

**Nassau County Library Association**

**Executive Board Meeting Minutes**

**Zoom Video Conferencing**

**September 9, 2022**

**In Attendance:** Kaysha Watson-Phillips, Melanie Davidoff, Leslie Wong Loock, Tracy Van Dyne, Jan Heinlein, Lisa Paulo, Roseanne Dorfman, Ian Smith, Roseann Acosta, Pansy Cheng, Mamie Eng, Amanda Borgia, Cara Howfield, Meghan Fangmann, Chris Marra, Priya Bradley, Jeanne Strausman, Maryanne Linehan, Shikha Joseph, Philip Harwood, Frank McKenna, Phyllis Bradley, James Hutter, Debbie Podolski, Jacqueline Lopez, Michelle Samuel, Catherine Barretta

**Call to Order:** by Kaysha Watson-Phillips at 9:35 a.m.

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

- a. Priya Bradley made a motion to approve the May minutes. Roseann Acosta seconded. May minutes were approved.
- b. Ian Smith made a motion to approve the June minutes. Cara Howfield seconded. June minutes were approved.

**II. Treasurer's Report: Cara Howfield**

- a. The following is the September Treasurer's Report

	<b>Treasurer's Report</b>			
	<b>September</b>			
			<b>August 31, 2022</b>	
			<b>Balances</b>	
<b>Checking Account</b>				
TD Bank			\$1,276.62	
<b>Savings</b>				
TD Bank Checking Account			\$70,875.84	
			\$72,152.46	
<b>Special Funds</b>				
<b>Intellectual Freedom/Civil Service</b>				
TD Bank Money Market			\$10.00	
<b>NCLA Scholarship</b>				
TD Bank Money Market			\$36,753.78	
<b>Continuing Education Grants</b>				
TD Bank Money Market			\$11,428.10	

<b>Year to Date Income-thru August 31, 2022</b>				<b>\$24,110.98</b>	
<b>Year to Date Expenditures-thru August 31, 2022</b>				\$8,277.65	
Respectfully submitted					
Cara Howfield					
NCLA Treasurer					

- b. Amanda Borgia moved to receive the June Treasurer's Report. Roseann Acosta seconded it. The report was received. Cara noted a typo in the September Intellectual Freedom Balance, which will be adjusted. Tracy Van Dyne moved to receive the September Treasurer's Report. Roseann Acosta seconded it. The report was received.

### **III. President's Report: Kaysha Watson-Phillips**

- a. Welcome back, hope you had a great summer. Thank you to Stacey and Melanie for facilitating the June meeting while I was out. Thank you to Mamie for completing the September newsletter. Thank you to Jan and Debbie for stepping up to run the Retiree Committee. Thank you everyone for being here.
- b. If you have not submitted your budget requests, please do so as soon as possible.
- c. If you are interested in running for any position, please let Emily Trezza know.
- d. There have been some changes over the summer. If you feel overwhelmed by your NCLA responsibilities, please reach out to Kaysha. If you feel like you can't continue to hold your position, please reach out to Kaysha and she can work with you.

### **IV. Division Reports**

#### **a. Academic & Special Libraries: Leslie Wong Loock**

- i. We are just starting up the academic year and plan to have a meeting in the coming weeks.

#### **b. Children's Services: Meghan Fangmann**

- i. We are working on the December Brunch. Looking into different authors for the Brunch.

#### **c. Media Services: Philip Harwood**

- i. We have planned a virtual roundtable for Thursday, September 15th to discuss changes and challenges to collection development in the new media landscape. Topics include: Roku and streaming, aspects of film programming, licensing for film screenings, are DVDs going out? It's going to be on September 15<sup>th</sup>, 10:30 am, 0.1 CEU will be awarded to each participant.
- ii. We are working on bringing in the Director of Cinema Arts Center to conduct a virtual tour of the cinema and tell us about the Arts Center.

#### **d. Programming & Public Relations: Roseann Acosta**

- i. We have been working to promote our joint program with the Library Staff of Color committee titled "Do Not Be Afraid: Putting Together a Culturally Sensitive program". We encourage people to register for this

panel discussion, which will be held on Tuesday, September 20th at 10 a.m. The Board has also been looking ahead to other programming opportunities for the remainder of the year. Working to finalize 2023 slate of officers.

