Resources*” (OER), at the Long Island Library Conference presented by Danielle S. Apfelbaum, Farmingdale State College, and Derek Stadler, LaGuardia Community College.
- iv. ASLD will also be hosting a table at the conference to help solicit new members.

b. Children's Services – Rosemarie Birofka (No Report)

c. Media Services – Natasha Drax

- i. Our second meeting of the year was held on February 11th at NLS. We are preparing for our first program, a vendor exhibit for Media services, to be held at the end of March. Representatives from Recorded Books, Midwest, Baker & Taylor, and hopefully, Ingram, are scheduled to be in attendance.
- ii. Our next meeting is scheduled for March 10th at 9:30am at NLS. All are welcome to attend.

d. Programming & Public Relations – Mamie Eng

- i. The program for the Long Island Library Conference –“Libraries Alleviating Loneliness”- has been accepted.
- ii. Working on co-sponsoring Long Island Music Hall of Fame Tour bus visit to NLS with the Media Services Division.

e. Reference & Adult Services – Stacey Mencher (Absent)

- i. We have an exciting year of programming ahead of us.
- ii. Our next program is a roundtable on March 25th at NLS in the afternoon (2:30-4 PM). We’ll be discussing topics such as problem patrons, readers’ advisory, customer service, and other topics that affect adult services and reference librarians. Be on the lookout for flyers to register.

f. Support Staff Division – Jody Brower

- i. Our first membership breakfast held on Thursday, January 16, 2020, at the Massapequa Library was a success. 20 people attended and all joined or renewed their membership. They were entered into a raffle for a Kindle Paper White. Attendees participated in an Escape the Room scenario entitled “Escape from Outer Space”. I am happy to say that everyone made it back to Earth safely. We had an abbreviated Board Meeting during the breakfast so attendees could see what we do, and received a lot of input.
- ii. The Support Staff Division will not be hosting a speaker at this year’s Long Island Library Conference but we will be hosting a table. We are also working on our raffle basket for the May Conference and will include an item or two from the NCLA store.
- iii. 25 people registered for our February 6th Excel Beginners class. 20 people are registered for the March 5th Intermediate Excel class.
- iv. We are working on our East meets West event and hope to have it at the end of April.

g. Young Adult Services – Lisa Zuena

- i. The two program proposals that YASD sponsored for the Long Island Library Conference were accepted. The first panel, in the 9 a.m. slot, is “Inspiration and Framework for Future Strategic Planning: Youth Services Vision Statements,” with speakers Shannon Marchese (Bryant Library) and Alice Robinson (West Babylon School District). The second panel is “Power Partnerships: When School & Public Libraries Unite,” in the 3 p.m. slot. The speakers are Syosset High School Education Technology Specialist Kristina Holzweiss, School Media Specialists Lynn Ortlieb and Sarah Wasser, and Sharon Long, Head of Teen Services at the Syosset Public Library.
- ii. YASD is having our annual Joint Meeting with SCLA’s YASD on Thursday, February 27th at 9:30 a.m. at the Massapequa Public Library's Bar Harbour building. We will be having a panel of public and school librarians and a public school teacher to discuss how to best serve our teens with special needs. Registration is \$10 for NCLA/SCLA members

and students and \$25 for nonmembers. Registration is ongoing, and as of Monday, 2/10 we have 17 people registered.

- iii. We're looking for a new board member to fill our "Professional Development" committee slot. The Professional Development Committee serves to "support and mentor YA librarians to promote high quality library services," which has consisted of curating and sending monthly emails with professional development opportunities.
- iv. YASD's next meeting is on Thursday, 3/12 at 9:30 a.m. at the Massapequa Public Library's Bar Harbour building.

V. COMMITTEE REPORTS

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

- i. The tentative date for the Annual Dinner is December 3, 2020.
- ii. A few more places to visit before the venue is selected.

b. Archives – Stuart Schaeffer (Absent No Report)

c. Civil Service – Ken Bellafiore

- i. The Civil Service Committee met on Friday, January 31 at NLS.
- ii. Ken read the questions sent to Civil Service and the responses he received. Eleven questions were submitted and only seven were answered. Please see Appendix B for the list of questions and responses.
- iii. 87 people took the Librarian I exam and only four people requested a review.
- iv. Next Committee meeting is scheduled for March 6 at NLS.
- v. James Hutter announced that Pam Pagonos (Bellmore Library) and current Co-Chair of the Emerging Librarian Committee, will be joining the Civil Service Committee.
- vi. A discussion ensued on new graduates receiving their Professional Librarian Certificates on time to meet Civil Service deadlines.
- vii. Ken asked that NCLA members, who just received their results from the new Librarian I exam, as administered by NYS, provide feedback to this committee.

