

Computer and Technical Services Division of SCLA  
January 13, 2004  
AT SCLS

#### CALL TO ORDER

Renee Capitanio, President, called the meeting to order at 9:39 a.m. Present were Renee Capitanio, Laura Hawrey, June Zinsley, Mellissa Hinton, Ted Gutmann, Joyce Bogin, Cindy Guzzo, Tom Cohn, John Richardson, Mike Alea, Sue Ketcham, and Min Lui.

#### APPROVAL OF MINUTES

All previous minutes were approved 12/4/03 at the annual meeting.

#### TREASURER'S REPORT

June Zinsley reported. On a motion by Cindy Guzzo, seconded by Laura Hawrey, the report was accepted as follows:

As of 12/31/03:

Checking \$	135.49
Savings	\$1936.89
Total	\$2117.72

#### MEMBERSHIP

Mellissa Hinton reported CATS has 227.

#### WEB PAGE (SCLA/CATS)

Ted Gutmann reported he has uploaded the approved minutes from 11/05/03. He has also updated the officer's page.

#### PROGRAMS

Past Program: Annual meeting had 70 members in attendance. June Zinsley reported the total cost was 249.50.

#### Future Programs:

The Technical Services Open Forum will be held at Half Hollow Hills Public Library on March 22 from 9:30-1pm. Cindy Guzzo will moderate the meeting and there will be a panel composed of academic and public librarians who head a technical services department. The panelists will be confirmed by the next meeting. The subjects covered will include workflow issues, acquisitions, weeding and discarding. The registrants will be asked to bring manuals, products, and other helpful tools, which have been helpful in technical services. The flyer will go out by February 22, 2004.

The hands-on Two Part PowerPoint Training Program will be held 3/5/04 and 4/30/04. The fee is, \$15 for SCLA members, and \$20 for non-members. The program can accommodate 26 people. The Flyer will go out before the next CATS meeting. Sue Ketcham will e-mail the board with a copy to be approved. The registration and payment must be received by February 26, 2004.

The How to Balance Priorities and Manage Multiple Projects Fred Pryor Seminar will be held June 7, 2004 at Middle Country Public Library. The flyer will go out in April. The program will accommodate 50 people. The program will cost \$2500 and no deposit is required.

The Long Island Library Conference program planned is Security Technology and Its Implications for Invasion of Privacy. Ron Richards, computer consultant, will present it. The fee will be \$200.

Other future programs discussed included programs on FRBR (program that shortens the list of search results in a catalog), and further discussion of locations for the annual library tour in June.

SCLA Information:

Renee Capitanio and Laura Hawrey attended the last SCLA meeting in December. At the meeting new officers were welcomed and introduced. Cindy Guzzo stated that each division of SCLA would receive an increased amount of funding.

Future Meeting Dates: All Meetings begin at 9:30am.

February 10th, Wednesday, Sachem Public Library

March 16, Tuesday, Blue Room, SCLS

April 20, Tuesday, Blue Room, SCLS

May 5 Wednesday, Long Island Library Conference

May 11, Tuesday, Sachem Public Library\*

June 8 Tuesday, Auditorium, SCLS

July 27 Tuesday, Blue Room, SCLS

August -No Meeting

September 13 Monday, Auditorium, SCLS

October 12 Tuesday, Blue Room, SCLS

November 8 Monday, Auditorium, SCLS

December - To be announced at the next meeting.

The Meeting was adjourned at 11:31am.

Respectfully Submitted,

Laura Hawrey  
Past President