

**Nassau County Library Association  
Executive Board Meeting  
Nassau Library System  
February 13, 2004  
Agenda**

- I. Review and approval of the Minutes of January 9, 2004 meeting
- II. Treasurer's Report
- III. President's Report
- IV. Division Reports
  - Academic & Special Libraries
  - Children's Services
  - Clerical Services
  - Media Services
  - Programming & Public Relations
  - Reference & Adult Services
  - Young Adult Services
- V. Committee Reports
  - Archives
  - Civil Service
  - Computers & Technology
  - Constitution & Bylaws
  - Continuing Education
  - Directory
  - Finance
  - Health Services
  - Institution Services
  - Intellectual Freedom
  - LDA Award
  - Legislation
  - L.I. Library Conference
  - Membership, Promotion & Mailing
  - NCLA Promotions
  - Newsletter
  - Nominations
  - Outreach
  - Personnel Issues/Prof. Concerns
  - Programs (Annual Dinner)
  - Recruitment & Scholarship
  - Statistics
  - Technical Services
  - Webpage
- VI. Liaison Reports
  - Long Island Library Resources Council
  - Member Library Directors
  - Nassau Library System
  - Nassau School Library System
  - New York Library Association
  - Special Library Association
  - Suffolk County Library Association
- VII. Old Business
- VIII. New Business
- IX. Adjournment

**MINUTES  
EXECUTIVE BOARD MEETING  
NASSAU COUNTY LIBRARY ASSOCIATION  
NASSAU LIBRARY SYSTEM  
January 9, 2004**

**Attending were:** Tom Bazzicalupo, Ken Bellafiore, John Bosco, Rocco Cassano, Elizabeth Charvat, Maureen Chiofalo, Mamie Eng, Arthur Friedman, Marianne Kobbe, Frank McKenna, Georgina Martorella, Susan Newson, Patti Paris, Chris Penna, Nancy Sherwood, Tracey Simon, Connie Stanga, Scott Steinke, Laurene Tesoriero, and Michelle Young.

**CALL TO ORDER**

Chris Penna called the meeting to order at 9:42AM.

**I. MINUTES**

The minutes were accepted on a motion by Ken Bellafiore, seconded by John Bosco. Michelle Young, NCLA Secretary, reminded all of those attending to fill out the monthly reports, which could be mailed, faxed, or emailed to her at the Oceanside Library.

**II. TREASURER'S REPORT- Nancy Sherwood**

Balances are as follows: (taken from first page of report)

	<b>December '03</b>	<b>January '04</b>
Washington Mutual Checking Account	\$9,689.89	\$27,661.25
Certificate of Deposit	\$29,421.82	\$29,421.82
Money Market	\$26,717.58	\$26,737.47
Special Funds	\$2,842.87	\$2,842.87
NCLA Scholarship	\$22,019.02	\$22,611.96
Kate McNeil Scholarship	\$1,602.70	
Continuing Education Grants		\$1,731.88
Year-To-Date Income	\$73,428.30	\$20,405.53
Year-To-Date Expenditures	\$78,981.61	\$696.06

The Treasurer's report was received on a motion by Tracey Simon, seconded by Ken Bellafiore.

Nancy reported that as of January 1, 2004, the Kate McNeill scholarship fund would be renamed the NCLA Educational Grant Fund. Contributions are currently coming in from NCLA members. There is \$86 in the fund, bringing the total to \$100.

**III. PRESIDENT'S REPORT-Chris Penna**

Chris Penna reported that the Committee Chairs for 2004 have been selected, and the 2004 Executive Board meeting dates have been put on the Website and on the NCLA Newsgroup on Yahoo.

## IV. DIVISION REPORTS

### **Academic and Special Libraries**-Georgina Martorella

On November 19, 2003, the division, along with SLA-LI and DASL, sponsored "Trivia Night" with host Stan Newman from *Newsday* at Jillians in Farmingdale with 35 in attendance. On April 23, 2004, the division is planning to hold its 33rd Annual Continuing Education Conference on Instructional Design for Information Literacy Education at Hofstra University.