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

- i. Our recent NCLA Computers & Technology Committee Meeting was on Monday, February 3rd - 9:30am @ Syosset Public Library. Our Agenda included: **Census Update** – How are libraries planning to tackle the technical needs required for assisting patrons with Census 2020? Our group talked about what they plan to do to assist their patrons via library technology offerings. **VR Halloween Program Idea** – Great Neck recently created a VR Halloween Experience. They showcased this VR experience and explained the technology behind it. **Hotspots** – We discussed the latest in the world of Hotspots and Hotspot lending. **KnowBe4 Phishing Test Software** – Libraries are using this to test their vulnerability to phishing & ransomware. MLD has worked out a reduced rate. Ask us for details. **Streaming Video Games & Game Lending Solutions for Libraries** – We discussed what libraries are doing to

provide video games to their patrons. **OPEN Q&A** – An open forum took place to ask questions of each other.

- ii. PLA 2020 - Please visit our "The Internet is Dark and Full of Terrors" talk at PLA! Friday, February 28th @ 2:15pm!
- iii. Our next meeting is a joint meeting with SCLA/CATS/TIF tentatively planned for early April.

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

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

g. **Directory – Art Friedman (Absent)**

- i. Now that new envelopes have arrived, tearsheets from the 2019 Directory will be going out soon to all the libraries listed in that edition for updating. I am looking forward to the committee getting together during the week of February 24th to begin that process.
- ii. There are still 14 outstanding invoices for copies of the 2019 edition. A reminder letter will be going out shortly.

h. **Emerging Librarians – Georgina Rivas (Absent) and Pam Pagonos (Absent)**

- i. We had our annual Game Night on Friday, January 10th at the Bethpage Public Library. We had 9 people in attendance and we had a great time exploring Bethpage's board game collection as well as playing our own favorites.
- ii. We had our meeting this past Monday, February 10th at the Farmingdale Public Library where we discussed future programs such as repeating our Tech Petting Zoo and Brew program or having a Resume Workshop for the spring, and Beach Volleyball or a Picnic at Westbury Gardens during the summer.
- iii. Our next meeting is Monday, March 9th at the Farmingdale Public Library at 7pm.

i. **Finance – Jan Heinlein**

- i. Signed the agreement with Baldessari and Coster LLP for the 2019 audit which will take place soon.

j. **Health Services – Jeanne Strausman**

- i. The Health Services Committee will be co-sponsoring with LILRC a class on May 4th at Farmingdale Public Library called – “Healthy Aging at Your Library: Connecting Older Adults to Health Information”

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

l. **Intellectual Freedom – Michael Matuszewski**

- i. The 16th Annual "Freedom to Read" Essay and Art Contest will be launched in a few days. Contest flyers with letters to principals and library directors will be mailed out to roughly 500 institutions in Nassau County. The Contest Question is "What is Your Favorite Book or Story?"

- ii. Participants have the choice of submitting a 1 page essay or an original work of art addressing the contest theme (or could submit entries in both categories).
- iii. The submission deadline is Monday, April 13. The Contest is open to all students between the ages of 7 and 19 who either live or attend school in Nassau County. The Reception for winners will be held in late May. The site has not yet been determined.
- iv. As in the past, we encourage members of NCLA to be volunteer judges. Questions should be sent to Jeffrey Feinsilver, NY Institute of Technology, jfeinsil@nyit.edu (516) 686-7657, -7658, -1153 (voice mail)

m. LDA Award – Marvonne Linehan (Absent) and Catherine Barretta

- i. All of the LDA brochures have been sent out.
- ii. Thank you to Art for mailing the ones that needed to be mailed.
- iii. We have posted twice to the NCLA list serve. As of today no one has sent in a nomination. I have reached out to Paula to see if she has received any nominations and is waiting to hear back from her.
- iv. You can resubmit a previous nomination for someone who was not selected.

n. Legislation – Frank McKenna (Absent)

