

**Nassau County Library Association  
Executive Board Meeting  
Nassau Library System  
March 12, 2004  
Agenda**

- I. Review and approval of the Minutes of February 13, 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**  
**February 13, 2004**

**Attending were:** Tom Bazzicalupo, Ken Bellafiore, Herb Biblo, Philip Boccia, John Bosco, Rocco Cassano, Elizabeth Charvat, Maureen Chiofalo, Rona Dressler, Mamie Eng, Lee Fertitta, Arthur Friedman, Laura Goudket, Edna Harpul, Helene Hertzlinger, Rhoda Orenstein, Christine Penna, Trina Reed, Nancy Sherwood, Tracey Simon, Connie Stanga, Mary Westermann-Cicio, Karen-Shaw Widman, and Michelle Young.

**CALL TO ORDER**

President Christine Penna called the meeting to order at 9:35A.M.

**I. MINUTES**

The minutes were accepted on a motion by Tom Bazzicalupo, seconded by Maureen Chiofalo.

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

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

	<b>January '04</b>	<b>February '04</b>
Washington Mutual Checking Account	\$27,661.25	\$30,073.56
Certificate of Deposit	\$29,421.82	\$29,421.82
Money Market	\$26,737.47	\$26,756.72
Special Funds	\$2,842.87	\$2,842.87
NCLA Scholarship	\$22,611.96	\$22,887.49
Kate McNeil Scholarship		
Continuing Education	\$1,731.88	\$1,886.94
Year-To-Date Expenditures	\$696.06	\$3,469.02
Year-To-Date Income	\$20,405.53	\$27,353.61

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

Nancy mentioned the numbers of the year-to-date income are high because of the Library Management Program.

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

Chris attended the Civil Service Committee Breakfast at NLS on February 3, 2004. Chris recognized Rhoda Orenstein and Susan Newson for their hard work in facilitating and providing the audience with answers to their questions.

Chris recently contacted the SCLA President, Cynthia Guzzo, from Smithtown. There is a new SCLA liaison, Rona Dressler, from the Patchogue-Medford Library. Chris will be attending the SCLA Executive Board Meeting in Bellport on February 20, 2004. Elaine

Cummings-Young of the Massapequa Library will be the new NCLA liaison. Laura Hoffman of the Garden City Public Library has offered to be her backup.

There is still an opening for a Technical Services Committee Chair. Interested parties need to contact Chris at the Uniondale Public Library.

Division Presidents and Committee Chairs were reminded that they have the authority to sign off on Continuing Education Credits. If a workshop is held and Continuing Education certificates are not distributed, anyone attending can request a letter on NCLA letterhead stating their attendance from the Division President/NCLA Committee Chair. Eleanor Arnost and Laura Goudket gave a summary regarding contact hours/CEUs in the December 2003 newsletter.

#### **IV. DIVISION REPORTS**

##### **Academic and Special Libraries-Georgina Martorella (not present)**

On Friday, January 30, 2004, the Executive Board met with 8 members in attendance. The meeting discussed and assigned responsibilities for the 33rd Annual Continuing Education Conference on Friday, April 23 2004 entitled, "Instructional Design for Information Literacy" to be held at the Hofstra University Business Development Center (Room 246, Axinn). The next meeting is scheduled for Friday, February 27, 2004 at 2PM.

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

The division had a meeting on Monday, February 9, 2004, in which they finalized plans for their trip to the Eric Carle Museum in Amherst, Massachusetts for Friday, March 26, 2004. Participants will tour the museum and attend a professional development workshop entitled, "Mining Picture Books." Forty members are currently scheduled to attend this event.

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

On Thursday, January 15, 2004, the Executive Board met at the Farmingdale Public Library. On Thursday, February 26, the group will meet at the Hewlett-Woodmere Public Library. The Division is working on its Open House to be held at the Farmingdale Library on Tuesday, March 2, 2004. The group is co-sponsoring a workshop with RASD dealing with difficult people in the library for Wednesday, March 31, 2004 at NLS.

