

# REFERENCE & ADULT SERVICES DIVISION

A DIVISION OF THE SUFFOLK COUNTY LIBRARY ASSOCIATION

## Board Meeting Minutes October 4, 2022 Zoom

The meeting was called to order at: 10:00 AM

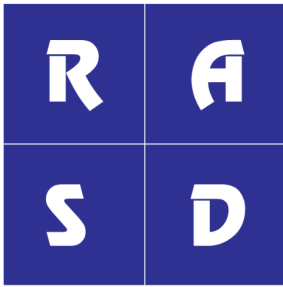
**Members Present:** Sal Filosa, Mary McNulty, Amber Gagliardi, Rachel Cecchini, Kelly Fillipone, Jessica Giannetti, Wendy Bennett, Sean Walls, Nicole Rambo, Alex Cranshaw, Alicia Collumbell, Wonda Miller, Laurie Aitken, Jim Garvey, Stephanie Dichiaro, Joan Cook

**Excused Absent:** Nicole Berroyer, Caren Zatyk

Sal Filosa made a motion to approve the September 2022 minutes with. The motion was seconded by Wonda Miller.

**President's Report:** Sal Filosa reported:

- LI LIBRARY CONFERENCE: The Conference is on and planning is underway. The date is Thursday, May 11th 2023 at the Melville Marriott. Please consider programs that you may want to present at this event. RASD should have a nice showing here. Past programs accepted will have priority.
- Raffle Basket (no longer 2, just 1)
  - Amber has graciously offered to put together the basket for our luncheon- THANK YOU!!
  - Please look for donations, regift something of your own, or make a small donation and get something from Marshall's for the SCLA dinner which is THIS MONTH. Please send things to me at Port Jeff Library and email me first so I know to keep an eye out.
- The slightly updated logo with larger font size from the tablecloth design may be used. I will email it to Wonda to add to the website.
- I will discuss the Constitution revisions in New Business because the Media Committee will be discussing something that would be included in these revisions.
- The minutes will now include a list of "Absent Excused" board members. In reviewing the constitution so thoroughly, we realized there is no mechanism for the board to even consider asking someone to step down based on missing the "three consecutive RASD Board meetings without excuse" as is detailed in the constitution. Now, we will know who is NOT excused and it gives the officers a reason to reach out to that person.



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- The agenda will separate standing committees from appointed positions, which will help the President to more easily count the number of board members with voting rights to see if we reach our quorum.
- November's meeting will now be held independently of the Health Concern Committee's event, this year that RASD meeting is November 1st. Mark your calendar.
- After Wendy's Treasurer report, we will start with the members at large to discuss the luncheon then continue with the agenda.

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

The following Treasurer's Report is for **September 2022**. SCLA Treasurer Rebecca Goldstein reported that as of September 1, RASD's balance was \$4,250. We are still in the separation process with NYLA, but these numbers are weighted in favor of the divisions. I am following up with Rebecca to see if this total includes recent MOSAIC Breakfast expenses of \$507.24. For now, I will assume this number does include these expenses.

**Total revenues** were \$0.00. **Total expenses** were \$0.00. The **closing balance** for **September 2022** was \$4,250.

**Outstanding Expenses: (submitted to SCLA):** \$238.06 for snacks for Local History Programmers Showcase submitted on 9/16/2022.

**Outstanding Revenues:** Previous outstanding revenues were credited to RASD during separation.

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

- Up to \$400 for new RASD tablecloth and acrylic holders
- Up to \$100 for 2022 SMLA Award plate, trophies, ribbons
- Dry cleaning for RASD tablecloth not to exceed \$25

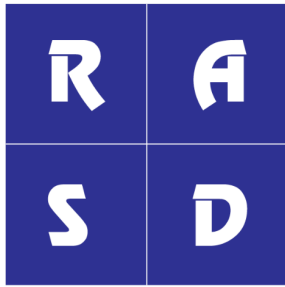
**Member-at-Large:** Laurie Aitken and Jessica Giannetti reported: They have chosen Mademoiselle Café to cater the luncheon (price: \$10 pp). They offer:

Sandwich Choices / Salad option.

Turkey , America , Arugula on a baguette

Prosciutto , Brie, Fig Jam on a baguette

Grilled Veggies on a vegan Croissant



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Caesar Salad

Drink

Coffee

Tea

Sparkling Water

Ice tea

Chips/ pretzels

Dessert

Cookie

Brownie

Fruit Cup

They can add anything you'd like also I'd provide the condiments for the sandwiches. Milk and sugar for the coffee, Forks , Napkins ....

How to register will be confirmed.