- i. Members of the MLD Funding Advocacy Committee (chaired by Seaford Library director Frank McKenna) have scheduled meetings locally with our State Senators and Assembly-members to advocate for increased funding specifically focusing on the NYLA 2020 Budget Priorities. After the February 6, 2020 meeting with State Senator Todd Kaminsky a new representative, Andrew Mulvey, listened to and spoke with the directors and trustees who were in attendance. We believe/hope it was a fruitful meeting. Mr. Mulvey expressed interest in continuing the relationship. **See Appendix C “NYLA 2020 Budget Priorities”**
- ii. Other items discussed in the meetings with legislators thus far included: the 2020 U.S. Census, the LIPA/PILOT (School/Library District) and Nassau County/New York State Civil Service. **See Appendix D “Meetings with Legislators Locally – 2020”**
- iii. *American Library Association* Press Release - Feb. 11, 2020: The White House released its FY 2021 Budget proposal and – for a fourth time in a row – it intends to eliminate the Institute of Museum and Library Services (IMLS), including all funds from Library Services and Technology Act (LSTA). The administration’s new budget not only strips funding from IMLS, it brushes aside funding for library-eligible education programs

o. Library Staff of Color- Syntychia Kendrick-Samuel, Michelle Samuel (Absent), and Kavsha Watson-Phillips

- i. We are happy to report that the committee’s program submission, “Do Good with Data” has been approved by the Long Island Library Conference Committee to be presented at the 2020 conference on May 14th. The presenter is Diana Plunkett.
- ii. On February 4, 2020, 32 people attended the “*NYLA, Civil Service, and You*” workshop which was held at Nassau Library System. Sending special thanks to the panelists, NYLA Executive Director Jeremy Johannsen, Director and NYLA Civil Service Task Force Chair member, Claudia Depkin and Henry Waldinger Memorial Library Director, Mamie Eng.

- iii. The discussion was a lively one and our panelists did a great job fielding questions and discussing issues.
- iv. Our next meeting will be announced in the near future.

p. Long Island Library Conference – Stacey Mencher (Absent)

- i. All programs have been reviewed, accepted programs have been contacted, and the program schedule is available on the website.
- ii. Reminder – accepted programs are only allowed 2 free speaker registrations.
- iii. Association registration has been open, spots are limited. Please contact Melanie Cardone-Lathers for any questions or concerns.
- iv. There is a room block at the Marriott hotel for those who don't want to wake up early and drive to the conference. You can access this from the webpage.
- v. Our next meeting will be at Longwood Public Library on March 10th.

q. Membership, Promotion, and Mailing – Josh Firer(Absent)/Janice Cosenza

- i. The Membership Committee is continuing to collect membership forms and dues for 2020. New and renewing Members will be receiving committee volunteer forms encouraging them to become more involved in NCLA by joining committees. The names of Committee chairs have been provided as contacts to whom members can reach out. Wild Apricot is expected to be launched soon. However paper applications will continue to be accepted. It should be noted that any paper membership forms should be sent to Janice Cosenza at the Syosset Library. Committee Co-chairs will provide updated Membership Rosters to Division Presidents. Inquiries for membership can be sent to NCLAMembership@gmail.com

r. Mentoring – Lucia Escobar, (Absent) Chris Marra(Absent) and Cathi Nashak

- i. The Mentoring Committee is working to schedule a Verbal Judo session with Don Longo. We will also be updating the mentoring form for the web site.

s. Networking – Emily Trezza (No Report)

t. Newsletter – Mamie Eng

- i. February 2020 Newsletter should be published by early next week.

u. Nominations – Valerie Acklin (Absent/No Report)

- i. Reminder: if anyone is interested in running for the board please contact Valerie.

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

w. Pop Culture – Melissa Rubin (Absent), and Kat Baumgartner (Absent)

- i. The Pop Culture Committee is excited to have Middle Grade author Barbara Dee speak at this year's Long Island Library Conference. We are also working on planning some fundraisers that would allow librarians on the Island to get to know one another while participating in fun activities like playing video games, visiting cat cafes, and bowling. If you have suggestions about what types of activities you'd like to see, ideas for collaborations with other committees, or are interested in joining the committee, please feel free to reach out to us.

x. Promotions – Emily Trezza

- i. Potential giveaways for LILC: Luggage tags https://www.costcologoproducts.com/estore/bags/travel-specialty-bags/jetsetter-luggage-tag/prod3640357_prd.p . If we order 440 they are 74c each \$325.60 or 800 are .65c each \$520
- ii. Ice cream scoop <https://www.4imprint.com/product/7218/Plastic-Ice-Cream-Scoop> . 400 79 c each \$316.
- iii. Please let Emily know if you have any other suggestions.