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

Karen Shaw-Widman filled in for Scott Steinke. In February, the Division had its first board meeting of 2004 with five in attendance. On Thursday, March 18, 2004, the Division will hold a roundtable panel discussion at the Oceanside Library. Topics will include the music collection, on-line ordering, and development of collections. The Division expressed interest in joining the Suffolk County listserv and is working on modernizing and updating their website, which is part of NCLA's website.

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

Edna Harpul filled in for Patti Paris. On Tuesday, February 10, 2004, the Division had a guest speaker from the Theater Development Fund to teach non-profits and individuals

how to obtain discounted tickets to Broadway shows. The next meeting will be the "Talent Showcase" at the Jericho Library on Wednesday, March 10, 2004. Those interested in attending must contact Phyllis Cox from the Jericho Library or Jessica Ley from the Port Washington Library. The event is free for members, \$5 for non-members.

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

Lee Fertita filled in for Marianne G. Kobbe. The Division's last meeting was held January 22, 2004 at NLS, and covered programs and direction for the upcoming year. The Division will be co-sponsoring a program with the Clerical Division on Wednesday, March 31, 2004, entitled, "How to Deal With The Difficult Patron." Art Seltzer of Seltzer Human Resources Consulting, Inc., will be the guest speaker.

**Young Adult-Mamie Eng**

The Executive Board met on Thursday, January 29, 2004 to discuss the activities for the upcoming year. A YA calendar of events will be distributed shortly.

NCLA's YA Service Division met with SCLA's YA Service Division on Thursday, February 12, 2004, at the Half Hollow Hills Community Library for "Anime 101 For Librarians," where approximately 50 YA librarians learned about anime and manga.

Nominations for the YA B.E.S.T. Award will be distributed shortly. Please contact Mamie with any potential candidates.

The Division is finalizing plans to have Carolyn Mackler, 2004 Printz Award Honoree for Young Adult Literature, speak at its June YA Luncheon. The luncheon is scheduled for Thursday, June 10, 2004 from 12-3PM at the Milleridge Inn. Suffolk YA librarians are invited to attend.

**V. COMMITTEE REPORTS**

**Archives-Stuart Schaeffer (not present)**

No report.

**Civil Service-Rhoda Orenstein**

The committee held its Breakfast at NLS on Tuesday, February 3, 2004, with 43 members in attendance. The main issue discussed involved the population grid. A lengthy discussion at this meeting issued with the following points covered:

- (1) Libraries are put into classes 1-5. Because there is no Librarian II title in Class I libraries, there is no growth path and advancement is impossible. The committee is trying to provide Class I libraries with a Librarian II and Principal Clerk designation. Class II libraries can not hire an assistant director. The committee's next meeting therefore will discuss how to raise libraries a class step higher. The committee feels that a library's class should not be based on population but on its circulation and activities.
- (2) Libraries do not know the civil service's grading criteria. All test takers should go to a review, although there is a limited amount of time slots to choose from.
- (3) Libraries must canvass the old and new lists each time they try and hire someone, and this is very time-consuming. There is also no distinction between the adult

and children's librarian positions on the list. Children's librarians can not work in other departments legally.

- (4) The clerical exams are out-dated (for example, there is nothing on the exams about computers).
- (5) Some lists have longer expiration dates than others.
- (6) There are legal issues surrounding the confidentiality statements.
- (7) Library board trustees need to be educated in civil service laws and procedures.
- (8) Library students are unaware of what series of courses to take in school to succeed on the civil service exam.

This committee plans to invite a Civil Service Representative to their next Executive Board meeting.

The issues of grading supervisory experience and residency restrictions were also discussed. At the meeting, various members explored the reasons behind the library "classes," and the grading system.

### **Computers & Technology-Rocco Cassano**

The committee met on Tuesday, January 27, 2004 with 14 in attendance. This meeting focused on the issues of sharing children's CD-ROM software over a network and offering a library "hot spot" for those who wish to use a laptop and portable device.