**e. Reference & Adult Services: Lisa Paulo**

- i. The Reference and Adult Services Division met virtually on Wednesday, August 10<sup>th</sup> to go over two upcoming events:
- ii. “Best Practices: Book Ordering” an in-person event to be held at NLS on Thursday, September 22 at 2:30 pm, featuring panelists Melissa DeWild from *Library Journal*, Irene Duszakiewicz, Director, Hempstead Public Library and Cheryl Kallberg from the Manhasset Public Library. Nathelie Levin from the Syosset Public Library will moderate the panel. The Emerging Librarians Committee is co-sponsoring the event.
- iii. We will also be hosting a virtual author visit featuring NY Times bestselling author Shelby Van Pelt, author of *Remarkably Bright Creatures*. The event will take place on Thursday, October 20th at 10:00 am. Details will be forthcoming.
- iv. Our next virtual meeting will be Thursday, September 15, at 10:00 am.

**f. Support Staff Division: Phyllis Bradley**

- i. We are currently putting together a Microsoft Excel for beginners class on September 30<sup>th</sup> at 10:00 am on Zoom. Capped at 15 people.
- ii. We are in the process of setting up another Division meeting.

**g. Young Adult Services: Amanda Borgia**

- i. YASD last met in May, where we opted not to have our annual June luncheon due to lack of available timing. Our next meeting will take place on Thursday, September 15th at 11 am on Zoom. We will be discussing future events.

**V. COMMITTEE REPORTS:**

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

- i. NCLA Annual Dinner and Installation of Officers will be held on Thursday, November 17th, 2022 from 6pm-10pm at the Stewart Manor County Club. Our committee is asking each Division to donate a raffle basket. We will be sending out more details and an official "Save the Date" to the membership. Looking forward to "seeing" everyone soon. Please contact me at [cmarra@oceansidelibrary.com](mailto:cmarra@oceansidelibrary.com) with any questions.

**b. Archives: Stuart Schaeffer (Absent) No report.**

**c. Civil Service: Mamie Eng**

- i. The NCLA/MLD Civil Service Committee will be meeting by the end of September to work on “white paper” to Martha Krisel about trying to give librarian trainee and other library experience some credit on the Librarian I exam.

- ii. There have been many complaints about civil service procedures and delays in processing appointments, etc. The consensus is that Nassau County Civil Service is understaffed and there has been so much turnover that many of their staff members are not knowledgeable about their jobs and the procedures to be followed.

**d. Computers & Technology: James Hutter (Absent) and James Hartmann (Absent)**

- i. On Thursday, September 7th at 2:30pm, we participated in a joint SCLA/NCLA Technology Committee Meeting hosted on Zoom. We had over 40 people in attendance for this meeting and we were able to cover topics such as:
  - A vendor demonstration of a cloud-storage solution for libraries and their critical computer files
  - Discussion of the recent Baker & Taylor ransomware attack
  - Use of mobile devices for Reference work
  - Use of Fax machines by the public
  - Open Q&A segment by attendees
- ii. The meeting went great and we are looking forward to our next joint meeting, to take place on Thursday, November 10th at 2:30pm.

**e. Constitution & Bylaws: Frank McKenna** No report.

**f. Continuing Education: Peter Cirona (Absent) and Lee Gundel (Absent)** No report.

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

- i. Working diligently on the *Directory*.

**h. Emerging Librarians: James Grzybowski (Absent) and Juliet Sanchez (Absent)**

- i. The Emerging Librarians Committee has co-sponsored the upcoming RASD workshop later this month.
- ii. Regular committee meetings will resume in October.
- iii. We are so happy to hear from so many people about their scores on the latest Librarian I Exam. We will continue to answer emails and questions about the civil service process.

**i. Finance: Jan Heinlein**

- i. In the process of putting together 2023 budget. Needs to be presented to the Executive Board and then the draft will be presented at the October meeting. Requested that Division leaders and committee chairs look at their budgets and make adjustments for 2023, otherwise Jan will just be following the same budget as 2022.

**j. Health Services: Jeanne Strausman** No report

**k. Institutional Services: Jeanne Lettieri (Absent)**

**l. Intellectual Freedom: Michael Matuszewski (Absent) and Ian Smith**

- i. Met on Tuesday, September 6<sup>th</sup>, discussed Freedom to Read contest and possible programming for end of this year or next year.