y. Recruitment & Scholarship – Karen Farrell (Absent)

- i. The Recruitment and Scholarship committee would like to report that we have three new members joining the committee; Deb Honen, Syntychia Kendrick-Samuel and Cindy Soto.

z. Retirees – Bobbi Benigno (Absent / No Report)

aa. Statistics – Mamie Eng

- i. MLD salary survey was completed last month with less than half the libraries responding. Mamie Eng is still working on the NCLA salary survey questions to try to make it as easy to complete as possible.

bb. Webpage – Catherine Barretta, Shuqian Zhang (Absent) Cindy Simeti (Absent)

- i. Reaching out to Divisions and Committees to update their pages.

cc. Wild Apricot Ad-Hoc Committee – James Hutter

- i. Finalized testing of the intake portion with Cindy Simeti.
- ii. Working with Janice and Catherine to clean up our Excel spreadsheet for Wild Apricot import.
- iii. Finalizing invoice appearance with Janice and Josh.
- iv. Submitted Wild Apricot invoice for payment.

VI. LIAISON REPORTS

a. Long Island Library Resources Council – Tim Spindler

- i. LILRC's **Annual Membership Meeting** will be June 16, 10 AM at Brentwood Public Library. The keynote speaker will be Lauren Moore, the New York State Librarian.

Upcoming Conferences:

- i. 6th Annual Technical Services Open Forum, March 27, Farmingdale Public Library.
- ii. High School and Beyond Unconference, Saturday, March 28, Commack High School.
- iii. Graphic Medicine: Bridging Communication, Empathy, and Creativity in Librarianship (HLSP 5th Annual Conference) April 17, South Huntington Public Library.
- iv. 6th Annual Herbert Biblo Academic Libraries Invitational, May 1, Molloy College.

Upcoming Workshops:

- i. Cybersecurity Fundamentals for Municipalities and Libraries Strategies (Feb. 21, 11 AM at Farmingdale Public Library).
- ii. Navigating General Municipal Law 10 and Your Investment Policy (Feb, 21, 1 PM at Farmingdale Public Library).
- iii. [Webinar Group Viewing] Career Planning for Early Career Librarians: Finding Your Own Way! (March 3, 1PM SCLS).

- iv. How to Publish in LIS: An Introduction to Scholarly and Professional Writing by Librarians (March 6, 10 AM at SCLS).
- v. Digitization Best Practices and Metadata Basics (March 24, 9AM, South Huntington)
- vi. What is Homelessness on Long Island: The Work of Long Island Coalition for the Homeless (March 24, 10 AM, Sachem Public Library).
- vii. More information about all upcoming events can be found at [LILRC Events](#).

b. **Member Library Directors – Frank McKenna (Absent)**

- i. Rob Sporing resigned from the Bethpage Public Library, and Tracey Simon retired from Westbury Public Library. Also, Libraries are investigating a LIPA/PILOT payment issue.

c. **Nassau Library System – Nicole Scherer**

- i. Advocacy season is upon us. Nicole is excited to be working with NCLA. If you are interested in learning about how advocacy works please feel free to attend one of two advocacy prep sessions, scheduled for February 12 and 18 at NLS.
- ii. NLS is happy to announce that they have outfitted one of their delivery vans with census messaging. The van will come equipped with Chromebooks, wifi hotspots and mobile phones for community outreach. Nicole strongly encourages libraries in hard to count communities to consider booking the van for outreach events. The Van is available evenings and weekends.
- iii. So far, NLS has offered census training to over 200 library staff and has visited over 30 libraries to do onsite training. Important for everyone to understand the parameters of a digital census.

d. **Nassau BOCES School Library System – Donna Rosenblum (Absent)**

- i. Please see appendix E for report.

e. **New York Library Association – Art Friedman (Absent)**

- i. NYLA is participating in a joint program with ALA to advocate for Library support via our congressional representatives. I am serving as “team leader” to be in contact with Rep. Grace Meng (Queens). There are currently 10 NY districts in the program as well as representatives in Florida and Alabama. On Monday, February 24th I am scheduled to be in Albany for a training session on this program.

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

VII. OLD BUSINESS

VIII. NEW BUSINESS

- i. There was a proposal to establish the Long Island Library Pride Alliance (LILPA) joint committee of the Nassau County Library Association (NCLA) and the Suffolk County Library Association (SCLA) that would seek to serve both library professionals and users of libraries on Long Island with an interest in LGBTQIA+ information and/or services. Two NCLA co-chairs; Valerie Acklin (Bellmore) and Jody Ruggiero (Levittown); and two SCLA co-chairs: Derek Ivie (SCLS) and Nola Thacker (Westhampton).

