

**RASD Board Meeting
Tuesday, January 8, 2013
East Islip Public Library**

The meeting was called to order at 10:05am.

Minutes from the 12/4/12 meeting at the Deer Park Public Library were approved on a motion by Grace O'Conner and seconded by Rona Dressler.

Members present: Megan Sala-James, Steven Spataro Cathi Nashak, Jo-Ann Carhart, Joan Cook, Rona Dressler, Grace O'Connor, Elma Lugo, Ellen Druda, Karen Cognato, Cindy Miller, Rose Marut, and Sara Bedell

President's Report: Cathi Nashak attended the SCLA meeting on December 16, 2012. She reported that the speaker fee limit of \$250 might be raised to \$350 in 2013. She reported that 117 members attended the SCLA dinner on December 14, 2012 and the dinner cost \$1,100 less than last year's dinner. The dinner committee is looking into Captain Bill's restaurant for this year's dinner location. Jackie Narkwicz, is stepping down as Community Service chair as she is the new SCLA Vice President. Jamie Papandrea will replace her as Community Service chair.

Terri Hatred, Continuing Education chair reminded everyone who attends conference or staff training that they can earn continuing education credits. For those running the programs, she asks that a list of the attendees be submitted to her that include the attendees name, library and last 4 digits of their social security number. Jo-Ann Carhart thought a template would be useful for taking attendance and would contact Terri. Joan Cook also volunteered to work on this with JoAnn.

Min Liu is stepping down as committee chair of ELSA. If anyone is interested in this position they may contact her. Cathi stated that they are always looking for committee members.

March 5th is Legislative Day.

Due to the SCLA/NYLA merger all division accounts must be closed by January 31, 2013. If anyone has any bills, please submit to Megan by January 11th. Megan stated that she has talked to Celia and some of the procedure will change now that the funds are coming from NYLA. Celia has requested a list of anticipated monthly bills like postage, etc. She will also be responsible for processing checks for reimbursement and payment and expects the turnaround time to be 5 business days. Megan stated that the payment requests for speaker be made at least 2 weeks prior to the event. Megan is unsure about payment for items where the amount is not known until the specific date. She will check with Celia about that. She expects the requisition form will be similar to the existing SCLA form. She also stated that division funds cannot be used towards another not-for-profit organization and the signatures of the President, Vice President and Treasure will be required to sign off on requisitions. NYLA will send a monthly

treasure's report and each division will keep a copy of their financial statements and send a second copy to Beth Gates at SCLS to be archived.

Treasure's report: Megan Sala-James reported that she will have to close out the bank accounts due to the NYLA/SCLA merger. She reported that the bank statement for 12/1/12 through 12/31/12 period reflects a Checking balance of \$3,348.03 and a Savings balance of \$577.25 equaling a total cash amount at the end of December of \$3,925.28.

Reimbursement towards 2 speaker's fee of \$500 from SCLA was credited on 12/17/12 and bank interest of \$.05 for December gives a total income for December as \$816.55.

Expenditures for December include reimbursement to Elma Lugo for \$86.20 for the SLCA Dinner basket. Megan also paid Steven Spataro \$41.21 on 1/8/13 for the postage used to send the RASD committee election ballots. Megan asked for approval to close out the bank. Jo-Ann Carhart made a motion to approve and seconded by Joan Kirk.

Committee Reports

C.A.R.E: No report

Electronic Resources: Ellen Druda announced that the next meeting would be held at the end of March and the location is still to be determined. She hopes to have Bobby Johnson of CATS speak about the app that Emma Clark Public Library made. Ellen will speak about the app that Half Hollow Hills Community Library is developing. Ellen is also working on getting an adjunct professor from MIT to speak about creating and publishing e-books on line. It will mostly likely be a webinar in August.

Health Concerns: Rona Dressler announced that the next meeting will be on January 31, 2-4 pm at Patchogue Medford Public Library to discuss this year's bibliography topic. Rona invited everyone to attend the meeting and/or participate on the committee.

Historian: No Report

LI History: Inez Foster could not attend. The next meeting is March 23, 9:30am at Brookhaven Public Library. Barbara Russell will talk about the records that are kept there.

Long Island Reads: This year's title is *Sutton* by J.R. Moehringer. Grace O'Connor reported that the coordinated order will come through Nassau County. The title is now available in large print and the reader's guide is almost finished. However, the program guide is not. She stated that there are two programs taking place to support the LI Reads event. They are January 9, 9:30 am at SCLS – How to Create a Long Island Reads Regional Event and January 25, 9:30 am at SCLS – Long Island Reads and Your Library. These programs are designed to help libraries prepare, promote, and participate in the LI Reads event. Many ideas will be shared.