- m. LDA Award: Maryanne Linehan and Catherine Barretta (Absent)** No report.
- n. Legislation: Frank McKenna**
  - i. The general election is November 8<sup>th</sup>, we will be electing a governor and new legislators. Districts have been re-drawn and many legislators have chosen not to run again. It will be important to note who your home and library legislators are.
  - ii. Go to NYLA Initiatives page to view 2021 year in review, many other documents, information about the legislature, committee assignments.
- o. Library Staff of Color: Syntychia Kendrick-Samuel (Absent), Michelle Samuel (Absent), and Kaysha Watson-Phillips**
  - i. We will be co-sponsoring the virtual program, “Do Not Be Afraid: Putting Together a Culturally Sensitive Program”, with the PR/Programming Division on Tuesday, September 20 at 10 am.
- p. Long Island Library Conference: Stacey Mencher (Absent)**
  - i. The Committee is having a virtual kickoff meeting on 9/13/22 at 10 AM. The 2023 chair for the conference is Martha DiVittorio. If you are interested in joining the committee or you want to attend please let me know and I will get you the Zoom details.
- q. Long Island Library Pride Alliance: Jody Ruggiero (Absent) and Valerie Acklin (Absent)** No report.
- r. Membership, Promotion, and Mailing: Emily Trezza (Absent), James Hutter, and Josh Firer (Absent)**
  - i. We currently have 814 members in our membership platform with 649 of those fully paid up on dues. 165 members have lapsed.
- s. Mentoring: Chris Marra and Catherine Nashak (Absent)**
  - i. We are planning a program before the end of this year. Committee met briefly and is hoping to meet again.
  - ii. If anyone’s working on a project or starting a new position, we have mentors available and it is anonymous. Reach out to Chris at Oceanside.
- t. Networking: Stacey Mencher (Absent)**
  - i. The Committee is considering offering unofficial networking events since it seems we are busy in our professional and personal lives. There will be a virtual trivia night in the professional development series happening this month.
- u. Newsletter: Mamie Eng**
  - i. Mamie Eng published the September 2022 NCLA Newsletter on Thursday, September 8, 2022! It was a long time coming. She plans to publish the newsletter in October 2022 to include the proposed 2023 budget and nominations for 2023 officers. Information should be sent to her by September 30, 2022.
  - ii. She plans to send out a message on the NCLA listserv, MLD listserv, etc. to ask for information about library staff members who passed away, retired, or resigned and moved, etc. during the past two years. During the

COVID pandemic, there were many staff changes that occurred which went unannounced while libraries were closed.

**v. Nominations: Emily Trezza (Absent)**

- i. A formal request will be sent to the membership next week. I think there are only 2 directorship positions open. Some people have already expressed interest.
- ii. If a division or committee is in need of officers, please let Emily know, sometimes we get questions about getting started with NCLA or someone who can't commit to certain responsibilities but can do others so we need to know where members are needed.

**w. Personnel Issues and Professional Concerns: Min Liu (Absent)** No report.

**x. Pop Culture: Kat Baumgartner (Absent)** No report.

**y. Promotions: Stacey Mencher**

- i. I am considering getting a travel type mug for members. These from 4imprint come in 7 different colors. They also come with a lid. Or we can get taller ones with a lid.  
<https://www.4imprint.com/product/137887/Cork-Bottom-Ceramic-Mug-12-oz>

**z. Recruitment & Scholarship: Michelle Samuel (Absent)**

- i. Announcements about the Andrew Ippolito Scholarship and the Education Grant have been sent out to our area library schools and shared on various listservs. We have received 1 scholarship application so far and an inquiry, so I expect to receive more over the next few weeks. So far I have not gotten any inquiries about the Education Grant. Please spread the word to staff in your libraries that all staff who are NCLA members may apply for the Education Grant. This award can help reimburse staff who've attended conferences or taken library related courses recently. If you are unsure about whether you are eligible to apply for the Grant, please feel free to reach out to me or any of the committee members. The deadline for both the Scholarship and the Grant is October 1.

**aa. Retirees: Jan Heinlein and Deborah Podolski**

- i. Having our first meeting on September 20<sup>th</sup>. Thanks to James for giving us the membership list. Reaching out to retired directors, please reach out to any retirees you know and let them know the committee is active. Jan arranged for a tour of the new Techmobile on September 20<sup>th</sup>. Startup meeting is to learn more about what group wants to do. Hoping to include library advocacy.
- ii. Trying to set up retiree listserv to get the members in one spot. Link went out with announcement of the meeting to the NCLA membership. Feel free to pass that link along to any retirees you know.

**bb. Statistics: Mamie Eng**

- i. Eng will meet with her committee members to determine how NCLA should proceed, but she is leaning toward compiling information about benefits and staff policies rather than salaries.

**cc. Webpage: Catherine Barretta (Absent), Shuqian Zhang (Absent) and Cindy Simeti (Absent)**

- i. The Wild Apricot calendar is now integrated into the NCLA website.
- ii. Anyone new to committees or divisions, please let us know so we can update information on the website.

**dd. Wild Apricot Implementation Committee: James Hutter (Absent)**

- i. Thank you to Webpage Committee for helping to get our Wild Apricot store up and running so that we could sell copies of the LI Directory and advertising!