- ii. President James Hutter called for a motion to create the LILPA committee with a \$500 budget line. Emily Trezza made the motion and Kaysha Watson-Phillips seconded. The motion passed. Congratulations!
- iii. Discussion ensued about collaborative purchase. It was tabled for next meeting.
- iv. Please see appendix F for the LILPA proposal.

IX. Adjournment: President James adjourned the meeting at 11:14 AM.

Respectfully submitted,
Kaysha Watson-Phillips

Appendix A

"The Affinity Membership Program is more than a fundraiser. It is really a partnership - one that brings school and community closer together. TD Bank has demonstrated to us that they too value the success of our students and have developed a way to work with us to produce astounding results!"

*Donna C. Abene, President
PPA Pasack Hills High School*

"I would like to take this opportunity to thank TD Bank for their outstanding community support of our youth sports league. The Affinity Membership Program is an easy program for our members to participate in and, just as importantly, easy for us to implement. The program is a win-win for both of us!"

*Robert J. Everett, Jr., President
Berkeley Little League*

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Our Affinity Membership Program offers an easy way to raise money for your organization. The more members who bank with us, the more money your organization can earn. There are no costs involved. In fact, it actually pays you to belong!

How It Works

TD Bank will make an annual contribution to your organization based on the activity of your participating members' TD Bank accounts.

Eligible Accounts ¹	
Business	Checking
Consumer	Checking
	Savings
	Money Market
	Certificate of Deposit Retirement

Fundraising Potential

Checking Accounts	\$50 for every new checking account ²
	\$10 for every existing checking account
Savings Accounts or CDs	1/10 of 1% contribution based upon your participants annual average balances ³

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It's simple. Your TD Bank Representative can register your organization today.

As soon as your organization is registered, spread the word and let the fundraising begin. At account opening, your members should let us know they are affiliated with your organization. Existing TD Bank Customers can enroll, too!

Work with your TD Bank Representative to develop an action plan that's right for you and your members.

Information regarding participating accounts is kept strictly confidential.

¹ Refer to the program Summary of Terms for a complete list of eligible accounts.

² Account must be new to TD Bank and have been opened and maintained at least 3 months prior to the Program enrollment anniversary date. Any closed participant checking accounts will offset the calculation of the \$50 new checking account incentive. Number of participating checking accounts must be maintained or grown each year for contribution eligibility. An account is considered new the year it will be opened, after which it is reclassified as existing.

³ Participating balances must be maintained or grown each year for contribution eligibility.

Appendix B

SUMMARY

Meeting with Martha Krisel and Nassau County Civil Service Staff

Thursday, October 10, 2019 2:00 – 3:45 pm

PLUS ADDITIONAL FEEDBACK FROM NASSAU COUNTY CIVIL SERVICE Received February 4, 2020 via E-Mail

MLD/NCLA Representative Civil Service Group Members (Ken Bellafiore (Chair), Jody Brower, Mamie Eng, James Hutter, Carolynn Matulewicz, and Trina Reed) met with Martha Krisel (Executive Director), Debbie Welt (Deputy Executive Director), Barbara Grimiger (Personnel Specialist III), and other Nassau County Civil Service staff members on Thursday, October 10, 2019.

After introductions, a variety of topics were discussed:

1) Questions concerning the Canvass Process

MLD/NCLA requested institution of an E-mail canvass procedure to expedite the canvass process, to reduce cost of canvassing for libraries, and to eliminate cost to candidates to reply to canvass letters.

Response from Civil Service – 02/04/2020 Request made to IT Department to follow-up about E-mail canvass procedures

MLD/NCLA raised the possibility of having separate P/T vs. F/T lists for all titles so if someone takes a P/T position, they will remain on the list. If a librarian takes a P/T job, he/she may request to be reinstated onto the librarian list. However, since this is not true for clerical titles, the possibility of two separate lists for Clerk-Typist was suggested to Nassau County Civil Service.

Response from Civil Service – 02/04/2020 The Civil Service Commission has no plans to establish two lists for the Clerk-Typist I title (P/T & F/T).

MLD/NCLA requested clarification on re-canvassing a list, including what the maximum time lapse between first canvass and the re-canvass, and clarification on what changes in the conditions and terms of the position trigger/require a re-canvass.

