

**COMPUTER AND TECHNICAL SERVICES DIVISION OF
SCLA EXECUTIVE BOARD MEETING
May 1, 2008
SCLS**

CALL TO ORDER

The meeting was called to order at 9:45 by Susan Ketcham, President. Present were: Michael Aloï, Joyce Bogin, Tom Cohn, Ted Gutmann, Mellissa Hinton, Dana Mottola, Susan Ketcham, June Zinsley.

APPROVAL OF MINUTES

The minutes of 4/7/08 were approved on a motion by Ted Gutmann and seconded by Joyce Bogin and passed unanimously.

TREASURER'S REPORT

June Zinsley reported that as of 2/29/08

Checking	\$ 555.04
Savings	\$ 504.93
Total	\$1059.97

June Zinsley reported that as of 3/31/08

Checking	\$ 515.91
Savings	\$ 506.31
Total	\$1022.22

Sue gave June a check for \$595.00 check for quarterly dues from SCLA.

A motion to accept the Treasurer's reports was made by Dana Mottola, seconded by Tom Cohn and passed unanimously.

MEMBERSHIP

Sue reported there are 194 CATS members as of 4/17/08.

Web Report

Ted updated Sally's affiliation and added approved minutes.

PROGRAMS

Upcoming Programs

Long Island Library Conference (May 8, 2007/Crest Hollow Country Club) Sue distributed key chains to board members and distributed a sign-up sheet for board members to staff the CATS table. Cynthia is creating the chocolate basket. She will also bring a box to collect the raffle tickets. Michael said Sue should have received a template from SCLA for raffle tickets. Sue will follow up with the arrangers the night before. Michael and Tom will arrive early to set up the table. Sue recommended that the Division investigate purchasing a fabric banner for the table to be used for future events. Flyers should be displayed on a poster with the enlarged tag cloud in the middle. Joyce will see if she can bring a multi-leveled stand for the flyers. Cynthia will send Dana and Sue a copy of the flyer for the library tour before the Conference so it will be available for the display. Sue will display photocopies of the raffle prizes. Copies of Cataloging Roundtable, Sharper Training, and Library tour flyers will be available.

Cataloging Roundtable – Michael Aloï reported the next meeting is set for June 3, 2008. Dana will distribute the flyer as soon as it is available. Email reminders will also be sent. June recommended the flyers be bundled with the tour flyer and the MS Office program to save postage. All agreed. Flyers will be sent in envelopes.

Annual Library Tour – Sue Ketcham reported for Cynthia Guzzo the date is confirmed for June 20, 2008 at the following locations: Southold Free Library 10-11; Cutchogue-New Suffolk Free Library 11:30-12:30; Free time for lunch 12:30-2; Mattituck-Laurel Library 2-3. Refreshments will be provided at Southold Library at 9:30. Wendy Reeve will be asked to provide restaurant suggestions.

Sharper Training Solutions – Sue announced the program on MS 2007 dates is on the schedule for 6/6/08 and 6/13/08 from 2-4 p.m. at SCLS. Part I will cover MS Word and Part II Excel. Dana will provide refreshments. and will be the contact person to receive the checks. Attendees will be charged \$20.00 (SCLA members) and \$25.00 (non-members). Twenty-four seats are available for the program.

SCLA Report – Sue Ketcham reported the following: Picnic plans are underway for a family event. No details are yet available. The annual dinner is scheduled for November 14, 2008 at Bellport Country Club. Price is being negotiated. An attendee at the SCLA meeting suggested CATS sponsor a program on the topic of keeping track of current computer trends. The CATS Board considered this issue but felt there was overlap with the subject of the annual meeting.

NEWSLETTER

Tom Cohn announced the newsletter will not be ready for the LILC but should be out by the end of May. The exact dates for the June events will now be included in the newsletter. The quantity ordered can be reduced since they will not be distributed at the LILC.

OLD BUSINESS

Examination of the Constitution for revision continued beginning with Article VII. Designated assignments for members-at-large and the defining of standing committees will be the focus of the next meeting.

NEW BUSINESS

Ted Gutmann made a motion to purchase two \$50.00 Visa gift cards as thank you gifts for the LILC speakers; Joyce seconded; motion passed unanimously.

NEXT MEETING

The next meeting will be held on Monday, June 16, 2008 at 9:30am at SCLS Auditorium in Bellport.

ADJOURNMENT

A motion to adjourn at 11:45 a.m. was made by Joyce Bogin and seconded by Dana Mottola and passed unanimously.

Respectfully submitted,
Mellissa Hinton, Secretary