



# REFERENCE & ADULT SERVICES DIVISION

A DIVISION OF THE SUFFOLK COUNTY LIBRARY ASSOCIATION

**Board Meeting Minutes  
November 7, 2023  
Suffolk Cooperative Library System, Bellport, New York 11713**

The meeting was called to order at: 10:04 AM

**Members Present:** Kelly Filippone, Mary McNulty, Azuree Agnello, Nicole Rambo, Sean Walls, Emma Yohannan, Jessica Brown, Jim Garvey, Lauren McDermott, Valerie Harrison, Alicia Columbell, Georgiana O'Neill, Patricia Cruz, Meghan Roe-Messenbourg, Sal Filosa, Mara Zonderman

**Excused Members:** Caren Zatyk, Anastasia Bazilevskaya, Stephanie DiChiara, Michelle Rung

Kelly Filippone made a motion to approve the minutes. The motion was seconded by Azuree Agnello and Alicia Columbell.

**President's Report:** Kelly Filippone reported:

Before we get started, I want to welcome Emma Yohannan, our incoming Secretary.

There has not been an SCLA meeting since the last time we met, so I do not have much to share. Thank you to everyone who attended the SCLA Dinner. It was a nice evening with a great RASD turnout. Thank you to the Members-at-Large for putting together and delivering the raffle basket.

Reminder: We have sent out an updated roster. Please be sure to send all email correspondence to the correct board members and their updated email addresses.

The deadline for program proposals for the 2024 Long Island Library Conference is December 8th. Mara has submitted her proposal on censorship. Amber will be submitting two proposals: a continuation of her seed library presentation and a panel of organizations that offer Adult Literacy programs.

I am also waiting to hear back from two librarians who are working on a program regarding digital mapping. They have asked the Local History Committee to sponsor this proposal. When I have more information on the program topic, I will share with the board.

We have also been contacted by David Vinjamuri, NYU Professor, past LILC presenter, and author of "Library Space Planning: A PLA Guide." He has provided a brief description of his program: How do you understand the needs of diverse communities in the post-pandemic world and reorganize, renovate or build library spaces to meet their needs? Join NYU professor and author of "Library Space Planning: A PLA Guide" (ALA, 2019) to learn how to assess community needs, connect with marginalized and emerging groups, analyze space and design inclusive libraries.

Do we have any objections to sponsoring this program? I don't know that it really fits our scope but I think it is a worthy addition to the conference. I can also reach out to PLDA and see if they would be interested in sponsoring David. They do seem better suited.

I was contacted by Ellen Wilson who is the Communications Director at [ECLI-VIBES](#) (Empowerment Collaborative of Long Island (ECLI) joined forces with the esteemed Victims Information Bureau of Suffolk). They are looking to host a program to introduce their organization and services to librarians and library staff. The goal is to schedule a program in January for Human Trafficking Prevention Month. We are discussing the logistics and will hopefully have it on the calendar soon, to be held in person at SCLS.

Luncheon (to discuss with Members-at-Large)

- \$15 flat rate for all attendees. Lunch total - \$11.94 per person, "profit" \$3.06 to be used for drinks (not included). Motion for \$100 for drinks/any additional items for luncheon.
- Motion for \$150 for speaker - Cornell Cooperative Extension Suffolk County
- Motion for \$10 for raffle ticket roll
- Raffle basket needed.
- Registration will be through Wild Apricot with the options to pay online or invoice and pay by check - to be sent to Valerie or brought to the luncheon. We will need to bring printed receipts for the day of. I will set up a registration link once this information has been confirmed and send out flyers to the listservs ASAP.
- Registration deadline will be November 30th.

**Treasurer's Report:** Valerie Harrison reported:

This report is for **October 2023**. The opening balance for October 2023 was **2,541.20**. Total revenues were \$96.57 (\$27.00 in membership dues and \$69.57 from raffle ticket sales at SCLA

dinner). Total expenses were \$50.00 (raffle basket for SCLA dinner). The closing balance for October was **\$2,587.77**.