Speaker Possibilities:

Christine Cullen from US Postal Inspection, consumer fraud who would be speaking about consumer fraud and Chris (Asst Us Attorney, Elder Crimes)

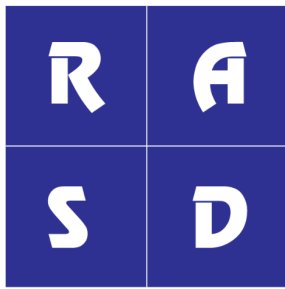
Michael Coritsidis: Self-improvement, public speaking, goal setting

Jack Martilotta: from the National Guard, would speak on Natural Disaster Prep

Sanford Hindon: mindfulness meditation, wiseocracy) <https://sanfordhinden.com/>

Cornell Co-op: mental health, stress

April Earle: a local historian who would speak about the 1950 census



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Edna White: would speak about leadership plans. ([www.this-is-for-you.com](http://www.this-is-for-you.com))

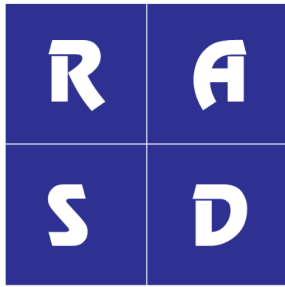
**Career & Business Reference Services Committee (C&B):** Nicole Berroyer and Alex Blend reported: The committee held a virtual meeting on Tuesday, September 20 as part of the professional development series. A representative from Reference Solutions talked about the Data Axle database and gave attendees a refresher on how to use it to get optimal results. Our next meeting is Tuesday, November 15 at Middle Country Public Library. The committee will be sitting in on a program given by Suffolk County Department of Civil Service. Afterwards, Sal DiVincenzo will give us a tour of their new Innovation Lab. This meeting/presentation will be open to all and we will send out information in the coming weeks.

**Electronic Resources:** No report but discussed in the Media Committee report.

**Health Concerns:** Sal Filosa and Stephanie DiChiara reported: We are happy to announce that long-time member, Karen Sonnessa, will be taking over Sal's position as Co-Chair effective immediately. The committee held a virtual professional development meeting on Thursday, September 29. Jessica Koos from the Stony Brook University Health Sciences Library presented on the topic: Navigating Consumer Health Information. A link to a recording of the presentation is available on the RASD website for those that could not attend. Our next meeting will be our upcoming annual breakfast, scheduled for Tuesday, November 8th at 9:30am in the auditorium at SCLS. Patricia Ferrandino from Family Service League will speak on the topic: Substance Abuse & Suffolk County: Information and Resources for Library Workers. A light breakfast will be provided. All are welcome to attend. Registration details will be provided shortly, and in the meantime people can reach out to Stephanie or Karen with any questions. We would like to make a motion for funds to purchase the food and beverages for the breakfast, not to exceed \$150.

**Historian:** No report

**Local History:** Caren Zatyk and Kelly Filippone reported: The Local History Committee hosted its annual Programmers Showcase on Thursday, September 15th. This year, we covered a wide variety of topics including: Genealogy Research, The Plain Sight Project,



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Raynham Hall and the Townsend Family of Oyster Bay, New York, Long Island's Lost Architecture of the Gilded Age and Long Island's Aerospace History. We had 32 people registered and 26 attendees. Contact information for all of the programmers was provided to everyone who registered. Our next meeting will be announced shortly.

**Long Island Reads:** No report

**M.O.S.A.I.C.:** Amber Gagliardi and Michelle Athanas reported: The next meeting will be November 15 at 10 AM. If you want to be added to the email list, email either of them and ask to be added.

**Media:** Nicole Rambo reported: There have been discussions about updating the committee and merging with Electronic Resources. The result of this was a blended committee called Emerging Technologies Committee - to build awareness of new and emerging tech and incorporate them into libraries, discuss how to bring them into libraries and increase the library's virtual presence. Nicole made a motion to combine the two committees - Wonda Miller and Joan Cook seconded, motion passed.

Emerging Technologies Committee

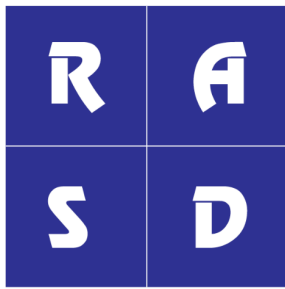
The mission of the Emerging Technologies Committee is to build awareness of new and emerging technologies and incorporate rapidly changing technologies into libraries. This Committee provides a forum to discuss and assess the impact of technology-based services on library users and improve the library's virtual presence.

**Membership:** Kelly Filippone reported: We currently have 256 members.

**New Adults:** No report.

**Newsletter (Ramblings):** Sean Walls reported:

The latest edition of *Ramblings* went out on Friday. I hope you all get a chance to read it! Next issue will go out on December 30th, 2022, with a submission deadline by December 16th, if you'd be so kind. As always, you may email me your submissions at [swalls@smithlib.org](mailto:swalls@smithlib.org) or you can add them to [this](#) document. Still looking for profiles too, so please send me one!



