

Nassau County Library Association
Executive Board Meeting Minutes
Nassau Library System
January 14, 2005

Attending were:

Tom Bazzicalupo, Judith Loeb, Frank McKenna, Elaine Cummings-Young, Ken Bellafiore, Chris Penna, Mary Beth Beidl, John Bosco, Darleen Rogers, Lee Fertitta, Tracy Simon, Rona Dressler, Debbie Podolski, Marianne G. Kobbe, Aviva Kane, Debra Fox, Trina Reed, Dalal Fatoush, Karen Shaw-Widman, Laura N. Goudket, Jeffrey Feinsilver, Natalie Korsavidis, Maureen Chiofalo, Merrill Belson, James Hutter, Helene Hertzlinger, Jerry Nichols, Mamie Eng, Art Friedman

Absent with prior notice:

Herb Biblo, Rocco Cassano, Stuart Schaeffer, Alicia Sanchez, Nancy Sherwood

CALL TO ORDER

Tom Bazzicalupo called the meeting to order at 9:30 a.m.

I. MINUTES

The following corrections were made to the minutes of November 12, 2004:

- Frank McKenna needs to be added absent with prior notice for last meeting.
- There was no report for Continuing Education.
- Page 1 – Rhoda Orenstein, Dalal Fatoush
- Page 2 – NCLA’s 70th Anniversary
- Page 5 – Maureen Chiofalo
- Page 9 – Legislators
- Page 9 – Podolski

The minutes were accepted on a motion by Lee Fertitta, seconded by Chris Penna

II. TREASURER’S REPORT – Elaine Cummings-Young

The balances are as follows:

	Nov 2004	Dec 2004
Washington Mutual Checking Account	\$38,572.02	\$21,548.38
Certificate of Deposit	\$29,633.98	\$29,734.53
Money Market	\$26,926.84	\$26,945.60
Special Funds	\$2,865.37	\$2,875.31
NCLA Scholarship	\$23,492.78	\$23,507.70
Continuing Education Grants	\$2,069.25	\$2,070.48
Year-To-Date Income	\$107,110.07	\$121,449.14
Year-To-Date Expenditures	\$90,181.43	\$103,666.77

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

III. PRESIDENT'S REPORT – Tom Bazzicalupo

- Tom thanked Chris Penna for all of her hard work and efforts as the NCLA president for 2004. He also thanked Frank McKenna, Debbie Podolski and their program committee for planning a wonderful annual dinner.
- Next, Tom made a motion to appoint and accept the incoming Committee chairs. All voted in favor.
- On November 30, 2004, Tom attended “We’ve Got to Stop Meeting Like This: How to Run (Or Attend) an Effective Meeting,” sponsored by the NCLA Continuing Education Committee. The workshop was very successful and contained much valuable information. He thanked Laura Goudket, Peter Cirona and their committee for all of their hard work and preparation for this workshop.
- Mamie Eng contacted Tom about the C.W. Post Orientation to be held on January 21st at 9:30am to gauge NCLA member interest in representing NCLA at the orientation. Tracey Simon also posted an announcement on the NCLA PR listserv, with no response. Jerry Nichols, Director of the Palmer Institute for Public Library Organization and Management at the Palmer School of Library and Information Science at C.W. Post & former Director of the Suffolk Cooperative Library System, volunteered.
- There is a volunteer needed to serve as the 2005 NCLA Liaison to attend the SCLA Executive Board meetings. The dates are:

January 21	July 15
February 18	August 19
March 18	September 16
April 15	October 21
June 17	December 16
- Tom reserved 150 tickets for the Long Island Ducks versus the Camden River Sharks game on Saturday, July 30 at 7:05pm. Tickets will be \$10.00 each.
- All NCLA members are urged to join the listserv if they have not already done so. Instructions to join are on the NCLA webpage at <http://www.ncla.info>.
- Tom reminded Division & Committee heads to fill out a report form for each month to facilitate the transcription of the meeting minutes. Also, if a meeting cannot be attended, please fax or email the report form to him: email: mittab@hotmail.com & fax: 826-8092.
- Everyone was encouraged to promote NCLA membership within their libraries, in hopes of reaching the goal of 1,000 members.