The new slate of officers for the 2004 Executive Board is as follows:

President	Georgina Martorella (Hofstra University)
VP/Pres.Elect	Annmarie Singh (Hofstra University)
Corresponding Secretary	Rosemary Burgos-Mira (C.W.Post)
Treasurer	Beth Mezick (C.W. Post)
Recording Secretary	Sandy Srivastava (Hofstra University)

### **Children's Services**-Elizabeth Charvat

On December 8, 2003, the division had their winter breakfast and an author visit featuring Jean Marzollo as the guest speaker. Forty-five participants attended this event. Originally, author Kate McMullen was scheduled to speak but was unable to make it as she had emergency surgery. The first Executive Board meeting of the year was held at NLS on **January 12, 2004?** with 20 in attendance.

### **Clerical Services**-Connie Stanga

On December 11, 2003, the Clerical Division Executive Board Meeting and Annual Installation of Officers was held at the Library Café in Farmingdale. Next Executive Board meeting will be held at the Farmingdale Library on January 15, 2004. The division is currently working on an Open House that will be held on March 2, 2004 at the East Meadow Library, which will include a dinner, a fashion show, "Dress for Success" and a tour of the library.

### **Media Services**-Scott Steinke

The division will be holding a reorganization meeting on January 15, 2004. At this meeting, they will be discussing potential programs for 2004. In the planning stages for this spring is a bus trip to the Recorded Books studio in Manhattan. They recently purchased a banner to be used for this May's LI Library Conference.

### **Programming & Public Relations**-Patti Paris

On November 18, 2004 the division had Cecil Hearn from Sharper Training Solutions for a "Desktop Publishing" class with 18 in attendance. The next meeting will be held on January 13, 2004 with a focus on programs for National Library Week (April 18-24). Pete Hamill's *Snow in August* is this year's Long Island Reads selection. Elizabeth Olesh of NLS will discuss 2003 "Connection Day" sponsored by the LI Coalition for Fair Broadcasting.

**Reference & Adult**-Marianne G. Kobbe

The RASD Board met on December 18, 2003 at NLS. The Board reviewed the results of the RASD Membership Survey conducted during Fall 2003. The survey's results are to be used to plan the 2004 roster of seminars. The majority of those surveyed expressed an interest in seminars that dealt with dealing with difficult patrons. January 15, 2004 will be the first Executive Board meeting.

**Young Adult**-Mamie Eng

Young Adult librarians in Nassau and Suffolk met on January 7, 2004 at the Syosset Public Library for a mock Printz Award Book Discussion Program arranged through NLS and SCLA. *A Northern Light* by Jennifer Donnelly is this year's choice for the Printz Award for YA Literature. The joint NCLA/SCLA YASD meeting on "Anime" will be held on February 12, 2004 at the Half Hollow Hills Community Library. The NCLA YASD Executive Board will be meeting on Thursday, January 29, 2004 to plan activities for the 2004 year.

## V. COMMITTEE REPORTS

**Archives**-Stuart Schaeffer (absent)

No report

**Civil Service**-Susan Newson

The next meeting will be held on January 21, 2004. The committee will sponsor a breakfast on February 3, 2004 at NLS, which will discuss any changes at civil service. Susan invites everyone to respond at the back of the NCLA bulletin. The breakfast is only open to the first 50 responses. The committee is currently revamping flyers based on civil service updates. This will be distributed to students in library schools. Jackie Thresher will distribute flyers to libraries.

**Computers & Technology**-Rocco Cassano

On December 5, 2003, the committee held a demo on "Live Librarian" with 24 people in attendance. The committee will meet on January 27, 2004 at NLS. Rocco mentioned that Nylink has discounts on the next "Computers and Libraries" conference, which will be held in March.

Rocco proposed to demo Eventkeeper at the next NCLA meeting. He was given permission by President Chris Penna to proceed.

