



**REFERENCE & ADULT SERVICES DIVISION**  
A DIVISION OF THE SUFFOLK COUNTY LIBRARY ASSOCIATION

**Board Meeting Minutes**  
**March 2, 2021**  
**Suffolk Cooperative Library System, Bellport, New York 11719**

The meeting was called to order at 10:02 am.

**Members Present:** Rachel Cecchini, Rosa Todaro, Catherine Montazem, Wendy Bennett, Sal Filosa, Alex Cranshaw, Kelly Filippone, Jessica Giannetti, Alicia Collumbell, Nicole Berroyer, Sean Walls, Amber Gagliardi, Wonda Miller, Adriana LoDolce, Dave Jones, Laurie Aitken

Rachel Cecchini made a motion to approve the February 2021 minutes with no corrections. The motion was seconded by Wendy Bennett and Sal Filosa.

**President's Report:** Rachel Cecchini reported the following updates from the February SCLA Board meeting:

- SCLA will be purchasing a Zoom account
- The SCLA board would like to start sending letters to library trustees asking them to join SCLA, and would also like to send letters to directors about organizational memberships.
- SCLA has not heard back from civil service regarding the status of the librarian exams. They are hoping to hear back from them as we get further into the Spring and early Summer.
- The membership chair of SCLA will be sending out a mass email to active SCLA members about how to join committees and divisions.
- Newsletter submissions for the Winter issue are due March 15. Send anything RASD-related to Rachel by March 11.
- There has been more discussion about the professional development series in lieu of the LILC. Friday, March 12, is the deadline for ideas, and April 1st is the goal date to begin advertising. Rachel will find out whether advertising will be done collaboratively or individually.
- The professional development series will be free and open to everyone, and held on Zoom. There is a 1 hour maximum for each program.

Alicia asked what date SCLA wants to host the series. Rachel responded that it will be held in May. It is not yet clear if the series will be an all-day event, or spread out over a week.

Kelly inquired as to why the series is free for everyone, since it seems it would be a good incentive for people to join SCLA. Rachel responded that SCLA might be including a membership incentive. She will find out more about the reasoning behind this.

**Treasurer's Report:** Wendy Bennett reported:

The opening balance was \$4,911.35. **Total revenues** were \$2.00. **Total expenses** were \$0.00. The **closing balance** as of March 2, 2021 was \$4,913.35.

**Outstanding: (submitted to NYLA)**

*Outreach Award for \$112.00*

**Total: \$112.00**

**Approved Expenses: (NOT YET submitted to NYLA)**

*PR & Marketing Award not to exceed \$100.00*

**Career & Business Reference Services Committee (C&B):** Nicole Berroyer and Alex Blend reported: Our last meeting was on Thursday, February 11. We had speakers from Long Island Cares to give us an update on their programs and COVID efforts. The next meeting is Thursday, May 13 at 2:30pm via Zoom. Alex Blend will be doing a presentation to highlight all of the free business resources that librarians have access to.

Rachel said the free business resource program would be great to include in the conference series. Nicole responded that she wouldn't mind moving the program, and she would just need to check with Alex.

**Electronic Resources:** Dave Jones reported: I'm still working on uploading a video of Lynda.com's transition to LinkedIn Learning and hope to have that posted on the Electronic Resources page soon. Choose Privacy Week begins Sunday, May 2, 2021, and runs to Saturday, May 8, 2021. I'm working on a program to emphasize the importance of ensuring Libraries do not give 3rd party vendors access to patron information when signing up for new electronic resources.

**Health Concerns:** Sal Filosa reported: The committee held a planning meeting on February 22nd to discuss future events and topics. Advocacy health resources for marginalized communities is a topic of focus for this year. There may be changes next month to the committee structure.

**Historian:** Robert Cognato reported that he is collecting the minutes and flyers related to RASD and will put them together soon. Everything should be up to date.

**Long Island History:** Caren Zatyk and Kelly Filippone reported: Caren will be submitting a formal request to change the committee's name and mission statement within the next week or two. We are hoping to pull together a virtual Programmers Showcase together at some point this year and are currently working on plans for that. The committee will be meeting on Thursday, 3/11 at 9:30am.

**Long Island Reads:** No report.

**M.O.S.A.I.C.:** Amber Gagliardi and Michelle Athanas reported: The committee met in January and discussed best practices regarding literacy programs via online platforms. It seems a lot of literacy courses have continued, though there is definitely a gap, as many patrons with low literacy also struggle with technology. Online classes tend to be for intermediate and advanced students. The committee recognizes there is a large population who is not being served right now, and hopes this changes as small in-person classes can be offered.

With this in mind, the committee decided to start an initiative where we share English classes that are happening. The committee created a Google doc, and anyone is invited to add classes to it along with information on the registration process. Librarians and other staff members can use this tool to refer patrons to classes.

The next meeting will be Tuesday at 10 am on Zoom. The committee will finalize the Google doc, and also receive an update from Literacy Suffolk on what they are offering.