IV. DIVISION REPORTS

Academic and Special Libraries – Annmarie Singh (absent)

No report.

Children’s Services – Natalie Korsavidis

- The Annual Breakfast/Installation of Officers was held on December 13, 2004 at the Farmingdale Public Library. The keynote speaker, Laura Vaccaro Seeger, was greatly enjoyed by the 25 attendees.
- The annual trip to New York City for a literary walking tour with Leonard Marcus is being planned for Spring 2005.

Clerical Services – Dalal Fatoush

- At the November 18, 2004 meeting, the 2005 NCLA officers were announced. At the time, there were 16 active members, including 2 new members present.
- On December 9, 2004, the Clerical Services Installation of Officers dinner was held.
- The 1st meeting for 2005 will be held on January 20, 2005 at East Meadow Public Library.

Media Services – Karen Shaw-Widman

- On December 7, 2004, the Media Services Division celebrated their 15th Anniversary and held their Annual Installation of Officers.
- On January 25, 2005, new board members will be inducted and events and plans for the upcoming year will be discussed at Media Services Division's first board meeting.

Programming & Public Relations – Tracey Simon for Edna Harpaul (absent)

- On January 11, 2005, Elizabeth Olesh (NLS) and Deborah Cunningham from Suffolk discussed programs for *Travels With Charley* (this year's Long Island Reads selection) & National Library Week (April 10-16, 2005). The Long Island Reads website at <http://www.longislandreads.org/> links to book discussion guides and additional information.
- The next meeting will be held on Tuesday, February 8th.

Reference & Adult Services – Lee Fertitta

- No programs were held in December or January.
- Current program planning with Mamie Eng for Wednesday, February 9, 2005 on Civil Service and the Librarian II exam.
- Current program planning with Suffolk RASD for the 2005 Long Island Library Conference. The subject is Reader's Advisory, with speakers Dr. Mary K. Chelton and Rosalind Reisner.

Young Adult Services – Aviva Kane

- Aviva thanked Mamie Eng for serving as President for 2004.
- YASD had its December Annual Luncheon and Installation of Officers on Thursday, December 9, 2004 at the Garden City Public Library. Author Carol Weston was the guest speaker. She is the author of several advice books for teens.
- Young adult librarians in Nassau and Suffolk counties met on Friday, January 7, 2005 at the South Huntington Public Library for a mock Printz award book discussion arranged by NLS and SCLS. After moving defenses about various books, *How I Live Now* by Meg Rosoff, was the bi-county choice for this year's Printz Award for YA Literature.
- The joint NCLA/SCLA YASD meeting will be held on Thursday, February 17, 2005 at the Jericho Public Library. The meeting will focus on redesigning teen areas in libraries. Kimberly Bolan Taney, author of *Teen Spaces : the step-by-step library makeover*, will be speaking.
- The NCLA YASD Executive Board Meeting will be meeting on Thursday, January 27, 2005, at NLS, to plan activities for the 2005 year.

V. COMMITTEE REPORTS

Archives – Stuart Schaeffer (absent with notice)

- Stuart (Farmingdale Public Library) reported via email to Tom Bazzicalupo that he and Kathleen Horan (Plainedge Public Library) meet every 6 weeks to organize and arrange NCLA archival materials.

Civil Service – Debbie Podolski for Rhoda Orenstein & Susan Newson (absent)

- Debbie thanked Rhoda & Susan for all of their hard work in 2004. The February 3, 2004 meeting with Nassau County Civil Service Commission representatives resulted in achieving the goal that Librarian I libraries can create Librarian II positions.
- On January 24, Rhoda and Susan will meet with a representative from the Civil Service Commission to discuss administrative positions being based on years of experience rather than population.

Computers & Technology – James Hutter

- Computers and Technology Committee roundtable held January 11, 2005 at Westbury Memorial Public Library. The topic was "Computer Clean Sweep," addressing the removal of viruses, trojans, spyware & adware from staff & public computers. Approximately 30 attendees, with this being James' first meeting as Chair.
- The next Computers and Technology Committee meeting will be held in early March 2005 at Westbury Memorial Public Library, featuring tips & techniques to control printing situations in public libraries. Goal is for 30 attendees.
- The Committee is open to arranging joint workshops with other committees and divisions.