There is no scheduled meeting for February, but there will be one in March.

Rocco did a demo of Eventkeeper, which is essentially a calendar on the web. E-vance from Calvary is being compared to this product. Eventkeeper is \$150 per year and allows for up to 300 events per year. The next listings level is 900 events. Go to [www.Eventkeeper.com](http://www.Eventkeeper.com) for more information.

Rocco demonstrated a sample calendar that allows visitors to add events and customize access. A calendar default to a monthly view is suggested. Jericho and NLS have purchased the service and are pleased with it. Information is hosted on their server and three simultaneous logins can be shared at once.

Rocco suggested to designate a liaison from each committee to make sure their committee's information is correct and to update their events. Ken Bellafore made a motion to adopt Eventkeeper for NCLA, Laura Goudket seconded the motion. Rocco said Eventkeeper could be up and running within a week.

There was a discussion on where the money should come from to pay for this new service. All divisions and committees will now be required to appoint someone to oversee this.

### **Constitution & By-Laws-Helene Hertzlinger**

Helene discussed how the procedure manual needs to be updated to include the new committees that have been formed. With bylaw changes, there has to be a member vote for making amendments.

### **Continuing Education-Eleanor Arnost/Laura Goudket**

Laura Goudket reported that LILC approved the program, "Personality Type: What's Yours-An Introduction to the Myers-Briggs Indicator" headed by Carole Cohen for the May 2004 Conference. This seminar will be followed by a full-day workshop by Carole

Cohen on Tuesday, June 22, 2004 at the Farmingdale Library. This date will be finalized by the first week in March.

The fee will be \$20 for NCLA/SCLA members; \$30 for non-members. Eleanor made a motion to increase the budget of \$450 to allow for Carole Cohen's fee of \$1,000. The budget of \$800 (less LILC of \$250) did not cover the fee. Assuming a minimum registration of 50, income from the workshop will be \$1,000. Additional registrants would recover related costs (printing, postage, and refreshments).

Ken Bellafiore made a motion to receive, and Rhoda Orenstein seconded it.

Nancy Sherwood, Treasurer, moved to decrease the expense line: Publications-Statistics-College Libraries by \$500 and increase the Continuing Education committee olilne by \$500. Ken Bellafiore seconded the motion. The motion was approved.

#### **Directory**-Art Friedman

Work on the 2004 edition of the Directory is progressing. Although the tearsheets were sent out very recently, at least 50% of the institutions in the publication have already responded to the request for updated information. A substantial number have also sent in orders for the new edition.

#### **Finance**-Natalie Lapp (absent)

No report.

#### **Health Services**-Mary Westerman-Cicio

The committee is considering joining with the health concerns committee of SCLA to co-sponsor a joint program.

#### **Institution Services**-Margaret Burke (absent)

The committee met at St. Mary's Home for Boys In November. At that time, the group solicited information regarding books the school would like to order and compiled lists and purchased titles on a variety of subjects. The book arrived the first week in February, and Ellen Kaplan, a school administrator, was pleased with the results. On February 27, 2004, the committee will sponsor a program for this group presented by Creature Features.

#### **Intellectual Freedom**-Jeffrey Feinsilver

The committee met on February 4, 2004 at the Levittown Public Library with 7 members in attendance. The committee is organizing its conference for Friday, March 26, 2004. The conference consists of two panels. The first panel will feature a political affairs columnist from the Long Island Press and two ACLU members which will cover the implications of the USA PATRIOT Act, its impact, and political activism. The second panel features three representatives, two from public libraries and one from an academic library that already have set policies in these areas. John Bosco of Jericho Public Library, George Trepp from the Long Beach Public Library and a librarian from Queens will discuss policies. Samples of model policies will be provided for conference attendees. Jeffrey mentioned that he has great support from the Palmer Graduate School at C.W. Post. The conference will be held at Post's Hillwood Commons Cinema. The budget is

set at \$250 which covers honorariums. The committee's current focus is getting publicity out at the beginning of March.