**Media:** No report.

**Member-at-Large:** Laurie Aitken and Jessica Giannetti reported: Laurie will start scoping out some speakers for the virtual program discussed at the January RASD meeting. Rachel

said she'd like to have the virtual event in October. Laurie and Jessica will bring ideas to the group in the next meeting or two.

**Membership:** Kelly Filippone reported: RASD has 166 active members. SCLA has asked that we verify all of our board members as active SCLA/RASD members. There are still a few board members not appearing on the NYLA list. I will continue to work with members who are not appearing on the list to straighten out their membership.

**New Adults:** Morgan Brett, Alex Cranshaw and Andrew Mihopulos reported: The NAC published the third episode of our podcast on Feb 16th. In it, we spoke with Salvatore DiVincenzo from the Miller Business Center; Michele Cayea, Community Outreach Librarian at Pat-Med Public Library; and Stephen King, Chairman of the Patchogue Young Professionals organization about resources in Suffolk County for patrons seeking a new career, changing careers, or starting a new business.

The podcast is called "New Adult Committee" and is available on most podcast platforms. Listen and subscribe! If you would like to be a guest on our podcast or have an idea or suggestion for a future episode, please send us an email! ([alex@sayvillelibrary.org](mailto:alex@sayvillelibrary.org))

**Outreach Committee:** Adriana LoDolce and Catherine Montazem reported: The next meeting will be on Wednesday, March 3 at 10:00 am via Zoom. This will be a joint meeting with librarians from Nassau County. A crisis counselor will briefly describe the resources and services Project HOPE has available for residents on Long Island.

**PR & Marketing:** No report.

**Programs:** Alicia Collumbell reported: As mentioned earlier, the professional development series is coming up. If anyone has ideas, send them to Alicia by Friday March 12. The advertising date is before the next RASD meeting.

Adriana asked if it's just one program for all of RASD, and is there a budget? Alicia responded that there is no budget we've been given. Rachel said she isn't sure whether or not we are limited to 1 hour per division, and is assuming that time slots will be assigned. She will speak with Ally and find out. Adriana said to let her know if additional presentations are needed.

Amber asked if SCLA has talked about doing breakout rooms, so that people can choose programs applicable to their jobs. Rachel responded that she isn't sure, but she will ask Ally about this as well.

Nicole asked when the next SCLA meeting is. Rachel responded that it's on March 19th, and that SCLA will likely hash out the details at this meeting.

Rachel and Alicia discussed another idea for a program initiative: a Zoom panel with new librarians about life behind the reference desk, what to expect in an interview, dealing with difficult patron scenarios, etc. RASD could offer some kind of incentive for attendance, for instance a free membership raffle. This program could be done later in the year if it doesn't fit in with the SCLA series.

Rachel will send everyone an email regarding the professional development series, and will possibly call a quick meeting before RASD's next board meeting.

Sal suggested we create a Google doc to keep track of program ideas. Alicia volunteered to create it for the board.

**Ramblings:** Sean Walls reported: The spring issue will go out on March 26th. Please send your content to [swalls@smithlib.org](mailto:swalls@smithlib.org) by Friday, March 12.

Adriana asked if the awards for outreach and PR will be included. Rachel confirmed that she will put them in the issue.

**Reader's Advisory:** Azuree Agnello reported: Our next meeting is Thursday, April 29 at 10 am on Zoom. Topic is Books You May Have Missed: 2000-2010 (titles that weren't best sellers, etc. that may have been (overlooked)).

**Web Page:** Wonda Miller reported: Please send me any updates for the website at [wmiller@johnjermain.org](mailto:wmiller@johnjermain.org). This includes meetings, flyers, etc. If you want your meetings to show on the calendar they can also go to SCLA webmaster Stephen Ingram ([stepheningramlibrary@gmail.com](mailto:stepheningramlibrary@gmail.com)) to post. I have some updates from the Outreach Committee to post.

**New Business:** None.

**Old Business:** None.

The meeting was closed at 10:39 am.

Respectfully submitted,  
Rosa Todaro

**2021 RASD Board Meeting Schedule**

<b>Date</b>	<b>Location and Time</b>
Tuesday, January 5, 2021	Virtual Meeting, 10:00am
Tuesday, February 2, 2021	Passive Meeting
Tuesday, March 2, 2021	Virtual Meeting, 10:00am
Tuesday, April 6, 2021	Virtual Meeting, 10:00am
NO MAY MEETING	
Tuesday, June 1, 2021	SCLS- 9:30AM Coffee, 10:00AM Meeting
NO JULY MEETING	
Tuesday, August 3, 2021	SCLS- 9:30AM Coffee, 10:00AM Meeting
Tuesday, September 14, 2021	SCLS- 9:30AM Coffee, 10:00AM Meeting
ANNUAL RASD LUNCHEON (TBA)	
HEALTH CONCERNS BREAKFAST (TBA)	
Tuesday, December 7, 2021	SCLS- 9:30AM Coffee, 10:00AM Meeting

(Subject to change)