Constitution & By-Laws – Helene Hertzlinger

- Helene requested that Division Presidents send copies of bylaws to her.

Continuing Education – Laura N. Goudket and Peter Cirona (absent)

- Both the November 30th (29 people!) & December 16th (45 people!) workshops had excellent attendance. Rocco Cassano & James Hutter held a great workshop on December 16th, hopefully paving the way for future collaborations. If an association member wants to do a program of interest to the general membership, the CE committee will handle the registrations, certificates & refreshments.
- As of January 14, 2005, there are no specific programs for 2005.
- The SCLA CE committee, which is a committee of their RASD, has planned a program for the 2005 Long Island Library Conference, with a presenter from Cablevision. Specific content is not yet known.
- NCLA Continuing Education Certificate Guidelines are enclosed with the minutes of the January 14, 2005 NCLA Executive Board Meeting Minutes. If anyone has questions or would like a certificate designed for them in MS Word, please contact Laura N. Goudket at LNGoudket@att.net.

Directory – Arthur Friedman

- Data entry has begun on the 2005 Directory, with about 20% updated already. Any suggestions are welcome.

Finance – Natalie Lapp (absent)

No report.

ON A MOTION by Arthur Friedman duly SECONDED was made to transfer \$10,000 from the Money Market account into the Scholarship Fund to fulfill the scholarship's purpose.

Health Services – Mary Westermann-Cicio (absent)

No report.

Institutional Services – Margaret Burke (absent)

No report.

Intellectual Freedom – Jeffrey Feinsilver

- Dr. Marc Cooper, the Director of Research of the Federation of America, engaged to speak at the 2005 Long Island Library Conference on "Concentration of Media Ownership: Threat to Intellectual Freedom." Dr. Cooper will charge a nominal fee.
- Essay contest for National Library Week: Celebrate the Freedom to Read. Publicity materials will be available in early February 2005. There will be 3 categories 5-12, 13-18, 19+ & no more than 2 pages. IF will contact Barnes & Nobles for prizes. Winners will be announced in April.

- Jon Stewart's **America: A Citizen's Guide to Democracy Inaction** has received a lot of media attention and therefore raised controversy.
- National Institute of Health wants to make full-text peer-reviewed articles on PubMed available within 6 months of publication. Publishers are in favor, so hearings are being conducted presently.
- Arthur Friedman distributed IF literature for NCLA members.

LDA Award Committee – Ken Bellafiore

No report.

Legislation – Maureen Chiofalo

- The legislature did not override the Governor's veto of the reinstatement of the budget cuts. Maureen emphasized the extreme importance for librarians & library staff to address this problem with their legislators. She suggested going to the NYLA site (<http://nyla.org/>) and clicking on the 'Advocacy' link for a lot of information & pre-written letters that one can sign & fax to legislators. Maureen also mentioned that if library systems are to continue, people need to speak up or libraries may be forced to add a line in their budgets in the future specifically to support their library systems.
- Legislation Day is March 15, 2005. There are 2 buses on order from Harrah's. Pick-up will be at NLS at 7:00am & drop off at 7:00pm. There will be a \$5.00 fee this year to cover food expenses.

Long Island Library Conference – Nancy Sherwood (absent with prior notice)

- The Long Island Library Conference will be held on Wednesday May 4, 2005 at the Huntington Town House. Reminder Postcards will be sent out later this month.
- The program committee has received 18 requests for the 18 available program slots. Sue Ketcham will be sending confirmations to the contact person for each program after the committee's January meeting.
- The exhibit committee has reservations for 26 tables. Any suggestions for new vendors can be sent to Trina Reed at Lakeview Public Library or Debbie Antolini at Longwood Public Library.
- The 2005 committee still needs a representative for the Job Table. Please contact Tom Bazzicalupo at North Bellmore Public Library or Nancy Sherwood at Garden City Public Library.
- The next meeting of the Long Island Library Conference Committee will be held on Tuesday January 18, 2005 at 1:00pm at the Huntington Town House.
- Please continue to consult the Conference website for current information. The web address is <http://www.suffolk.lib.ny.us/lilc>.

