

**COMPUTER AND TECHNICAL SERVICES DIVISION OF  
SCLA EXECUTIVE BOARD MEETING  
March 13, 2009  
SCLS**

**CALL TO ORDER**

The meeting was called to order at 9:42 by Ted Gutmann, President. Present were Laura Giuliani, Mellissa Hinton, Bob Johnson, Susan Ketcham, June Zinsley. Also in attendance was Michael Aloï.

**APPROVAL OF MINUTES**

Minutes of 2/5/09 were approved as amended on a motion by Ted Gutmann and seconded by Sue Ketcham and passed unanimously. Corrections are as follows:

- Ken Verbeseý's name should be changed to Kevin
- Ted Gutmann is in charge of the web page, not Tom Cohn

**TREASURER'S REPORT**

June Zinsley reported that as of 1/31/09

Checking:	\$ 412.65
Savings:	\$ 709.92
Total:	\$1122.57 (No change from 12/31/08)

June Zinsley reported that as of 2/28/09

Checking:	\$ 521.70
Savings:	\$ 709.92
Total:	\$1231.62

Motions to approve both treasurer's reports were made by Laura Giuliani and seconded by Sue Ketcham.

A motion to approve an expenditure of \$399.18 for the hotel room for Steven Abram as it was too late to cancel was made by Ted Gutmann; seconded by Bob Johnson; passed unanimously.

**MEMBERSHIP**

Ted Gutmann reported there are 199 CATS members as of February 2009, a gain of 11 members. Ted will contact Wendy to see if she sent out a renewal letter.

**WEB REPORT**

Web page is up to date as per Ted. Program for LILC and Cataloging Roundtable dates were added.

**PROGRAMS**

## **Past Programs:**

**Cataloging Roundtable 2/24/09.** According to Michael Aloï, 13 people attended. The program did not have to be re-advertised. A few new people came.

Ted demonstrated the **Google Groups** page. Many new files have been added.

## **Upcoming Programs:**

**Sharper Training Solutions Program:** Ted will contact Ceil Hearn about arranging a Microsoft Office 2007 training program for the fall of 2009 in response to an SCLA request for continuing education in this area. Other venues besides SCLS may be considered as host site. Ted will encourage SCLA to promote this program in light of the cancellation of a similar CATS workshop that was scheduled for June 2008.

**Long Island Library Conference: (5/7/09)** Ted announced the plans are underway. A \$50.00 reimbursable deposit is required for associations to sponsor a table at the Conference. M. Hinton moved that a letter be included protesting the fee; seconded by Ted Gutmann; unanimously approved. Michael Aloï has approximately 100 mini mouse pads for giveaway items. Sue has leftover key chains as well. CATS may not need to order any more items. CATS will not charge for raffles. If Cynthia does not want to make a basket, CATS will consider other options. Sue has the display board to advertise upcoming programs and the Division's banner. Flyers should be created for the library tour, cataloging roundtable, and MS Office program to be available for distribution.

## **Future Programs:**

**Library Tour:** Ted will contact Cynthia Guzzo to see if she wants to make the arrangements. Sayville Public Library is scheduled to open in May and Bayport-Blue Point is another option. As another local group is sponsoring a tour of the Arboretum, the Maritime Museum might be considered as a special library alternative. If Cynthia is unavailable, Sue Ketcham said she could make the arrangements.

**Fred Pryor Workshops:** Joyce Bogin contacted Fred Pryor and emailed course descriptions to CATS Board members. The Board declined to offer these programs as they are too expensive in this economic climate.

**Open Source Software:** Possible themes suggested by Bob Johnson include: Linux as a usable desktop to substitute for Microsoft Office, office suite software that can run on Windows or Mac systems, server virtualization. Similar programs have been offered to Computer Users' Group in the past. Such a program may be offered at the annual meeting or technical services forum.

**SCLA Report:** Ted attended the 2/13/09 meeting. Highlights of the meeting include the announcement of a new SCLA Community Outreach Committee. An SCLA Picnic was

discussed but not confirmed. Other topics discussed were providing guidance for civil service and the need for technology training.

**NEWSLETTER:** Laura Giuliani reported for Tom Cohn. The lead article for the upcoming issue will be the program with Steven Abram. Other submissions are welcome and should be about 300-500 words. Deadline for submission is 4/10/09.; Meowings column is needed from Ted. Anticipated publication date is 5/18/09. Following the example of the parent organization, Ted Gutmann moved that printed newsletters be eliminated except for those that are specifically requested; seconded by Sue Ketcham. 5 in favor, 1 opposed; motion carried. Michael Alois suggested that postcards be sent out asking people who want to receive the newsletter in paper form to sign up. A formal newsletter will be created to be printed on demand from PDF. Tom Cohn's job will remain the same in terms of editing, etc. The change to electronic format will begin with the forthcoming issue.

**CATS Blog:** Will be discussed at a later date. Ted Gutmann will investigate wordpress.

### **OLD BUSINESS**

**Computer Users Group:** Ted Gutmann announced that the Constitution allows for the inclusion of the group. Some members of CUG have joined CATS and Bob Johnson indicated that the discussion that had arisen has been resolved. At the next CUG meeting, Bob will indicate to them that an expressed request should be sent from the CUG asking to participate in CATS.

Danielle Zubiller from Brentwood Public Library has agreed to fill the vacancy on the CATS Board to replace Jim Balletta. Ted suggested that she might take over maintenance of the CATS web page.

Ted sent a letter to the Director of the Brentwood Public Library long distance phone call reimbursement thanking them for their help with the Annual Meeting in December but has received no response with regard to the question of telephone bill payment.

### **NEW BUSINESS**

#### **NEXT MEETING**

The next meeting will be held Monday, April 13, 2009 at SCLS.

#### **ADJOURNMENT**

A motion to adjourn at 11:15 was made by June Zinsley and seconded by Bob Johnson and passed unanimously.

Respectfully submitted,  
Mellissa Hinton, Secretary