Rocco also proposed that NCLA's divisions edit their websites directly instead of going through a third party. The Board was not ready to vote on this issue.

**Constitution & By-Laws**-Helene Hertzlinger (absent)

No report.

**Continuing Education**-Laura Goodket (absent)

No report.

**Directory**-Art Friedman

Libraries will soon be receiving sheets to update personnel and make any necessary changes for the upcoming "Directory of LI Libraries and Media Centers".

**Finance**-Natalie Lapp (absent)

No report.

**Health Services**-Mary Westermann-Cicio (absent)

No report.

**Institutional Services**-Marge Burke (absent)

No report.

**Intellectual Freedom**-Jeffrey Feinsilver

The committee met on December 17, 2003 and January 7, 2004 to plan out the April 16, 2004 program on the USA PATRIOT Act to be held at CW Post. Potential legislative action, including passing out postcards at the meeting and sending them to legislators, and managing practical aspects, such as motivating directors to speak about how they would handle FBI inquiries will be addressed at this event. Jeffrey spoke of creating a FAQ sheet with lists of contacts in Congress. Jeffrey also mentioned that the Long Island Coalition on Censorship is sponsoring a program on CIPA.

**LDA Award**-Tom Bazzicalupo

This year it is Nassau County's responsibility print the nomination brochures and purchase the plaque. Paula Bornstein, of the Lindenhurst Memorial Library, will once again be the Chair of the LDA Award Committee in Suffolk County. Tom and Paula are planning to meet within a week to select a due date for any nominations. Tom is currently checking to see how much printing the brochures will cost.

**Legislation**-Maureen Chiofalo

Maureen attended the LILRC Legislative Committee meeting at the Farmingdale Public Library on January 6, 2004. Tuesday. Herb Biblo will be sending out "Save The Date" cards for the Legislation Day bus trip scheduled for March 16, 2004. Art Friedman mentioned that if each library could send three representatives such as a board member and a director, libraries would have a great force in Albany. This year, the school funding issue is the biggest topic. Members discussed the importance of getting library directors to participate. The next scheduled meeting for this committee is January 22, 2004.

**Long Island Library Conference**-Frank McKenna is the Chair of the Exhibits Committee. Frank and Nancy Sherwood are looking for 2 people to fill the Arrangements and Publicity slots for this May's conference. Nancy Sherwood discussed the difficulties in getting cooperation between the different divisions in the two counties for this event. There are a limited number of time slots and session time is limited. Problems with selecting a location were discussed. Nancy encouraged the divisions to book early. The next meeting will be held on January 12, 2004, which will involve a walk-through at the Crest Hollow Country Club.

**Membership, Promotion and Mailing**-Art Friedman

At the end of 2003, there were 978 paid members of NCLA, which is the highest record of NCLA members ever. Art pointed out that the membership list is greater than membership roster as those on the list are kept on as a way of encouraging return participation. Art passed out mailing procedure forms at this meeting and discussed ways to save money with mailings and asked the divisions to request labels at least 2 weeks in advance from Nassau Community College. In 2003, the Clerical Division had 182 members, Reference and Adult Services 353 members and Public Relations/Programming 83 members. As of January 8, 2004, the membership total is 288.

**NCLA Promotions**-Tracey Simon

Frank McKenna will be representing librarians at a Wantagh school district career day and the promotions committee will be providing him with brochures and other handouts. Tracey secured 150 tickets for the Saturday, July 31, 2004 Long Island Ducks game that will be held at night. Flyers about ticket sales will go out most likely in March.

**Library Management** -Tracey Simon

The new semester has begun with 16 students continuing the program. Cathleen Towey who taught "Principles of Library Organization and Management" headed the first semester. This semester, Joe Eisner is conducting the class, "Legal Issues" which covers issues of personal liability, CIPA and the USA PATRIOT Act. David Jank of Dowling College is scheduled to teach the spring semester class, "Human Resources."

**Newsletter**-Mamie Eng

The deadline for the February 2004 newsletter is January 26, 2004. Mamie will be sending the 2004 schedule out to libraries.