Membership, Promotion, and Mailing – Arthur Friedman

- Arthur distributed copies of mailing procedures for NCLA members. For 200+ items, use bulk mailing procedures. For mailing labels, request the listing 2 weeks before mailing is sent out.
- 2004 Membership report distributed: Record number of 995 members! Special kudos to Clerical Division of 186 members and YA with a record number of 86 members!
- NCLA membership campaign exceeded its target dues for the year: Approximately \$20,000 was deposited in the Treasury as a result of this campaign.
- 2005 renewals are up 20% over 2004 at the same time this year! There are 354 members as of January 13, 2005.

NCLA Promotions – Tracey Simon

- A volunteer is needed to represent NCLA at the Palmer School orientation on January 21, 2005. See Tracey for pamphlets (which need to be updated).
- Contact Tracey for age-appropriate pamphlets on 'Librarianship as a Career' for school visits.
- Letters have been sent to junior and senior high schools to circulate pamphlets and attract students to the field.

- Last chance to get an NCLA T-shirt!

Newsletter – Mamie Eng

- The deadline for the 2004 Year-In-Review issue was Friday, January 7, 2005. The newsletter will be going to the printer by the end of the week for distribution at the end of January 2005.
- The deadline for the February 2005 issue is Friday, January 28, 2005. Reminders will be sent out for the February 2005 issue shortly.
- Tentative deadline dates for the 2005 newsletters are as follows:
 - February 2005 issue Friday, January 28, 2005
 - April 2005 issue Friday, March 11, 2005
 - June 2005 issue Friday, May 13, 2005
 - Summer 2005 issue Friday, July 1, 2005
 - October 2005 issue Friday, September 14, 2005
 - December 2005 issue Friday, December 2, 2005
 - End-of-the-Year issue Friday, January 6, 2006

Nominations – Chris Penna

No report.

Outreach – Merrill Belson

- The program ‘Literacy Outreach for Special Populations’ with Lee Fertitta of Port Washington Public Library will be held at NLS on February 3, 2005.

Personnel Issues/Professional Concerns – John Bosco

- Since there were legal concerns about the Health Plex Dental plan liability, United Concordia Dental Plan is working with Health Plex to offer full & part time library employees an alternate comprehensive dental insurance plan that requires no administrator. Employees will be billed directly, so NCLA does not need to sponsor this or be involved legally. At least 2 people from a library are required to participate to get the group rate. Contact John (email: jboscolev@yahoo.com; telephone: 433-9845) to receive application forms. Previously interested candidates will be contacted. If NCLA approves, UCDP will reduce rates by \$1.00 per person.
- If a dentist is not in the plan, UCDP has an out of plan premium that employees can pay. Employees can then get reimbursed & John will coordinate paperwork. This plan already has been accepted by John’s Board. Since the plan is completely employee paid, it can be cancelled any time. The next step is to contact people who have already expressed interest in a comprehensive dental plan.
- Still working on health plans for early retirees (before Medicare).
- Arthur Friedman said NCLA received an offer from Bristol Gap Assisted Living to allow members to use a 10% discount without obligation; no cost involved. If someone in an NCLA member’s family needs assisted living, they will also receive a 10% reduction in rates.

Programs (Annual Dinner) – Frank McKenna

- John Bosco & Trina Reed will be on the Committee for the 2005 Annual Dinner. Frank McKenna highly recommended the venues Manor East in Massapequa & the deSeversky Center at NYIT Old Westbury campus. He also recommended the MO-TOWN and More band and Comedians 4 Hire that played at the 2004 Annual Dinner.

Recruitment & Scholarship – Ken Bellafiore for Alicia Sanchez (absent with prior notice)

- The scholarship committee has awarded the Education Grant to a third applicant, Justin Rossello, from the Henry Waldinger Public Library. Justin applied last Spring 2004 but had to complete the computer course before receiving the grant.