**Approved Expenses:**

- Raffle basket at the SCLA dinner on 10/26/23 (Not to exceed \$50.00).
- \$150 refreshments fee for Health Concerns Committee breakfast on 11/15/23.
- **\$150.00 speaker fee for the speaker at the RASD Luncheon on 12/5/2023**
- \$175.00 for a plaque plate, trophy, certificates and banners for the 2023 Suffolk Library Marketing Award.

**Career & Business Reference Services Committee (C&B):** Nicole Berroyer reported: The next meeting will be held on Tuesday, November 14 at 2:30pm at SCLS. The presentation is titled Help! I'm Not a Business Library. Sal DiVincenzo of the Miller Business Center at Middle Country Public Library will give an overview of some of the resources that are available to librarians to assist patrons asking some of the most common business reference questions.

**Emerging Technologies:** Nicole Rambo reported: Now that Emerging Technologies is no longer partnering with CATS, they are hoping to run something on the basics of AI; they are also planning to have a meeting to source some other ideas for future programs.

**Health Concerns:** Stephanie DiChiara and Michelle Rung reported: Join us for our annual Fall Breakfast on Wednesday, November 15 at 9:30 a.m. at Suffolk Cooperative Library System. A representative from Parker Jewish Institute will present about their "Willing Hearts, Helpful Hands" program and other resources and services for caregivers helping people with Alzheimer's Disease or other types of dementia. The program is open to all; one hour of professional development will be credited. Registration is open at: <https://forms.gle/bS1wf8rsjnKN1kKG7>

**Local History:** Caren Zatyk and Kelly Filippone reported: The Local History Committee plans to host a 2023 wrap-up meeting at some point in early December. Date and time to be determined. Information regarding the meeting will be sent out to the committee soon.

**Long Island Reads:** Mara Zonderman reported: We're pleased to formally announce our 2024 selection, *Better Living Through Birding: Notes from a Black Man in the Natural World* by Christian Cooper. Mr. Cooper will appear at the Plainview Library on Sunday, April 21st at 2pm. Tickets will be available in the spring. A Programming Guide and a Reader's Guide will be available soon.

**M.O.S.A.I.C.:** Amber Gagliardi and Michelle Athanas reported: Great turnout at last meeting, with three new members. Next meeting will be December 19 at 10 AM - 9:30 AM Coffee and Conversation, at SCLS.

**New Adults:** Alex Cranshaw and Andrew Mihopulos reported: No report

**Outreach Committee:** Alicia Collumbell reported:

The next regular meeting of the Outreach Committee will be held virtually on **Monday, December 11, 2023 at 10:00am**. Meeting details can be found on the website.

The **Suffolk Library Excellence in Outreach Award** recognizes exceptional achievement in library outreach services in Suffolk County. Any public or academic library staff may submit an application on behalf of a public or academic library, in Suffolk County, describing outreach endeavors between October 1, 2022 and October 1, 2023. Applications must be submitted by active members of the Suffolk Library Association. The deadline to apply for the 2023 SLEOA is **November 15, 2023**. Completed applications and supporting documentation must be emailed to [acollumbell@nassaulibrary.org](mailto:acollumbell@nassaulibrary.org).

This information is on the RASD website and I have contacted SCLA in regards to the listserv.

**PR & Marketing:** Jim Garvey and Christine Lyons reported

The 2023 Suffolk Library Marketing Award (SLMA) winners were announced at the SCLA Annual Dinner on October 26. This year's winners are:

- Brentwood Public Library – First Place
- Sachem Public Library – Second Place
- Longwood Public Library – Third Place
- The Smithtown Library – Honorable Mention

Many thanks to the judges and those libraries who competed in the SLMA this year.

Announcements of the awards will soon be posted to the PR and Marketing website, and an email will be sent out to RASD members. An SLMA roundtable discussion meeting (most likely on Zoom) will be held in early 2024 to assist those libraries that might want to participate in the 2024 competition.