**Nominations**-Ken Bellafiore.

No report.

**Outreach**-Lee Gundel (not present)

No report.

**Personnel Issues/Professional Concerns**-John Bosco

The division is currently researching into locating health coverage for part-time employees and for retiree health insurance for those between 55 and 65 years of age. John is considering VYTRA's "Smart Start Program" which is associated with Winthrop Hospital. Patti Paris mentioned that Healthy NY has a package for those who make under \$25,000 per year. John passed out AFLAC insurance brochures to all the executive board members. AFLAC offers a family dental plan for \$65 per month. He asked the Executive Board if they would endorse a specific plan. The Board did not make a decision in this area. The committee will meet again in the second week of February at the Jericho Library.

**Programs**-Ken Bellafiore

Last year's NCLA Dinner was held on December 3, 2003 at the Sand Castle Caterers in Franklin Square with 140 in attendance. Along with the Installation of Officers, the band, Mo-town and More performed along with two comedians from "Comedians 4 Hire." A dinner date for 2004 has not yet been selected. The four returning directors will be organizing the 2004 dinner. They are asking for volunteers to assist with the planning. Joe Pontecorvo, Trustee of Island Park Library, contacted Ken Bellafiore suggesting a summer NCLA picnic in Lido Beach.

**Recruitment & Scholarship-Patti Paris**

Winners of the Andrew Ippolito Scholarship Award and the Katherine McNeill Scholarship Award were both from the Freeport Public Library and were announced at the NCLA Dinner on December 3, 2003. The new director of this committee will be Alicia Sanchez.

**Statistics-Mamie Eng**

The committee met on December 19, 2003 to finalize the data for the 2003/2004 Statistics book. A few discrepancies were noted, so additional information was needed.

**Technical Services-Nancy Sherwood**

Nancy announced she does not want to be involved with the committee this year.

**Webpage-Rocco Cassano**

Rocco reminded libraries to contact him directly with information for the webpage. Interested parties should go to [www.NCLA.info](http://www.NCLA.info) to add their names to the mailing list. Rocco suggested that he would like to provide an electronic version of minutes on the NCLA homepage and asked Michelle Young to send them to him via email. Michelle agreed to this course of action.

## **VI. LIAISON REPORTS**

**LILRC (Long Island Library Resources Council)-Herb Biblo (not present)**  
(No report)

**Member Library Directors-John Bosco**

The Executive Board met January 9, 2004. John discussed how the Gold Coast Public Library, a new library located in the North Shore School District in Glenwood Landing, is looking for a director. On January 14, 2004, PLDA will meet to discuss management issues over brunch at the Main Maid Inn.

**Nassau Library System-Mary Beth Beidl (not present)**  
(No report)

**Nassau Boces School Library System-**  
(No report)

**New York Library Association-Art Friedman**

The Association is currently looking for a new executive director as Susan Keitel recently retired. Interviews for this position will begin shortly. The next NYLA Conference will take place in Rochester, New York on October 20-23, 2004. The state civil service commission and LAMS will be heading programs at this event. The Legislative Committee had established a task force on special library districts that will cover libraries that want to reconstruct themselves as library districts. The Legislative Committee will meet on January 30, 2004 at NYLA headquarters.

**Special Libraries Association**-Mary Westermann-Cicio  
(No report)

**Suffolk County Library Association**-Laurene Tesoriero  
Laurene announced that she is going to take a year off from her position as liaison. She will continue to do advertising for the newsletter. Another liaison will be selected at another point. The NCLA currently does not have a liaison. Chris Penna plans to make some visits to Suffolk County libraries.

#### **VII. OLD BUSINESS**

(No report)

#### **VIII. NEW BUSINESS**

(No report)

#### **IX. ADJOURNMENT**

The meeting was adjourned at 11:42. Motion to adjourn was made by Ken Bellafiore, seconded by Laurene Tesoriero.

Respectfully submitted,

Michelle M. Young