

Nassau County Library Association
Executive Board Meeting Minutes
Zoom Video Conferencing
October 13, 2023

In Attendance: Stacey Mencher, Syntychia Kendrick-Samuel, Cara Howfield, Melanie Davidoff, James Hutter, Emily Trezza, Tracy Horodyski, Arthur Friedman, Aaron Berkowitz, Catherine Barretta, Catherine Nashak, Jan Heinlein, Lisa Paulo, Mamie Eng, Meghan Fangmann-Reale, Roseanne Dorfman, Sally Stieglitz, Sarah Nashak, Shikha Joseph,

Call to Order: by Stacey Mencher at 9:38 a.m.

I. Review and Approval of the Previous Minutes and Notes

- a. James Hutter made a motion to approve the September minutes. Catherine Nashak seconded. September minutes were approved.

II. Treasurer's Report: Cara Howfield

- a. The following is the September Reports

	Treasurer's Report			
	October 2023			
			September 30, 2023	
			Balances	
Checking Account				
TD Bank			\$12,070.98	
Savings				
TD Bank Checking Account			\$67,359.09	
			\$79,430.07	
Special Funds				
Intellectual Freedom/Civil Service				
TD Bank Money Market			\$10,602.00	
NCLA Scholarship				
TD Bank Money Market			\$36,173.11	
Continuing Education Grants				
TD Bank Money Market			\$11,781.86	
Year to Date Income-thru May 31, 2023			\$44,171.86	

Year to Date Expenditures-thru May 31, 2023				\$17,650.55	
Respectfully submitted					
Cara Howfield					
NCLA Treasurer					

- b. James Hutter moved to receive the Treasurer's Reports. Syntychia Kenrick-Samuel seconded it. The report was received.

III. President's Report: Stacey Mencher

- a. Nothing to report.

IV. Division Reports

a. Academic & Special Libraries: Shikha Joseph (Absent) No report.

b. Children's Services: Meghan Fangmann

- i. We had a very well attended program joint program with CLASC that was part of the NCLA professional development series, "Services for Children with Special Needs" that was led by librarians in Nassau and Suffolk County. We had 67 attendees from Nassau and Suffolk County.
- ii. Please save the date for our Annual Children's Breakfast and installation of officers featuring author, John Patrick Green who is known for his children's graphic novel series *The Investigators*. He will be signing books after the breakfast. The date is Monday, December 4 at 9:30 AM at the Fox Hollow in Woodbury.
- iii. Our next Children's Services Division Executive board meeting will be held on Monday, October 16 at 9:30 AM via Zoom. All are welcome to attend.

c. Media Services: Mark Shimnoski (Absent) No report.

d. Programming & Public Relations: Tony Iovino (Absent) No report.

e. Reference & Adult Services: Lisa Paulo

- i. On September 7, RASD held a board meeting.
- ii. On September 21, the Division sponsored "Your Guide to Easy Content Creation for Libraries", as part of the Professional Development series. This program was led by Heather Massa from East Rockaway Public Library. There were 40 attendees.
- iii. On October 5th, RASD co-sponsored with the Technology Committee a program on artificial intelligence, led by James Hartmann of Wantagh Library and James Hutter of Port Washington Library. There were 40 attendees.
- iv. On December 6th there will be the installation of officers and program "renovations and reference"

f. Support Staff Division: Jennifer Jordan (Absent)

- i. The Division is still in need of a president for 2024. The rest of the board will be staying on.

g. Young Adult Services: Luisa Munoz (Absent) No report.

V. COMMITTEE REPORTS:

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

- i. We are all set for the 2024 NCLA Annual Dinner/Installation of Officers which will be held on Thursday, November 16th at the Coral House in Baldwin from 6pm-10pm. The cost of the dinner is \$75 for NCLA Members and \$85 for Non-Members. There will be a gluten free meal option.
- ii. In the past, all seven NCLA Divisions have generously donated a basket to raffle off at the Annual Dinner. We are asking each Division to donate a basket and thank everyone in advance for their work and generosity. Please contact Chris Marra or Barbara Mickowski at the Oceanside Library with any questions regarding the raffle baskets or the Annual Dinner.