#### **LDA Award-Tom Bazzicalupo**

Paula Bornstein, Suffolk County's Chairperson, and Tom Bazzicalupo met and set-up the dates for this year's award. The nomination brochures are at the printer and should be back by the middle of the third week in February. All nominations are due by April 1, 2004. The labels and envelopes are ready and the brochures will be mailed out as soon as they are available. There is at least one person already nominated for this award in Suffolk.

#### **Legislation-Maureen Chiofalo**

On Wednesday, March 10, 2004, the Association will be doing a briefing for Lobby Day at the Elmont Public Library at 10AM. Library Legislation Day will be held March 16, 2004. The bus will leave at 7AM from NLS. Registration flyers can be printed out from the NCLA website at: [www.nassaulibrary.org/advocacy/budget.htm](http://www.nassaulibrary.org/advocacy/budget.htm). Maureen passed around a chart showing budget increases. This year, NYLA will be asking for an increase of \$13.7 million. While the flyers in regards to this trip give a deadline of March 9, 2004, Maureen mentioned that in order to get a second bus, they need to alert the police department in Albany prior to this date so the actual deadline is March 5, 2004. This committee's goal is to get one person from every library on this day.

#### **Long Island Library Conference-Nancy Sherwood**

No speaker has yet been selected for this year's conference. First Lady Laura Bush was a candidate but it was taking too long to receive a definite response from her. Frank McKenna is now approaching local authors. The committee is unable to provide CEUs for this event because it is difficult to track what programs registrants have attended and how much time they have spent at the conference.

The YA divisions in Suffolk and Nassau were closed out of holding a program this year. They are 12 programming slots and because there were 14 requests, YA and some other groups were turned away. Mamie Eng, YASD President, had been told the space was held, but it was given away to someone else. The Suffolk YA Division submitted a letter of complaint to the committee.

To prevent this in the future, Nancy said that requests must be submitted by the beginning of January by the 2004 Executive Boards. This committee is looking for new venues and is currently welcoming suggestions for new locations.

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

There are 548 paid members of NCLA. The Clerical Division has 91 paid members, and the PR/Programming Division has 52 paid members. Both Divisions are ahead of last year's numbers at this same time.

#### **NCLA Promotions-Tracey Simon**

The NCLA received an invitation from the New Hyde Park Middle School for their career day on Wednesday, March 24, 2004 from 7:30-9AM. Tracey is looking for someone to go in her place to this event. Each group has a table set up in the cafeteria.

The Library Management program is in its third semester with “Legal Issues” with Joe Eisner.

The second semester begins on Tuesday, March 30, 2004 with instructor David Jank from Dowling College teaching “Human Resources.”

**Newsletter**-Mamie Eng

The 2003 Year-In-Review Issue should be ready for distribution by next week. The February 2004 Issue is going to the printer on Tuesday, February 17, 2004.

A representative from Avaya called and asked whether NCLA would accept advertisements in the Newsletter. He was referred to Arthur Friedman for the possibility for placing an ad in the Directory, but the Newsletter Committee decided against pursuing advertising in its publication.

**Nominations**-Ken Bellafiore

No report.

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

No report.

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

The committee is continuing its investigation into dental plans, including Crown and United Dental Plans. John is looking into point-of-service plans with AFLAC and Healthplex. By next month, he hopes to have definite news regarding these plans. Independent broker Ella Gordon is surveying current subscribers of the NCLA dental plans to see if they are satisfied or not. She can be contacted at 516/822-7361. AFLAC met with the committee in January to discuss cancer insurance and their own dental plan. John will provide number for those interested in any of the dental plans. John is also looking for health insurance to cover the gap period for retirees between 55-65. After six weeks of research with another independent broker, he was unable to locate a plan.

For those who work 20 hours plus per week, Ella is going to look into for coverage for this group. Healthy NY has a plan for individual families who make a maximum of \$23,000. This may be applicable to employees who are recent college graduates.