MLD/NCLA requested clarification on how long lists are valid – the understanding is a minimum of 1 year and up to 4 years. A new list usually kills an old list, but if there has been little movement on an old list and a new list was created for a particular purpose, both lists may still be used.

2) Clerical/Librarian Title Issues

MLD/NCLA informed Civil Service that libraries need Clerks for circulation duties, NOT Clerk-Typists. However, Civil Service reported that typing is still needed in many other county municipalities, so it is still being tested and included in the examination process. The required typing speed to pass the exam is 35 wpm.

Civil Service is planning to institute a new title shortly that will eliminate Clerk-Typist. The new title will be Office Service Assistant I and it will include typing.

Response from Civil Service – 02/04/2020 The Office Service Assistant title is not a viable option for now.

MLD/NCLA requested a streamlined promotional examination process, as there have been instances of promotions that have taken months. Civil Service suggested that libraries be pro-active and file for titles in advance if they are anticipating a vacancy.

Discussion about provisional promotions and how long a person can hold a provisional title.

Discussion about the promotional paths for clerical titles. There is a promotional path from Clerk-Typist (1 yr. in a library) to Senior Library Clerk, even though there is no Library Clerk title. It was noted that the Senior Library Clerk title can also be an entry-level title since someone can qualify for the position without previous library clerical experience (minimum of 2 years of office experience). NO typing is required for a Senior Library Clerk. Senior Library Clerk MAY supervise but does not have to supervise.

Discussion about substitutes for certain positions as needed. Substitutes are non- competitive positions, and substitutes have no civil service rights.

Response from Civil Service – 02/04/2020 Civil service staff is looking into holding a forum to explain the different components of promotional exams, scoring Librarian exams, and canvassing lists. There will be an opportunity for questions and answers.

Discussion about promotional exams for Librarian II versus open-competitive Librarian II. MLD/NCLA reiterated the need for open-competitive exams. MLD/NCLA raised the concern that making Librarian II promotional only would drastically limit career advancement opportunities for librarians.

MLD/NCLA expressed the need for a new Librarian II exam by the middle of 2020 since the Librarian II list will be expiring at the end of 2020.

Response from Civil Service – 02/04/2020 There is no date established for the next Librarian II exam.

3) Library Director/Librarian I Examination Feedback

Discussion with NCCSC staff regarding status of the New York State administered exams, including when the scoring for the Library Director examination and the promotional Librarian III exams will be finished.

Response from Civil Service – 02/04/2020 The Library Director list will be established towards the end of February.

Response from Civil Service – 02/04/2020 New names will be added to the continuous recruitment Librarian I list twice yearly. Filing deadlines will be at the end of January and the end of July. There has been limited feedback regarding scoring of the Librarian I exam.

4) E-Mail Transmission of Templates

Discussion about security issues in e-mail transmission for various reports that was requested by Civil Service. MLD/NCLA questioned the inclusion of complete social security numbers without encryption. IT Department is supposed to have a work-around for this issue by setting up secure FTP transmissions. Details for these transmissions are needed.

Response from Civil Service – 02/04/2020 Request made to IT Department to follow-up about secure FTP transmissions.

Conclusion

Ken Bellafiore thanked Martha Krisel and the Nassau County Civil Service Commission staff for meeting with the MLD/NCLA Representative Group. Notes from the meeting were prepared and shared with NCCSC staff for their review and input, with a list of specific questions for some of the items discussed,

The MLD/NCLA Representative Group will be contacting Nassau County Civil Service staff for a meeting in Spring 2020 for further clarification of outstanding issues and to continue to advocate for librarians and staff.

Appendix C

New York Library Association

The Voice of the Library Community

6021 State Farm Road, Guilderland, NY 12084 518-432-6952/518-427-1697 FAX
info@nyla.org www.lyla.org

NYLA 2020 BUDGET PRIORITIES

Increase State Library Aid to \$200M to Reflect Resources & Services Provided

New York State Education Law contemplates State Library Aid of \$102.6M for FY 2020-2021.

State Library Aid in the FY2019-20 enacted budget was \$96.6M, placing library aid at 2008 funding levels.

The Governor proposed cutting Library Aid by \$5M in his Executive Budget address.

More than \$118M in contemplated statutory State Library Aid has been withheld since FY2007 2008.

Increased aid is needed to support the foundational framework of New York State libraries, improving the lives of residents of all ages, abilities and economic status.