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

c. Civil Service: Mamie Eng

- i. Committee Chair Mamie Eng reported that she had an open meeting for MLD and NCLA members on Thursday, September 21, 2023. Approximately 20-25 people attended the meeting. Main topics that were discussed were: removal of librarians from civil service, Nassau residency requirement, need for non-competitive positions, and procedures for e-canvassing. Eng has also received questions about when the next Librarian II exam is being offered. The Committee will be meeting to prioritize these topics.
- ii. Regarding Nassau residency requirements, Eng would like to consider pursuing this with county legislators. Since Nassau is one of only a few counties in New York that has a residency requirement, this probably is not a statewide issue.

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

- i. Joint Technology Meeting with SCLA CATS/TIF:
Was held on Sept 14 at 2:30pm. We had over 20 people in attendance and discussed topics such as:
Microsoft Intune
3D Printer Enclosures
Website Filtering
Audio-Visual Companies and Recommendations
Projector Recommendations
Virtual and Hybrid Programming Status
People Counter Recommendations
- ii. Upcoming Joint Technology Meeting with SCLA CATS/TIF:
Nov 9 at 2:30pm – Discussion topics to be announced at a later date
- iii. Joint Program with NCLA RASD:

Exploring AI in Libraries: Practical Opportunities and Ethical Considerations

Thursday, October 5th at 10am

James Hartmann and James Hutter led an engaging and thought-provoking professional development lecture that delved into the world of Artificial Intelligence (AI) and its transformative impact on libraries. We had over 30 people in attendance for this event and garnered some very positive feedback from some of our attendees.

iv. NYLA Annual Conference:

Our Committee, along with SCLA's CATS/TIF Committee, will be presenting at NYLA this year!

SMART Tech Trends for 2024

Thursday, November 2nd at 1:45pm

As we wrap up 2023 and move towards 2024, what will library technologies look like in the year to come? This panel of tech-minded librarians and library administrators will discuss exciting trends, essential services, security concerns, and critical skills that librarians should possess for effective patron services and library operation.

Presented by James Hartmann (Wantagh Public Library), James Hutter (Port Washington Public Library), Chris DeCristofaro (Sachem Public Library), and Nick Tanzi (South Huntington Public Library)

- v. We are working to put a proposal together for PLA 2024. If you would like to be a part of our discussion panel (topic yet to be determined!), please tell either James Hartmann or James Hutter.

e. Constitution & Bylaws: Frank McKenna (Absent) No report

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

g. Directory: Art Friedman

- i. *Directory* is at the printer, should be back at end of this month for distribution.
- ii. Difficult to get information from some libraries. Thank you to the committee members for making a lot of phone calls to get information. LIU is the only academic library that wasn't able to be reached for updates. Problems reaching a few public libraries as well, mostly in Suffolk. Six libraries in Suffolk did not provide data. Additionally, unable to update 14 special libraries and 2 school libraries.
- iii. Working on 2024 edition. The back cover ad slot is already spoken for.
- iv. 2024 will be NCLA's 90th anniversary. April 12th is the official anniversary date.

h. Emerging Librarians: James Grzybowski (Absent) and Juliet Sanchez (Absent) No report