We are working on a mid-January Zoom event to be co-sponsored by the SCLA CATS Division and the RASD Public Relations and Marketing Committee. The working title is "Introduction to Managing Your Library Website with Drupal." It will cover both the technical and marketing aspects of running a website with a Drupal-based content management system.

**Readers' Advisory:** Azuree Agnello reported: Our next meeting will be on Thursday, January 25 at 10 am at SCLS. Topic: Historical Non-Fiction.

### **Appointed Position Reports:**

**Historian:** Georgiana O'Neill reported: Nothing major, Kelly and I are working on organizing boxes and getting them where they need to be, but this will probably be after the luncheon/holidays. We have determined we can store these records at SCLS

**Member-at-Large:** Jessica Giannetti, Lauren McDermott, Jessica Brown, Anastasia Bazilevskaya, reported: Tropical Smoothie Cafe is our choice for the luncheon. They have to make a decision regarding how many lunch item choices will be put on the registration form. There is a vegetarian option available. We won't know the total amount spent until we order. Last year, there were 41 attendees, plus the speaker. Motion made for money for catering for luncheon, not to exceed \$600. Seconded by Patricia Cruz and Azuree Agnello, motion passed. Motion made for \$100 to cover drinks/cutlery, seconded by Jim Garvey, motion passed.

The speaker will be Kerry Reda from Cornell Cooperative Extension, and the topic is Caring for Yourself in Stressful Times. The price has been negotiated to \$150. A raffle basket needs to be put together, through donation if possible. Motion to purchase raffle tickets for \$10.00, seconded by Nicole Rambo.

Room reserved at Brentwood Library for the luncheon.

**Membership:** Kelly Filippone reported: We currently have 249 members.

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

We're moving right along here and I know there are lots of events going on, including the SCLA dinner and our luncheon, so I know you'll have some stuff to share. Please send it to me around December 15th! It'll be out on December 29th! You can email your submissions

to me at [sean.walls@sachemlibrary.org](mailto:sean.walls@sachemlibrary.org) or you can add them to this stupid document:  
[Document1.docx](#)

**Web Page:** Meghan Roe-Mesenbourg reported: Meghan has taken over from Wonda, now has the login credential and has made updates to officers' page and minutes. Feel free to email at [mroe@pmlib.org](mailto:mroe@pmlib.org) for any website updates or anything you want publicized.

**New Business:**

Kelly - Dates for 2024 meetings, which are the first Tuesday of the month at 10am.  
Decisions to be made regarding in person/virtual.

January 2, 2024

February 6, 2024

March 5, 2024

April 2, 2024

May - no meeting, Long Island Library Conference May 9, 2024

June 4, 2024

July 2, 2024 - no meeting?

August 6, 2024

September 3, 2024

October 1, 2024

November 5, 2024

December 3, 2024 - Meeting at Annual Luncheon (TBD)

**Old Business:**

The meeting was closed at 10:52 AM.

Respectfully submitted,  
Mary McNulty

### **2023 RASD Board Meeting Schedule**

<b>Date</b>	<b>Location and Time</b>
Tuesday, January 3, 2023	Virtual Meeting, 10:00AM
Tuesday, February 7, 2023	Virtual Meeting, 10:00AM
Tuesday, March 7, 2023	Virtual Meeting, 10:00 AM
Tuesday, April 4, 2023	Virtual Meeting, 10:00 AM
No May Meeting, LI Library Conference May 11, 2023	-
Tuesday, June 6, 2023	Cancelled
NO JULY MEETING	-
Tuesday, August 1, 2023	Virtual Meeting, 10:00 AM
Tuesday, September 5, 2023	Virtual Meeting, 10:00 AM
Tuesday, October 3, 2023	SCLS, 10:00 AM
Tuesday, November 7, 2023	Virtual Meeting, 10:00 AM
Annual RASD Luncheon December 5	2:00 pm meeting, 2:00-4:00 pm luncheon

(Subject to change)