



# REFERENCE & ADULT SERVICES DIVISION

A DIVISION OF THE SUFFOLK COUNTY LIBRARY ASSOCIATION

**Board Meeting Minutes  
December 5, 2023 2:00 PM  
Brentwood Library, Brentwood, New York 11713**

The meeting was called to order at: 2:11 PM

**Members Present:**

- Mary McNulty
- Valerie Harrison
- Patricia Cruz
- Kelly Fillipone
- Georgina O'Neill
- Sara Colichio
- James Garvey
- Gary Lutz
- Jessica Brown
- Kathryn Heaviside
- Wonda Miller
- Anastasia Bazilevskaya
- Sean Walls
- Karen Sonnessa
- Emma Yohannan
- Laura McDermott
- Caren Zatek
- Azuree Agnello
- Robert Cognato
- Ellen Covino

Kelly Filippone made a motion to approve the minutes. The motion was seconded by \_\_\_\_\_

**President's Report:** Kelly Filippone reported: RASD sponsored four programs this year at the Long Island Library Conference and the virtual professional development series.

Welcome to the incoming officers: Patricia Cruz, president, Jessica Brown, Vice President/President-Elect, Emma Yohannan, Secretary and Valerie Harrison, treasurer.

Thank you to Anastasia and Jessica for putting together the luncheon.

We will only have a president's report and will do the other reports in January. Minutes will be approved then.

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

This report is for **November 2023**. The opening balance for November 2023 was **\$2,587.77**. Total Revenues were \$288.00(\$285.00 payment collected for the RASD Luncheon and \$3.00 in membership dues). Total expenses were \$0.00. The **closing balance** for November is \$2875.77.

**(Pending) Deposits to SCLA:**

- \$9.72 for raffle tickets for RASD.
- \$150.00 speaker fee for speaker at the RASD Luncheon.

**Approved Expenses:**

- Raffle tickets (Not to exceed \$10.00)
- Refreshments for RASD Luncheon on 12/5/2023 (Not to exceed \$600)
- \$100.00 for beverages at RASD Luncheon on 12/5/2023
- \$150.00 speaker fee for the speaker at the RASD Luncheon on 12/5/2023

**Career & Business Reference Services Committee (C&B):** Nicole Berroyer reported:

**Emerging Technologies:** Nicole Rambo reported:

**Health Concerns:** Stephanie DiChiara and Michelle Rung reported: The Health Concerns Committee hosted our annual Fall Breakfast and Program on November 15 at the Library System. Joann Caramanico of the Parker Jewish Institute gave a presentation about their Willing Hearts Helpful Hands program, and services they can provide for libraries and patrons. It was well received by the attendees. Going forward into the new year, Stephanie

will be stepping down as committee co-chair and Karen Sonnessa will be stepping into the role.

**Local History:** Caren Zatyk and Kelly Filippone reported:

**Long Island Reads:** Mara Zonderman reported:

**M.O.S.A.I.C.:** Amber Gagliardi and Michelle Athanas reported:

**New Adults:** Alex Cranshaw and Andrew Mihopoulos reported:

**Outreach Committee:** Alicia Collumbell reported:

I hope you all have a lovely time at the RASD luncheon today - I am sorry to have to miss our annual event!

The next regular meeting of the Outreach Committee will be this coming Monday, December 11th at 10:00am, we will be discussing topics for next year and hopefully training(s) that are wanted by outreach staff throughout Suffolk.

The SLEOA applications for 2023 closed on November 15th. We received (5) applications overall and each one was stellar. Selection for the award will be made at the general meeting next week. The winner will be contacted shortly thereafter for information on where to send their certificate.

Thank you and happy holidays all!

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

An SLMA 2023 roundtable discussion meeting (most likely on Zoom) will be held in the first quarter of 2024 to assist those libraries that might want to participate in the 2024 competition.

We are working on a January 9 Zoom event, from 10 am - noon, to be co-sponsored by the SCLA CATS Division and the RASD Public Relations and Marketing Committee. The working title is "Managing Your Library Website with Drupal," and Stephen Ingram from the Northport-East Northport Public Library will be the presenter.

It will cover both the technical and marketing aspects of running a website with a Drupal-based content management system. Stephen will propose this event to CATS on Wednesday, December 6 for approval.

**Reader's Advisory:** Azuree Agnello reported: 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: I received the RASD boxes from Kelly, they are currently with me in my office. I plan going through the records after the holidays and then will work with SCLS to get them stored at system.

**Member-at-Large:** Jessica Giannetti, Lauren McDermott and Jessica Brown reported:

**Membership:** Kelly Filippone reported:

**Newsletter (Ramblings):** Sean Walls reported: Just a few weeks away from the next issue! Start sending me your submissions! Again, you all do great work, be proud and get it out there!!! Send it to me by December 15th so I can have it out by December 29th. Send to [sean.walls@sachemlibrary.org](mailto:sean.walls@sachemlibrary.org) or upload [here](#).

**Web Page:** Meghan Roe-Mesenbourg reported:

**New Business:**

**Old Business:**

The meeting was closed at 2:15 PM

Respectfully submitted,  
Mary McNulty

**2024 RASD Board Meeting Schedule**

<b>Date</b>	<b>Location and Time</b>
Tuesday, January 2, 2024	Virtual Meeting, 10:00AM
Tuesday, February 6, 2024	Virtual Meeting, 10:00AM
Tuesday, March 5, 2024	TBD
Tuesday, April 2, 2024	TBD
No May Meeting, LI Library Conference May 9, 2024	-
Tuesday, June 4, 2024	TBD
Tuesday, July 2, 2024	TBD
Tuesday, August 6, 2024	TBD
Tuesday, September 3, 2024	TBD
Tuesday, October 1, 2024	TBD
Tuesday, November 5, 2024	TBD
Annual RASD Luncheon (TBD)	2:00 pm meeting, 2:00-4:00 pm luncheon

(Subject to change)