i. Finance: Jan Heinlein

- i. It's budget time. Jan has developed the 2024 draft budget. Some changes were made based on prior year's experience. It is a deficit budget, but based on past experience we typically come out ahead. Will discuss further in November and vote in December.
- j. Health Services: Jeanne Strausman (Absent)**
 - i. On Wednesday, November 1 at 2pm on Zoom, we will have the following program :“ Workstation Ergonomics and Injury Prevention” presented by Mark Gugliotti from New York Institute of Technology. The flyer and registration are on the NCLA website.
- k. Institutional Services: Jeanne Lettieri (Absent) No report.**
- l. Intellectual Freedom: Michael Matuszewski (Absent) and Ian Smith (Absent)**
 - i. Frank McKenna was on a panel discussion at Nassau Community College on censorship, the First Amendment, and student free speech rights.
 - ii. There will be another Intellectual Freedom Breakfast at the NYLA Annual Conference. The speaker will be Dr. Christine Emeran of the National Coalition Against Censorship.
- m. LDA Award: Maryanne Linehan (Absent) and Catherine Barretta (Absent)**
No report.
- n. Legislation: Frank McKenna**
 - i. The LILRC legislative breakfast in Nassau County was held on Sept 29 at the Westbury Memorial Library. Light on legislators, heavy on rain. Thank you to those who could attend and those who helped arrange it.
 - ii. NYLA legislative initiatives for FY 24. The aim is \$147.1 million for library aid, up from the current \$99.6 million, library construction \$69.4 million, up from \$34 million.
 - iii. Advocacy day is Wed, Feb 7th. There will be pre-advocacy day on Tuesday, 2/6, in Albany at Renaissance Hotel. There will be a New Yorkers for Better Libraries event that evening.
- o. Library Staff of Color: Syntychia Kendrick-Samuel, Michelle Samuel (Absent), and Kaysha Watson-Phillips (Absent)**
 - i. Planning to have a general meeting towards the end of November.
- p. Long Island Library Conference: Stacey Mencher**
 - i. 2024 Conference will be held in person at the Melville Marriott on May 9th. NCLA Committees and Divisions are encouraged to get programs in early. Looking for programs. Theme is “Libraries Banned and Dangerous.”
- q. Long Island Library Pride Alliance: Jody Ruggiero (Absent) and Valerie Acklin (Absent)**
 - i. The Alliance met in person on October 3 at the Lindenhurst Memorial Library. Trying to get more members involved, planning activities for the year.
- r. Membership, Promotion, and Mailing: Emily Trezza (Absent), James Hutter, and Josh Firer (Absent)**

- i. We currently have 866 people in our membership portal, with 645 of those members active and paid up. We currently have 221 members who have let their membership lapse.
- s. **Mentoring: Chris Marra (Absent) and Catherine Nashak** No report.
- t. **Networking: Syntychia Kendrick-Samuel**
 - i. The Committee is discussing a fundraising opportunity -- boat ride out of Freeport in the summer. Could be to celebrate 90th anniversary.
- u. **Newsletter: Mamie Eng**
 - i. The next issue of the NCLA *Newsletter* will be published next week. Send any information to her by tomorrow.
- v. **Nominations: Kaysha Watson-Phillips (Absent)**
 - i. I am happy to report that we have a full slate for the 2024 Executive Board. I emailed the candidate's biographies to Mamie for the October newsletter. Thank you to everyone who volunteered to serve on the board. The poll will open Monday, October 16th and close Monday, October 30th. Voting will take place via Wild Apricot. If you are interested in a paper ballot please email Kaysha- kwatson@baldwinpl.org.
- w. **Personnel Issues and Professional Concerns: Min Liu (Absent)** No report.
- x. **Pop Culture: Kat Baumgartner (Absent)** No report.
- y. **Promotions: Stacey Mencher** No report.
- z. **Recruitment & Scholarship: Michelle Samuel (Absent)**
 - i. We have received 5 scholarship applicants and 2 grant applicants. The committee is currently reviewing all of the applications and all applicants will be notified with a decision by November 1.
- aa. **Retirees: Jan Heinlein and Deborah Podolski (Absent)**
 - i. Debbie and Jan were able to re-schedule program from LILC "Ready, Set Retire" for October 26 at Island Trees Public Library from 2-4 p.m.. Representative from NYS Deferred Comp will be there. Program is open to all, 25 registered. Not too late to register, registration available through Wild Apricot.
- bb. **Statistics: Mamie Eng** No report.
- cc. **Webpage: Catherine Barretta, Shuqian Zhang (Absent) and Cindy Simeti (Absent)**
 - i. Thinking about changing Zoom password on January 1st. Will send password to those who need it.
- dd. **Wild Apricot Implementation Committee: James Hutter**
 - i. If you are running an event registration through Wild Apricot and a member wishes to use an Institutional Voucher, please let either Emily Trezza or myself (James Hutter) know. We are tracking the use of vouchers and can facilitate the registration. We've seen a number of individuals use these vouchers on behalf of their institutions in recent weeks, which is great to see! Being an Institutional Member has its benefits!

- ii. Please let James know if you need any assistance in creating and managing events or election polls in Wild Apricot.

