

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

*CALL TO ORDER*

The meeting was called to order at 10:00 a.m. by Laura Hawrey, President.  
Present were: Aurora Tiffany, Joyce Bogin, Renee Capitanio, Cynthia Guzzo, Laura Hawrey, Mellissa Hinton, Sue Ketcham, Min Liu, Angela Richards, John Richardson, Melanie Weiss, and June Zinsley.

*APPROVAL OF MINUTES*

On a motion by June Zinsley, seconded by Melanie Weiss, the minutes of 1.14.03 were approved with corrections.

On a motion by Renee Capitanio, seconded by Min Liu, the minutes of 2.11.03 were approved with corrections.

*TREASURER'S REPORT*

June Zinsley reported. As of 1.3.03, checking \$15.39, savings \$1304.70. As of 2.28.03, checking \$234.69, savings \$1304.70. On a motion by Melanie Weiss, seconded by Sue Ketcham, both treasurer reports were accepted.

*NEWSLETTER*

Angela Richards reported. The first issue for 2003 was printed on white paper; subsequent issues will be printed on the usual gray speckled paper. Sue Ketcham will be spotlighted as a new board member in the next issue. Angela would like to begin a series, "A day in the life of a –" which would highlight technicians, serials personnel, etc.

*MEMBERSHIP*

No report.

*WEB PAGE (scla.net/cats)*

No report.

*FUTURE PROGRAMS:*

**Excel Basics (5.23, 6.2, 2-4 each day)** –Ceil Hearn of Sharper Training Solutions will do a two-session, hands-on Excel training course. Each two-hour session will accommodate 26 people, with 2 sharing a laptop. Ms. Hearn will charge \$350. We will charge non-SCLA members \$20 and SCLA members \$15. Renee Capitanio will create flyers for CATS members. If space allows, she will advertise the program on the listserv. Responses will be sent to Renee, who will forward them to June. Laura will book Ceil Hearn for a fall program, with the topic to be chosen later.

**Long Island Library Conference (May 7)** – Lynne Graziadei will present "OCLC metadata migration." Her fee, including travel expenses, will be \$200.

She will need a screen and a projector; she will bring her own laptop. We have not yet been assigned a time slot.

**Recorded Books / NYC Library Tour (late May)** – no report.

**Library tour (June)** – no report.

**Open Forum (September)** –Rocco Cassano (East Meadow) will contact his committee to co-sponsor. Probable location: Farmingdale Public. Tentative dates: 9.30, 10.1.

**Web sites for technical services (October 30, 9:30 - noon)** – John Richardson

**NYPL Picture Archive (November)** – no report.

**Annual Meeting (December 4) – Tea for Technology** – Ron Richards has agreed to speak on emerging technologies, and we will provide refreshments with a “tea” theme (i.e., scones, muffins). The program may be held at Sachem.

**Technology Learning Centers (Spring 2004)** – pending the completion of Middle Country’s facility. No report.

*SCLA* -- the next newsletter will have a retrospective theme. Any archival materials should be sent to Min Liu, who will place a message on the listserv to ask for materials.

*NEXT MEETING*

The next regular meeting of the Executive Board will be on 4.1.03 at 10:00 a.m.

*ADJOURNMENT*

On a motion by Melanie Weiss, seconded by June Zinsley, the meeting was adjourned at 11:10 a.m.

Respectfully submitted,  
Melanie Weiss,  
Secretary