COMPUTER AND TECHNICAL SERVICES DIVISION
SCLA
EXECUTIVE BOARD MEETING
11.05.03 AT SCLS

CALL TO ORDER
The meeting was called to order at 9:40 a.m. by Laura Hawrey, President.
Present were: Joyce Bogin, Renee Capitanio, Ted Gutmann, Laura Hawrey, Mellissa
Hinton, Sue Ketcham, John Richardson, and June Zinsley.

APPROVAL OF MINUTES
On a motion by Renee Capitanio, seconded by Sue Ketcham, the minutes of 10.01.03
were approved.

TREASURER'S REPORT
June Zinsley reported.
As of 10.31.03: Checking $139.52, Savings $1978.20, Total $2117.72. On a motion
by Renee Capitanio, seconded by Sue Ketcham, the report was accepted.

MEMBERSHIP
Laura Hawrey reported that CATS has 224 members.

WEB PAGE (scla.net/cats)
Ted Gutmann reported he has uploaded CATS minutes. There has been a great deal
of feedback about the web page from members. Ted plans to revamp the site and
add some new functionalities, including providing templates and links for
flyers.

PAST PROGRAMS:

Web Sites for Catalogers (10.30, 9:30 - noon) – The program presented by John
Richardson was well received by the mixed audience (which included Nassau and
academic librarians) of approximately seventy people. It was noted that since
there are two separate divisions of NCLA for technical services and computers,
members of both groups should receive mailings in the future on pertinent
topics.

FUTURE PROGRAMS:

Annual Meeting (12.04.03) – Tea for Technology/Breakfast Buffet – Ron Richards
is the speaker. Bellport Deli will cater the breakfast. John Richardson will
make arrangements for about 75 attendees. Renee Capitanio announced people had
begun to sign up. Joyce Bogin noted the minutes from last year's annual meeting
must be approved at this meeting.

Open Forum (3.22.04, 9:30 – 1:00 p.m.) – Program will begin with coffee at
9:30. Sue Ketcham volunteered to be a panelist. Attendees should plan to bring
samples, staff manuals, training aids, etc.

Power Point Classes (3.5.04 (pt. 1), 4.30.04 (pt. 2) 1:30 – 4:00 p.m.) – Laura
has scheduled the sessions. Fees will be $15 for members, $20 for non-members.

Desktop Publishing – It was agreed to wait at least a year before offering this
program again. Sue Ketcham suggested CATS offer a similar training program for
Dream Weaver.

LC and Dewey Classification (Week of 2.23.04) – John Richardson will arrange two two-part programs covering number building and use of tables for Dewey and LC classification schemes. The sessions will be conducted on consecutive days on these topics in response to member requests.

Fred Pryor Seminar – How to Balance Priorities and Manage Multiple Projects (06.04) – Joyce Bogin will arrange for this full day program at Middle Country Public Library. It will cost $2500 for 50 attendees, which is a bargain. A $1000 deposit will be required from CATS to reserve the program. Fee will be $50 per person, with lunch not included.

OLD BUSINESS
Renee Capitanio will present the 2004 slate of CATS officers at the SCLA annual dinner. Three new members-at-large are joining the Board: Erwin Fox, Michael Aloi, Tim Cohn in 2004. Mellissa Hinton will cover membership; Sue Ketcham will do publicity.

NEXT MEETING
December 4 (Annual Meeting)

The next regular meeting of the Executive Board will be on 1.13.04 at 9:30 a.m. in the SCLS Auditorium.

ADJOURNMENT
On a motion by June Zinsley, seconded by Sue Ketcham, the meeting was adjourned at 11:35 a.m.

Respectfully submitted,
Mellissa Hinton,
Member-at-Large