VI. LIAISON REPORTS:

a. Long Island Library Resources Council: Sally Stieglitz

- i. LILRC held its 32nd Annual Conference on Libraries and The Future: AI in Libraries on Friday, October 6 at The Heritage Club - Bethpage. It was a great conference with over 117 attendees learning about the impact of artificial intelligence on libraries.
- ii. Upcoming: 28th Annual Long Island Archives Conference: Transcending Barriers: Opening Archives, Opening Minds Monday, October 23, 2023 , 9:00 AM - 4:00 PM, SUNY Old Westbury Registration is still open-
- iii. October CE highlights:
- iv. Two programs on the Statue of Liberty/Ellis Island with speakers from the National Park Service: Matt Housch, public historian and archivist for the National Park Service at Statue of Liberty National Monument & Ellis Island, and Stephen Lean, Director, Family History Center at Ellis Island. These programs are free to all thanks to a generous grant from PBS Books/WETA.
Wednesday, October 18, 11:30am The Statue of Liberty: Iconic America Screening and Lunch In person at SCLS
Tuesday, October 24, 11:00am Iconic America: Ellis Island
- v. More October programs:
Wednesday, October 18, 2:00pm Volunteer Income Tax Assistance (VITA) in 2024
Thursday, October 19, 10:00am Customer Service on All Platforms
Friday, October 20, 10:00am Learn How to Create an Extended Reality Virtual Art Gallery with Spatial.io
Wednesday, October 25, 10:00am Management of Aggressive Behavior (MOAB) Training
Thursday, October 2, 3:30pm Hooked on Books with Richard Panchyk

b. Member Library Directors: Frank McKenna

- i. Ida Zaharopoulos has been appointed Assistant Director at the Seaford Public Library. Tara Kohles, Director of the Central Islip Public Library and Marcie Litjens, Director of the Center Moriches Public Library are the Suffolk PLDA Liaisons to the MLD. Frank McKenna is the MLD Liaison to PLDA. Emily Trezza is now Assistant Director at West Hempstead.

c. Nassau Library System: Lisa Zuena

- i. NLS recently welcomed two new staff members. Alicia Collumbell joined us as Outreach & Partnership Specialist, and Caitlin Lenahan is our new Digital Resources Specialist. We are excited to have them both on our team.
- ii. NLS recently launched the Nassau's Public Libraries event calendar, a shared, public-facing online calendar for library programs that are open to

all (not just one library's patrons). Programs can be in-person, virtual, or hybrid. The calendar can be accessed at events.nassaulibrary.org, and member library staff may submit programs at any time by logging in with their NLS website account.

- iii. The annual Youth Services Performer's Showcase is scheduled for Monday, October 30, at the Long Island Children's Museum from 9:00am - 1:00pm. No registration is required. Attendees will have time to network with a mix of children's and YA vendors at display tables and also view 13 performances on stage.

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

e. New York Library Association: Art Friedman and Frank McKenna

- i. Frank McKenna will be treasurer for 2024-2025. Matt Bollerman, Director of Hauppauge Public Library will succeed Frank. Looking for people to staff IFRT booth during conference. Lisa Kropp, director of Lindenhurst Memorial Library is incoming president of NYLA. Tim Spindler of LILRC is president-elect of NYLA, to succeed Lisa.
- ii. Over 800 registrants for NYLA Conference. Lots of vendors and programs. If you are interested in joining the IFRT, Frank McKenna is the current president.

f. NYLA Civil Service: Mamie Eng and Syntychia Kendrick-Samuel No report.

g. Suffolk County Library Association: Carisse Mitchell (Absent) No report.

VII. OLD BUSINESS

- a. The Islander game fundraiser date has been changed. The new date is Saturday, Feb 10th at 1 pm against the Calgary Flames. \$140 per person, including free beer and wine and a \$20 food voucher. Let Frank know if you're interested by end of October 13th. Make check out to Frank who will forward it on to the Islanders, can be sent to him at the Seaford Public Library.

VIII. NEW BUSINESS:

- a. Syntychia Kendrick-Samuel would like to thank those who created programs for Professional Development series. Would like to propose aligning with Suffolk's Professional Development. VP is chair with webmaster and secretary. At least 3 people, maybe someone from Wild Apricot/website.

IX. ADJOURNMENT:

- a. Catherine Nashak moved to adjourn. Frank McKenna seconded. Adjourned at 10:30 a.m.

Respectfully submitted,

Melanie Davidoff