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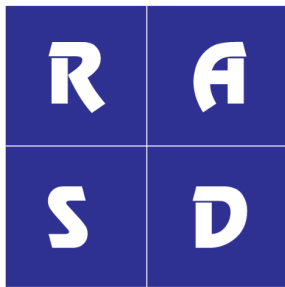
**Outreach Committee:** Alicia Collumbell reported:

The next regular meeting of the Outreach Committee will be on Monday, December 12, 2022 at 10:00am via Zoom.

The **Suffolk Library Excellence in Outreach Award** recognizes exceptional achievement in library outreach services in Suffolk County, a commission of the Outreach Committee of the Reference and Adult Services Division of the Suffolk County Library Association. Any public or academic librarian in Suffolk County may submit an application on behalf of a public or academic library in Suffolk County describing outreach endeavors between October 1, 2021 and October 1, 2022. Applications must be submitted by active members of SCLA. The deadline to submit an application for the 2022 SLEOA is **November 1, 2022**. Completed applications and supporting documentation must be emailed to [acollumbell@smithlib.org](mailto:acollumbell@smithlib.org). Include your name and the name of your library in the subject line of the email that you send. Omit your name and the name of your library in the application and any supporting documentation you submit listing accomplishments in providing outreach services, such as but not limited to programming, community partnerships, innovative implementation of unique ideas, and promotion of library services. Incomplete or late entries will be disqualified. Any questions, please let me know and I hope you all will encourage your colleagues and libraries to enter!

**PR & Marketing:** Jo-Ann Carhardt and Joan Cook reported: September 15, 2022 was the application deadline for the Suffolk Library Marketing Award. The committee has received four applicants this year. They are Amityville Public Library, Brentwood Public Library, Northport-East Northport Public Library and Sachus Public Library. Jo-Ann Carhardt has contacted the judges who will select first, second and third place winners, and runner up. The awards will be given out at the SCLA dinner on October 20, 2022. Funds in the amount of \$100 have been approved to cover the cost of the award plate, trophies and ribbons. After this award cycle, Joan Cook and Jo-ann Carhardt are stepping down from this committee. Jim Garvey (Northport-East Northport) and Christine Lyons (Sachus Public Library) will be the new committee co- chairs.

**Readers' Advisory:** Azuree Agnello reported: The Readers' Advisory Committee met on Thursday, September 29, at SCLS and had its first hybrid program. 7 people attended in person with one joining on Zoom. Our next meeting is January 26, 2023 - same hybrid



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format with the topic being Debut Authors - an author who just wrote their first book with no other books published.

**Web Page:** Wonda Miller reported: please send everything for meetings and events to post on the website. She also needs new committee members' names and email for the website. [wmiller@johnjerman.org](mailto:wmiller@johnjerman.org)

## **New Business:**

Constitution revision: RASD was added as a regional chapter, removed the 1 year employment requirement, removed references to NYLA and added SCLA, removed gendered language, added Emerging Technologies and removed Electronic Resources and Media, changed LI History to Long Island History, rules of order: made two majorities (for quorum - make it  $\frac{1}{3}$  of all members, but only need a majority for adoption of motions). Motion made to adopt the new constitution: Wonda Miller seconded, the motion was accepted.

It was discussed whether we want to go back to in person meetings? It was tentatively decided to continue Zoom meetings in winter and return to in person meetings after that

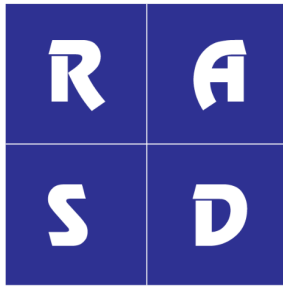
## **Old Business:**

The meeting was closed at 11:10 AM

Respectfully submitted,  
Mary McNulty

## **2022 RASD Board Meeting Schedule**

Date	Location and Time
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Tuesday, January 4, 2022	Virtual Meeting, 10:00am
Tuesday, February 1, 2022	Virtual Meeting, 10:00am
Tuesday, March 1, 2022	Virtual Meeting, 10:00am
Tuesday, April 5, 2022	Virtual Meeting, 10:00am
Tuesday, May 3, 2022	Virtual Meeting, 10:00am
Tuesday, June 7, 2022	Virtual Meeting, 10:00am
NO JULY MEETING	-
Tuesday, August 2, 2022	Cancelled
Tuesday, September 6, 2021	Virtual Meeting, 10:00am
Tuesday, October 4, 2022	Virtual Meeting, 10:00am
Tuesday, November 1, 2022	Virtual Meeting, 10:00am
Annual RASD Luncheon Tuesday, December 6, 2022 Bayport-Blue Point Library	2:00 pm meeting, 2:00-4:00 pm luncheon

(Subject to change)