

**COMPUTER AND TECHNICAL SERVICES DIVISION
SCLA
EXECUTIVE BOARD MEETING
2.11.03 AT SCLS**

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Laura Hawrey, President.
Present were: Joyce Bogin, Cynthia Guzzo, Laura Hawrey, Mellissa Hinton, Robert Johnson, Sue Ketcham, Min Liu, John Richardson, Matthew Sheehy, and Melanie Weiss.

APPROVAL OF MINUTES

The minutes of 1.14.03 were not available for approval.

TREASURER'S REPORT

The treasurer's report was not available for approval.

NEWSLETTER

No report.

MEMBERSHIP

CATS has 202 members as of the last SCLA meeting.
New assignments for members at large: Mellissa Hinton and Sue Ketcham will share Programs, Renee Capitanio will be in charge of Publicity, Cynthia Guzzo will be in charge of Membership, and Min Liu will be in charge of Archives.

WEB PAGE (scla.net/cats)

Matthew Sheehy reported that the swap page is active and the site is up to date.

FUTURE PROGRAMS:

Excel Basics (April) – Laura Hawrey will investigate hiring Ceil Hearn of Sharper Training Solutions for a two-session, hands-on Excel training course. Each two-hour session could accommodate 26 people, with 2 sharing a laptop. Ms. Hearn would charge \$350. We would charge \$10 per person to cover both sessions.

Long Island Library Conference (May 7) – If Lauren Pinsley is available, we will substitute an overview of possible replacements for the NYLINK Passport for Windows program for John Richardson's program on web pages for catalogers. (Tentative date: October.)

Recorded Books / NYC Library Tour (late May) – Cynthia Guzzo is investigating. Recorded Books can accommodate 20 people on a tour. The Mid-Manhattan Library or the Research Library at NYPL may be able to do a tour of its technical services department. We may purchase LIRR tickets as a group.

Library tour (June) – Cynthia Guzzo will coordinate.

Open Forum (September) – we will contact Rocco Cassano (East Meadow) to ask if the Nassau Group would like to co-sponsor. Possible locations: Half Hollow Hills, or Farmingdale Public.

Web sites for catalogers (October) – John Richardson (if his program is rescheduled from May).

NYPL's Picture Archive (November) – a free program will be held at Dowling college, focusing on digital files/metadata/how libraries can create similar files.

Annual Meeting (December 4) – Tea for Technology – Ron Richards will speak on emerging technologies, and refreshments will have a “tea” theme (i.e., scones). Of course, coffee will be available as well.

Technology Learning Centers (Spring 2004) – pending the completion of Middle Country's facility.

SCLA -- we received a quarterly check. Divisions are asked to notify SCLA when programs are in planning stages as well as when they have been finalized.

NEXT MEETING

The next regular meeting of the Executive Board will be on 3.11.03 at 10:00 a.m.

ADJOURNMENT

On a motion by Melanie Weiss, seconded by Joyce Bogin, the meeting was adjourned at 11:50 a.m.

Respectfully submitted,
Melanie Weiss,
Secretary