

**COMPUTER AND TECHNICAL SERVICES DIVISION OF  
SCLA EXECUTIVE BOARD MEETING  
Minutes of Meeting  
June 16, 2008  
SCLS**

**CALL TO ORDER**

The meeting was called to order at 9:45 by Susan Ketcham, President. Present were Michael Aloï, Jim Balletta, Joyce Bogin, Tom Cohn, Sally Glasser, Mellissa Hinton, Min Liu, June Zinsley.

**APPROVAL OF MINUTES**

The minutes of 5/1/08 were approved on a motion by Joyce Bogin; seconded by Tom Cohn; passed unanimously.

**TREASURER'S REPORT**

June Zinsley reported that as of 5/31/08

Checking:	\$753.31
Savings:	\$506.31
Total:	\$1259.62

Sue gave June a check for \$198.71 from SCLS for reimbursement for Helene Blowers' travel expenses for the December meeting.

Gift card reimbursement: The bill for \$106.00 must be sent by July 1 to the LILC if the Division is to be reimbursed.

Expenditure approvals:

A motion to reimburse Cynthia Guzzo for creating the basket for the LILC up to \$150.00 was made by Tom Cohn; seconded by Sally Glasser; approved unanimously.

A motion to award Sharper Training Solutions \$100 (25% of the original cost) as a good faith gesture for cancelling the under-enrolled program was made by Jim Balletta; seconded by Min Liu; approved unanimously.

**MEMBERSHIP**

Sue reported there are 174 CATS members as of May 10, 2008 (the date members were dropped from the rolls) representing a decrease of 20 members. Of the members, 93 denote CATS as their primary division, 81 as their secondary.

**WEB REPORT**

No report. Ted needs to change Cynthia's work location to Smithtown and add Sally Glasser's Northport-East Northport affiliation.

**PROGRAMS**

### **Past Programs:**

**Long Island Library Conference:** Michael Aloï attended a meeting where the Conference was discussed. The CATS Division was criticized for offering a program that was too short in that it did not fill the full time slot. However, hands-on activity time was considered to be part of the formal program and it is believed this was not taken into consideration by those who complained. 200 people attended the program. Program time slot assignment was discussed.

### **Upcoming Programs**

#### **Cataloging Roundtable:**

Michael Aloï reported there were 13 people in attendance at the June 3 meeting, with several new attendees. Tom Cohn provided a well-received presentation on subject headings. The next meeting is scheduled for Tuesday, October 14, 2008. Tom Cohn will receive the RSVPs.

**Annual Library Tour:** Friday, June 20, 2008. Only a few people have signed up to attend thus far.

**Sharper Training Solutions:** Due to low enrollment, the program on Microsoft Office 2007 scheduled for June 6 and 13 was cancelled.

**SCLA Report:** Next meeting of the SCLA Board is scheduled for August 15, 2008. July meeting was cancelled. Picnic will not be held this year.

### **NEWSLETTER**

Tom Cohn reported the newsletter was distributed. The next issue (Fall/Winter) should include the tag cloud. Deadline will be around October 15. Tom Cohn asked Min Liu if she wanted photos for the archives; she agreed to accept them. Ted is in the process of converting the file to HTML instead of PDF.

### **OLD BUSINESS**

**Tech Services Forum:** Thursday, November 6 at SCLS. The following themes were suggested: Content DM; the Millennium system; open source software; ergonomics (reducing eye strain, seating, etc.); technical services organization; and managing electronic resources in technical services. The consensus was to focus on ergonomics. Jim Balletta will be a panelist on an ergonomics-themed forum and will recruit other panelists. Jim will investigate if Half Hollow Hills Library is available as the venue for the meeting.

**Annual Meeting:** Guest speaker Steve Abram.

Examination of the CATS Constitution continued.

### **NEW BUSINESS**

**NEXT MEETING**

The next meeting will be held Thursday, July 17, 2008 at SCLS Blue Room. This is a change from the original date.

**ADJOURNMENT**

A motion to adjourn at 11:50 was made by Tom Cohn; seconded by Joyce Bogin; passed unanimously.

Respectfully submitted,  
Mellissa Hinton, Secretary