Persistent underfunding has disenfranchised millions of vulnerable New Yorkers who lack access to information resources and trusted, community-based information professionals.

Information inequality plagues vulnerable, marginalized, and historically oppressed populations.

Reminders

Library usage and demand for services are surging statewide.

Libraries are a core component of our state's educational infrastructure -

LIBRARIES ARE EDUCATION

Libraries are critical for access and equality.

Library systems are models of shared services

Fund the New York State Library Construction Aid Program at \$75M •

Funding for the Program **was stagnant for nearly a decade until recent investment** by the Legislature in **2018**,

In January 2020, the Governor **proposed to once again reduce funding** - cutting the Program by \$20M.

Increased investment **is needed to maintain and develop the physical infrastructure of New York State's** libraries, in **order to ensure a safe, accessible** and sustainable environment for the future. **The accumulated capital needs forced the sale** of library buildings **and has eroded operating** funds for maintenance.

The most recent available data provided by the New York State Education Department's Division of Library Development (DLD) articulates an existing \$1.5B in capital needs statewide. Over half of New York's libraries are over 60 years old. o 25% are not accessible to differently-abled patrons. The Program provides an immediate and efficient return on investment while boosting local economies; since 2007, state investment has leveraged more than \$500M in local funding - a 5:1 return.

Reminders

New York State's public libraries are rapidly aging.

Public Libraries require capital investment to accommodate high-speed broadband infrastructure. Public Libraries desperately require energy-efficient infrastructure upgrade. Public Library capital needs have been comparatively underfunded.

Appendix D

Meetings Scheduled with Legislators Locally - 2020 (as of February, 2020)

January 24th (Friday)

- State Assemblywoman Judy Griffin (**Kaysha Watson-Phillips**)
12 noon, District Office: 74 N. Village Avenue, Rockville Centre

- State Senator John Brooks (**Frank McKenna**)
3:00 pm, Seaford Public Library

January 30th (Thursday)

- Assemblyman Anthony D'Urso (**Keith Klang**)
10:00 am, District Office: 20 Vanderventer Avenue, Suite 100 West, Port Washington

January 31st (Friday)

- Assemblyman Mike LiPetri (**Debbie Podolski**)
9:00am, District Office: 512 Park Boulevard, Massapequa
- Assemblyman Ed Ra (**Marianne Malagon**)
1:30 pm, District Office: 825 East Gate Boulevard, Suite 207, Garden City

February 6th (Thursday)

- Senator Todd Kaminsky (**Jessica Koenig**)
9:30 am, Island Park Public Library

February 7th (Friday)

- Senator Kevin Thomas (**Frank McKenna**)
2:00 pm, District Office: 595 Stewart Avenue, Suite 540, Garden City

February 18th (Tuesday)

- Assemblywoman Michaelle Solages (**Mamie Eng**)
11:00 am, District Office: 1690 Central Court, Valley Stream

February 20th (Thursday)

- Senator Anna Kaplan (**Caroline Ashby**)

11:00 a.m., District Office: 1 Old Country Road, Carle Place (located at TCJ One Old Country Road, LLC)

February 21st (Friday)

- Assemblyman Charles Lavine (**Victor Caputo**)
10:30 am, District Office: 1 School Street, Suite 303-B, Glen Cove

March 6th (Friday)

- Assemblywoman Taylor Darling (**Caroline Ashby**)
11:00 am, District Office: 33 Front Street, Suite 104, Hempstead
- Assemblyman Mike Montesano (**Elizabeth Goldfrank**)
11:00 am, District Office: 111 West Old Country Road, Hicksville

March 12th (Thursday)

- Assemblywoman Melissa “Missy” Miller (**Carolynn Matulewicz**)
10:00 am, at the Peninsula Public Library.

March 20th (Friday)

- Assemblyman John Mikulin (**Frank McKenna**)
11:00 am, District Office: 1975 Hempstead Turnpike, Suite 202, East Meadow

To be scheduled:

- Assemblyman Dave McDonough (**Frank McKenna**)
- Senator James Gaughran (coordinate with Suffolk)

Frank McKenna

Funding Advocacy Committee, Chair

Appendix E

Nassau BOCES School Library System Report February 2020

Submitted by Donna Rosenblum - Supervisor

Nassau BOCES has four professional development liaison meetings every year. Our third will be held March 11th. See agenda.