M.O.S.A.I.C: The group has not met since September because of super storm Sandy. Elma Lugo announced that the next meeting will take place on January 15, 9:30 am at SCLS. She also

announced that on February 23, 12-2 pm, the Longwood Public Library will hold a Homeland Security Workshop. The topic will be on the naturalization process. Elma also stated that on March 9th Longwood will hold an AARP Driver Safety program in Spanish. She will send flyers out shortly. She also stated that Longwood's website now contains a Spanish language page called *En Español*.

Media: Steven Spataro announced that the next meeting will take place on January 28, 9:30 am at SCLS. The focus of the meeting will be about streaming media.

Member-At-Large: Brian Adams could not attend the meeting. He wanted to thank Cathi and the Board for re-appointing him as Member-at-Large and looks forward to working again with fellow board members and serving the membership. He also asked that everyone think about the annual dinner and selecting the event date.

Membership: Joan Cook stated that membership applications have been on hold because of the NYLA merger. She also stated that we will have a table at the Long Island Library Conference. She has been working on a giveaway for the conference and wanted to know the budget and the quantity she should order. Some ideas include mouse pads, highlighter, tote, snack bag clip, whistle, scratch pad, penlight, lip balm, flash drive, gel wrist pad, lanyards and stylus. Joan suggested we tie in to the theme of the conference, which is *Libraries: The future is now*.

OARS: Cindy Miller stated that the last meeting was held on November 14. The next meeting will take place on January 16, 9:30am at Central Islip Public Library.

PR/Marketing: JoAnn Carhart announced that on January 10, 9:30 am, Victor Caputo will present a workshop on Library Advertising at the East Islip Public Library. She also stated that on March 7, 9:30 am at SCLS, J.C. Clement will present part 2 of *Marketing on a Shoestring*. JoAnn also reported that Peter Ward is interested in presenting a workshop at the LILC on Emergency Situations at the Library. She is hopeful that an elected official such as Steven Bellone and a representative from FEMA would also participate in the program. Everyone agreed that it was a good and timely topic. JoAnn has submitted the application to the conference and is waiting to hear back this week.

Programs: Rose Marut reported that she has submitted the sponsor form for our joint program with Nassau RASD for the LILC on May 2nd. The title of the program is *Public Library Services to Older Adults: Survey Results and Resources*. The presenter is Claudia Perry who will present highlights from a 2012 survey of Nassau, Suffolk and suburban Atlanta public libraries and their services to adults 65 and older. The speaker is not charging a fee, however she asked to be reimbursed for transportation. Megan will look into the best way to reimburse this speaker now that funds are coming from NYLA.

Ramblings: Rona Dressler thanked everyone for submitting their articles. She asked that everyone from each committee submit a short notice for the upcoming newsletter so that membership knows what is happening in each committee. The deadline is March 9th.

Readers Advisory: Grace O'Connor reported that the next meeting will take place January 24, 9:30 am at Smithtown Public Library. The focus will be on contemporary western fiction.

Web Page: Cathi Nashak reported that the website will soon be updated to reflect the names of the new board members.

New Business: Cathi Nashak stated that she wanted to promote the work that RASD does. She requested that each committee create a blog or webpage so everyone knows what is available. She suggested that emails be sent to alert members about upcoming programs. Megan suggested we send emails 4 times a year.

Grace O'Connor reported on a situation that occurred at her library. She had a patron who wanted DVDs for the visually impaired. She stated that SONY DVDs already have this special feature. She stated that it was difficult to find in the catalog and that Valerie Lewis also did not know. She asked the group for ideas and suggestion. Rona Dressler suggested putting "DVS" in the notes field. Megan suggested that SCLS be contacted to look into this. Steven Spataro said he would check with Library of Congress and Sara Bedell thought perhaps World Cat would have a subject heading.

Old Business: Cathi Nashak reported that since March 5th is Legislative Day that the March meeting be tentatively rescheduled to March 12 at SCLS. She will confirm the date soon. The next meeting is scheduled for Tuesday, February 5, 9:30 am at SCLS in the Blue Room.

Motion to adjourn the meeting at 11:28 by Rona Dressler, seconded by Elma Lugo.

Respectfully submitted,

Karen Cognato