**Programs**-Ken Bellafiore

No report.

**Recruitment & Scholarship**-Alicia Sanchez (not present)

No report.

**Statistics**-Mamie Eng

The 2003/2004 Salary Schedules book is still at the printer, but it should be ready for distribution next week. Because of the increased number of pages, the printer has had little problem with compiling the publication.

**Technical Services**-

**Webpage-Rocco Cassano**  
No report.

## **VI. LIAISON REPORTS**

### **LILRC (Long Island Library Resources Council)-Herb Biblo**

Newsletter is due out March 1, 2004.

Herb discussed Stony Brook's digitization project and center. On Thursday, February 12, 2004, a librarian from the Smithtown libraries brought in an old scrapbook which they successfully digitized. The center's equipment allows for enlarging and getting rich detail. Eventually they will obtain equipment that can scan all formats. Dowling College, SUNY Stony Brook and 10 public libraries (located mostly in Suffolk) are part of this project. Currently, the Roslyn Bryant, Longwood and Smithtown libraries are cooperating in the project. LILRC is starting to work with historical societies in the area. Many libraries are interested in participating in the project. LILRC will be holding symposiums and will include only those libraries who send representatives to them. This year's Dowling Conference will be held on November 4 and 5, 2004. The Nassau Legislator Breakfast will be held on a Friday in September 2004. A date has not yet been selected.

On Wednesday, March 10, 2004, LILRC and North Shore University Hospital will present, "Roles and Essential Skills for the Expert Searcher," at North Shore University Hospital (Manhasset), Rust Auditorium, from 1 to 5PM.

### **Member Library Directors-John Bosco**

The GASB meeting was cancelled in January due to weather and rescheduled for Tuesday, February 17, 2004 at NLS and will deal with new auditing procedures. January's PLDA meeting was cancelled as well. INNOVATIVE goes online March 22, 2004. The ALIS Corporation has asked member libraries to not advertise specific dates just in case of last-minute changes. John Franzen, Director of the East Meadow Library, is in the hospital for surgery.

### **Nassau Library System-Jacqueline Thresher**

Mary Beth Beidl filled in for Jackie Thresher. The System is getting prepared for the winter/spring training on INNOVATIVE. The System had implemented a series of Spanish language classes for librarians. SUNY Farmingdale will be using our training center to train their staff.

### **Nassau Boces School Library System-eva efron (not present)**

No report.

### **New York Library Association-Art Friedman**

The group is waiting for a letter of agreement to announce the new executive director; there will be an official announcement at the NYLA meeting. The newly appointed director will be joining the Association on Lobby Day.

On Monday, March 15, 2004, on Pre-Lobby Day, NYLA will host its second annual, "Whine and Wine at NYLA." On Tuesday, March 16, 2004, there will be a "Library Rave" from 11AM until Noon at Meeting Room 6 on the Concourse. NYLA is currently offering membership in long-term care. The ALAPA group is discussing giving recognition to library employees.

**Special Libraries Association**-Mary Westermann-Cicio

No report.

**Suffolk County Library Association**-Rona Dressler

The Huntington and Smithtown Libraries finished their legislative breakfast today (February 13, 2004). There is currently a link to a letter on SCLA's webpage that can be printed out and sent to local legislators.

**VII. OLD BUSINESS**

No report.

**VIII. NEW BUSINESS**

Discussed an NCLA picnic idea to possibly occur on the last Sunday in June at Lido Beach, but there is a conflict with ALA. Ken Bellafiore put a notice regarding this matter in the February NCLA newsletter to see if people are interested. No date is established. A blood drive in the fall has been suggested.

eva effron from NSLS and John Franzen were appointed to the LILRC Board of Trustees to fill seats made vacant due to resignations from the Board.

**IX. ADJOURNMENT**

The meeting was adjourned at 12:05. Motion to adjourn was made by Ken Bellafiore, seconded by Tracey Simon.

Respectfully submitted,

Michelle M. Young