Workshops for 2020 so far:

LARSS Follett User Meetings January 16, 2020 8:30am – 11:00am Lupinskie LS2

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?I=3192931&D=10056> Had 15 librarians attend

Jove Science February 6 1:00pm to 3:00pm

Facilitators: Dave Cox and Stacey Davis All high school teachers under Nassau BOCES have access to JoVE Core: Bio and potentially more through the 2019 raffle! In this session, we will focus on JoVE Science Education and how to use the teaching videos to enhance your instruction. Covering multiple science disciplines, the Science Education library provides an excellent way to flip the classroom and help students learn the content by watching high quality science content created by the world's first, and only, peer reviewed science journal. In addition to the Science Education library, we will also dive into the content provided by JoVE's online biology video textbook, Core, as well as our AP focused Lab Manual.

Had 10 librarians attend

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?I=3364219&D=10056>

NBSLS purchased 15 subscriptions to JoVe science that were raffled off to our high schools. All High Schools are receiving access to Jove core collection articles.

Use 3Doodler To Get Kids More Engaged In Reading Facilitator: Max Bogue Feb 11 from 1:00pm to 3:00pm LS3 at the Robert Lupinskie Center

Join 3Doodler's Maxwell Bogue, inventor of the 3D Printing Pen, and learn how to engage kids through a whole new dimension ... 3D. Learn how the 3Doodler works and help advance the conversation around books by bringing them to life. From finger puppets to tactile drawings, using 3Doodler to promote literacy can engage and energize kids like never before.

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?I=3390860&D=10056>

**3 pen sets were raffled off to attendees
29 librarians attended**

NBSLS is in the final stages of its online database bid process. Once completed the bid will be approved by the Nassau BOCES Board of Directors and then we can release to school districts.

I am retiring in March after 32 years in the education field so next month will be my last report. Of course, once a librarian always a librarian so I will never stray to far from the fold.

All the best Donna

Appendix F

LONG ISLAND LIBRARY PRIDE ALLIANCE

Overview:

The Long Island Library Pride Alliance is a proposed joint committee of the Nassau County Library Association (NCLA) and the Suffolk County Library Association (SCLA) that would seek to serve both library professionals and users of libraries on Long Island with an interest in LGBTQIA+ information and/or services. Ensuring that libraries have the resources necessary to meet the needs of their queer patrons and staff members would be our primary goal. The committee would also provide a forum for discussion, as well as an environment for advocacy and education, regarding the needs of queer library workers and the queer community at large, as well as support for free and open access to information, without censorship, for queer individuals and their allies.

Committee Purpose & Goals:

- Promote the improved quality, quantity, and accessibility of library materials and services of particular interest and usefulness to LGBTQIA+ library users of all ages.
- Develop, promote, and defend unrestricted access of all library users to information by or about LGBTQIA+ people.
- Sponsor and promote programs that bring awareness of queer librarianship and queer materials to both library professionals and the public at large.
- Advocate on behalf of queer librarians and library users, and work towards eliminating job discrimination against LGBTQIA+ employees of libraries.
- Advocate revising classification schemes, subject heading lists, and other bibliographic tools in order to remove terms derogatory to the lives, activities, and contributions to culture and society of LGBTQIA+ people.
- Work with other organizations in achieving equal rights for all LGBTQIA+ people.
- Provide safe and inclusive opportunities for LGBTQIA+ librarians and other staff to meet and socialize with one another.

Structure & Budget:

The joint committee would be comprised of sibling subcommittees in each county. Each individual subcommittee would meet regularly, with no fewer than four meetings taking place each calendar year. In addition, joint meetings would be scheduled as often as possible and/or necessary (both virtually and in-person), with no fewer than two joint meetings taking place each calendar year.

There would be, at minimum, one chairperson appointed to each subcommittee, who would be responsible for reporting back to our parent organizations. For 2020, we are proposing two NCLA co-chairs: Valerie Acklin (Bellmore) and Jody Ruggiero (Levittown); and two SCLA co-chairs: Derek Ivie (SCLS) and Nola Thacker (Westhampton).

The two subcommittees would have separate budgets allowing them to split any expenses incurred in relation to joint committee operations and activities. Each subcommittee would like to request \$500 from our respective parent organizations at the establishment of this venture. Moving forward, we hope to only spend as much money as we collect through membership dues, event/workshop fees, and fundraising opportunities.

SCLA and NCLA will be considering the proposal to establish LILPA at their respective executive board meetings, both of which are taking place on Friday, February 14th 2020.