- The other 2 winners of the Education Grant are Christina K. Penna, Uniondale Public Library & Edward Goldberg, Syosset Public Library.
- The winner of the Andrew Ippolito Scholarship Award for 2004 was Anne M. Garnett, who is doing her internship at Shelter Rock Public Library.

Statistics – Mamie Eng

- Committee is still editing data for the 2004/2005 Statistics publication. We hope to finish shortly & have it at the printer by the end of next week for distribution in early 2005.

Webpage – Rocco Cassano (absent with notice)

- Please contact Rocco at East Meadow Public Library if any information associated with Division or Committee needs to be updated or added on the NCLA website. New Division and Committee presidents should contact Rocco if they did not receive a copy of EventKeeper Calendar instructions. Remember to post all events on the calendar. Rocco's email address is: rcassanoem@nassaulibrary.org.

VI. LIAISON REPORTS

LILRC (Long Island Library Resources Council) – Herb Biblo (absent with notice: At ALA in Boston)

- LILRC has 2 workshops scheduled:
 - January 27, 2005 “Make It Your Business: NOVEL & the Business & Company Resource Center” at Farmingdale State University, 10:00am to 4:00pm.
 - February 3, 2005 “HEALTHWISE: NOVEL Health & Wellness Resource Center & PubMed” at Farmingdale State University, 10:00am to 4:00pm.
- October 20-21, 2005 is LILRC's 14th Annual Conference on Libraries & the Future: “Changing Demographics & Our Libraries: People, Collections, & Technology.”
- The LILRC Legislative Committee meets January 20, 2005 & the NYLA Legislative Committee meets on February 1, 2005. The meeting will be reported on at the February 18, 2005 NCLA Board Meeting.

Member Library Directors – John Bosco

- Frank McKenna discussed legislation & the NLS Funding Advocacy Committee. On Friday, February 11, 2005 there will be a 2nd Legislative Forum featuring staff presentations, modeled on a program developed and adopted by Huntington Zone directors.
- Debbie Podolski referred the report from the last meeting to Mary Beth Beidl. (*See directly below.*)

Nassau Library System – Mary Beth Beidl

- Jackie reviewed the budget at the last MLD meeting, pointing out that NLS cut \$183,000 in 2004. She is waiting to see Governor Pataki's plan for the NYS 2005 budget, expecting for 2005 the same cuts that happened in 2004. In the upcoming January 2005 MLD meeting, possible remedies will be discussed. Mary Beth also spoke of how this is the first time NLS has gone directly to libraries to ask for money.
- NLS is waiting to hear about LSTA grants; yet since the regular budget will remain stagnant, there will not be many new initiatives this year.
- It's Annual Report time! Informata software is not available as of January 14, 2005. There will be a new system to report statistics that NYS has developing for the past 3 years, in which everything in the budget is listed and related to the 5 year plan.
- There has been lawsuit settlement in which libraries around the country will receive free compact disks. NLS is currently figuring out distribution to member libraries. Member libraries are permitted to sell the cds if money is kept track of & used for other music related items.

Nassau School Library System – eva efron (absent)

No report.

New York Library Association – Arthur Friedman

- Job announcements on NYLINE: NYLA Membership & Special Projects and Assistant Director.
- Art attended a focus group in Albany on Wednesday, January 12, 2005 that discussed digital television technology & effects of digital technology upon libraries:
 - National television stations will switch to digital systems in 2006, so only televisions with digital converters will be able to receive their signals. Benefits of digital technology include a signal that allows multiple channels & languages to be broadcast simultaneously. This will potentially increase interactivity between user & broadcaster.
 - Video-on-Demand is digital technology employed by PBS & is only licensed for K-12 institutions. Teachers, parents & students can download videos themselves. Register for a password at <http://www.wliw.org/itv/>.
- Save the Date: March 15, 2005 NYLA Lobby Day in Albany!
- 4 NYLA Officers are needed to join the Council.

Special Libraries Association – Mary Westermann-Cicio (absent)

No report.