**VI. LIAISON REPORTS:**

**a. Long Island Library Resources Council: Sally Stieglitz (Absent)**

- i. The 31st Annual Conference on Libraries and the Future: Reaching for Leadership will be held on October 7, at The Heritage Club at Bethpage State Park. Speakers include James Neal, University Librarian Emeritus at Columbia University; David Weinberger, senior fellow and researcher at the Berkman Klein Center for Internet and Society at Harvard University; Dr. Lambert Shell, director of the Roosevelt Public Library; and Marianne Lamonaca, director of the Humanities Edge at Florida International University.
- ii. The 27th Annual Long Island Archives Conference will be held on October 17, at The Esquire at The Nassau Bar Association in Mineola. This year's topic is Crime and Punishment and will feature presenters from across Long Island
- iii. BINGO and Books!: Bilingual Services to Youth will meet at SCLS on Thursday, September 29, 10:00am. This program is jointly sponsored by LILRC and SCLS
- iv. LILRC Grants to Members: LILRC Technology and Assistance Grants application deadline is October 1, 2022. Information is on the LILRC Member Services page, under Grants

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

- i. The MLD will be having an in-person meeting on September 21<sup>st</sup>. Will be alternating between in-person and virtual meetings in months ahead. Congratulations to Ian Smith on his new role as Assistant Director at Island Park Library.
- ii. Carol Probeyahn has announced her retirement as director. East Meadow Public Library will be canvassing the list. Everyone is encouraged to take that canvass letter seriously.

**c. Nassau Library System: Lisa Zuena (Absent)**

- i. The Techmobile has arrived! This classroom on wheels will help libraries bring digital access and technical expertise to constituents anywhere they

are. Bringing the Techmobile to engagement events will help libraries connect in impactful ways that will help everyone thrive in the digital world. NLS is now taking reservation requests from all member libraries. Please use the NLS Techmobile LibCal page to make all requests: [nassaulibrary.libcal.com/reserve/techmobile](http://nassaulibrary.libcal.com/reserve/techmobile) . Guidelines and more info are available on the reservation page. Come Meet the Techmobile at NLS on Wednesday, September 28th at 2pm! Please register at [bit.ly/nlsmeetthetechmobile](http://bit.ly/nlsmeetthetechmobile) The Techmobile is supported with American Rescue Plan Act (ARPA) funds allocated to the New York State Library by the Institute of Museum and Library Services (IMLS) through a grant administered by the Long Island Library Resources Council.

- ii. In recognition of Library Card Sign-up Month, over 116,000 non-patron households in Nassau County will be receiving a postcard letting them know what they're missing without a library card. On the back there's a link and QR code to visit to learn about getting a library card.
- iii. NLS has provided a toolkit for Library Card Sign-up Month, which includes flyers, bookmarks, a sample press release, social media graphics, and suggested social media text. The theme is to "Borrow, Don't Buy," and highlights how people can save money by using their library instead of buying or subscribing to popular entertainment and learning services. Access the toolkit at [bit.ly/libcard-signup-2022](http://bit.ly/libcard-signup-2022)
- iv. Finally, NLS has several programs and meetings going on this fall. Visit [calendar.nassaulibrary.org/](http://calendar.nassaulibrary.org/) to view and register for programs

**d. Nassau BOCES School Library System: Judith Ashby (Absent)** No report

**e. New York Library Association: Art Friedman (Absent) and Frank McKenna**

- i. Registration is open for NYLA conference in Saratoga. Lisa Kropp of Lindenhurst is President Elect. Kenneth Miller of will be running for Counselor-At-Large. Voting Oct 3-18<sup>th</sup>
- ii. Intellectual Freedom committee along with NYLA staff are developing robust website to address issues relating to Intellectual Freedom. We need resources to deal with rising challenges.
- iii. If you're going to NYLA Annual Conference, consider volunteering an hour at the IFRT table in the exhibits area. Speaker on Nov 5<sup>th</sup>. Please attend

**f. NYLA Civil Service: Mamie Eng and Syntychia Kendrick-Samuel (Absent)**  
No report.

**g. Suffolk County Library Association: Carisse Mitchell (Absent)**

- i. Kaysha will attend next Friday's meeting. September development series will go on as planned, did not receive as many submissions as we would have liked but they are putting finishing touches on that and will be out soon.

## **VII. OLD BUSINESS**

- a. None.



**VIII. NEW BUSINESS:**

- a. None.

**IX. ADJOURNMENT:**

- a. Roseanne Dorfman moved to adjourn the meeting. Tracy Van Dyne seconded.  
Adjourned at 10:27 a.m.

Respectfully submitted,

Melanie Davidoff