Suffolk County Library Association – Rona Dressler

- SCLA Meeting held December 17, 2004. Division Reports:
 - **DASL**: The annual luncheon with guest speaker Marty Lubin, new director of the Holocaust Center at Suffolk Community College, was held at the New York Institute of Technology, Central Islip campus. This campus is closing at the end of June. The tentative date for the Legislative breakfast is February 25th at the Wang Center on the SUNY Stony Brook campus. A workshop is being planned for on April 15, 2005 with the Intellectual Freedom Committee entitled “Advocacy Issues in Public Libraries.” One of the topics will be banned books at the Merrick Public Library several years ago. The topic for the Long Island Library Conference will be Special Collections & Donor Relations.
 - **RASD**: 30 Suffolk County public librarians attended the Brooklyn Public Library tour on November 16, 2004. Currently, there are two programs scheduled for the Long Island Library Conference: “Communicating History From One Generation to Another” & “Reader’s Advisory”, with Dr. Mary Chelton & Rosalind Reisner.
 - **CATS**: There were 75 attendees for the November 10, 2004 FRBR (Functional Requirements for Bibliographic Records) workshop at SCLS. The annual meeting for “In-House Solutions in Public Libraries” was held on December 7, 2004.
 - **SSD**: Attempting to plan another roundtable discussion in the coming months.
 - **YASD**: A Teen Reads Conference will be held on April 15, 2005 at Middle Country Public Library with keynote speaker Jennifer Hubert, of the teen book web site Reading Rants (<http://www.tln.lib.mi.us/%7Eamutch/jen/index.html>).
- During the renovation of Harborfields Public Library, a scrapbook was discovered dating back to 1941 with articles about libraries from *Newsday*.
- Several SCLA members will attend the Palmer School orientation on January 21, 2005.
- King Kullen is still doing bag promotions, yet they request a month-long event, rather than a week. Suggestions were discussed about holding it during Library Card Sign Up Month (September) or Long Island Reads (April).
- Associate memberships by non-PALS (Public Automated Libraries) libraries are being implemented. This will allow everyone to share a common patron database.

- The digitization of newspapers is going well.
- **Continuing Education** is hosting a program with guest speaker Larry Davidson on “Books & Authors” at the Long Island Library Conference. On February 3, 2005, a CE workshop titled “Displays on a Dime” will be held, addressing low cost creation of displays.
- **Membership:** There are 958 subscribers on the SCLA listserv. The 1000th member will win a free year of SCLA membership.
- **Civil Service:** “Navigating the Civil Service Maze” workshop on November 30, 2004 was attended by over 80 people. There were 3 speakers from the Suffolk County Civil Service Commission. Rona Dressler & Diane Eidelman spoke about CEUs, workshop attendance & organized record keeping.
- **Scholarship Committee:** Deadlines for scholarships will be changed from June 30 to September 1 to facilitate transcript receipt. It was also suggested that photographs of past winners be posted on the webpage or at the Long Island Library Conference to illustrate that ordinary people are capable of winning the awards.
- **Webpage:** The website is being re-designed by SCLA. A test site will be launched in January.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

- Jeff Feinsilver stated that NYIT at Central Islip campus will maintain their Culinary Arts program; most other academic programs are leaving the campus.
- Art Friedman mentioned concerns about NCLA’s dues structure, specifically the discrepancy between salaries & maximum dues. Dues have not been changed since 1989.
- Laura Goudket inquired about the NCLA minimum \$5.00 mandatory charge for program attendance.
- Jerry Nichols paid personal respects to the Board, on which he served as president 20 years ago. He is now the new Director of the Palmer Institute for Public Library Organization and Management. His goal is to bring management program into Nassau County public library education & continuing education. He welcomes suggestions.
- Ken Bellafiore made a motion to vote upon & accept John Bosco’s dental plan proposal for NCLA approval, seconded by Chris Penna. All were in favor.
- Marianne Kobbe suggested that for the record John Bosco be thanked for all his work obtaining information about dental plans for library employees who do not have coverage.

IX. ADJOURNMENT

The meeting was adjourned at 11:00 a.m. Motion to adjourn was made by Lee Fertitta, seconded by Tom Bazzicalupo.

Respectfully submitted,

Judith Loeb