



# REFERENCE & ADULT SERVICES DIVISION

A DIVISION OF THE SUFFOLK COUNTY LIBRARY ASSOCIATION

## Board Meeting Minutes

April 2, 2024

Suffolk Cooperative Library System, Bellport, New York 11713

The meeting was called to order at: 10:07

**Members Present:** Patricia Cruz, Emma Yohannan, Michelle Rung, Nicole Berroyer, Valerie Harrison, Jessica Brown, Meghan Roe-Mesenbourg, Amber Gagliardi, Jim Garvey, Sean Walls, Georgiana O'Neill, Anastasia Bazilevskaya

**Excused Members:** Caren Zatyk, Jessica Weber, Azuree Agnello

Patricia Cruz made a motion to approve the March minutes. The motion was seconded by Jessica Brown and Nicole Berroyer.

**President's Report:** Patricia Cruz reported:

I attended the SCLA board meeting in March, it was discussed that access will be granted to the Administration side for Division Secretaries in Wild Apricot to be able to pull our own attendance sheets for programs - Emma, Jessica & I will be attending that training on April 12.

Nomination slate - We will be starting to send out calls for nominations on April 9th. SCLA will be sending out theirs on April 8th. Jessica will be in charge of keeping track of nominees & sending slate to SCLA.

Library Conference: Cashless operations- we'll have a flyer with a QR code that links to SCLA WildApricot donation page.

I emailed a [Google sheet](#) for signing up for a table shift if you're attending the conference.

Below are procedures to refer to for Program set-up on WildApricot, Reporting CE, Reimbursement, Programmer Contract, Tax Exempt Certificate, Cashless Payments.

You can find all forms here: <https://scla.net/resources/forms/>

### **Program/Meeting set up on Wild Apricot**

- If you have an event that requires registration or payment, consider setting up the event registration through the SCLA WildApricot calendar.  
<https://scla34.wildapricot.org/events>
- Submit all meeting/program details to Stephen Ingram through [this Google form](#).
- Stephen then creates the event on Wild Apricot & will send you a link for registration.
- RASD Secretary will have access to WildApricot to download the attendance sheet to give to committees as requested.

### **Reporting Continuing Education for Programs/Meetings**

- If registration was done on WildApricot, send an updated list of attendees to [SCLAmembership@gmail.com](mailto:SCLAmembership@gmail.com)
- If registration was NOT on WildApricot, make sure to send details found in the *Excel SCLA Continuing Education Template* to [SCLAmembership@gmail.com](mailto:SCLAmembership@gmail.com) (table below)

Event title	Start date	Event location	Event tags	First name	Last name	Library	Professional Development Hours	Speaker
Title of event	date	location	RASD	Jane	Doe	library name	1	John Doe

### **Getting Reimbursed**

- After the amount requested has been approved by the RASD board & supplies/refreshments have been bought for event:
  - Fill out the [Reimbursement / Disbursement form](#) & submit receipt copies to the RASD Treasurer.
  - RASD Treasurer then has the RASD President sign & sends it to SCLA Treasurer & President.

### **Process for Payment for programmers:**

- After the program fee has been approved by the board:
  - Fill out [Program contract form](#)
  - Get W-9 of the programmer
  - Email contract & W-9 to the RASD President & Cc the RASD Treasurer.
  - Contract & W-9 will be sent to SCLA President & Treasurer to sign & prepare/send out payment.

### **Tax Exempt Certificate**

- SCLA has a Tax Exempt Certificate we can use.
- Reach out to SCLA Treasurer or President if needed.

### **Cashless Payments**

- QR code for people to scan that leads to form to fill out
  - First name, last name, email, amount (required fields)
  - Library, phone & comment (optional)
- But, please have people add in comments what it's for; examples:
  - RASD - *name of event*
  - RASD - Conference Raffle
  - RASD - Annual Luncheon
  - RASD - Lunch Raffle



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

The following Treasurer's Report is for March **2024**. The **opening balance** for March 2024 was \$3,137.72. **Total revenues** were \$75.00 in membership dues. **Total expenses** were \$0.00. The **closing balance** for March was \$3,212.72.

**Approved expenses:**

- Motion to spend no more than \$900 on freebies at the LILC on 5/9/24. Approved on 3/5/2024.

**Career & Business Reference Services Committee (C&B):** Nicole Berroyer reported: Next meeting will be on Tuesday, June 4 at 2:30pm to be held at Middle Country Public Library in Centereach.

**Emerging Technologies:** Nicole Rambo reported: No report.

**Health Concerns:** Karen Sonnessa and Michelle Rung reported: The committee met in mid-March. The fall workshop topic will be obesity. Karen is working on finding a speaker.

**Local History:** Caren Zatyk reported: The committee will be meeting virtually via Zoom this upcoming Thursday, 4/4/2024 at 10:30 am.

**Long Island Reads:** Mara Zonderman reported: No report.

**M.O.S.A.I.C.:** Amber Gagliardi and Lindsay Davis reported: June 20th will be the annual breakfast. There will be a panel presentation.

**New Adults:** No report. Patricia Cruz is still searching for someone to head this committee.

**Outreach Committee:** Alicia Collumbell reported: No report

**Library Marketing:** Jim Garvey and Christine Lyons reported: We are working on a virtual presentation with the winners of the 2023 Suffolk Library Marketing Award (SLMA) to assist those libraries that might want to participate in the 2024 competition. We are planning to launch the 2024 SLMA competition after the Long Island Library Conference, most likely in June. We are developing a series of virtual and in-person seminars on marketing in general and library marketing.

**Reader's Advisory:** Azuree Agnello reported: Our next meeting is Thursday, April 25 at SCLS. Topic: Folklore & Mythology.

## **Appointed Position Reports:**

**Historian:** Georgiana O'Neill reported: Previous historian has digitized files in a Google Drive. I am trying to get access to these.

**Member-at-Large:** Anastasia Bazilevskaya reported: We will be ordering MopToppers as freebies for the Long Island Library Conference.

Raffle Basket: I got the gift certificate from East Coast Black Belt Academy, which includes 1 month of free classes and a free uniform. The Shorin Ryu Karate Do International President donated signed copies of karate books. I am also looking into buying a yoga mat, a sports bottle/tumbler, and a sports bag.

**Membership:** Jessica Weber reported: We currently have 234 members.

**Newsletter (Ramblings):** Sean Walls reported: *Ramblings* went out on Friday, 3/29.

**Program:** Amber Gagliardi reported: We are sponsoring multiple programs at the LILC.

**Web Page:** Meghan Roe-Mesenbourg reported: No report.

## **New Business:**

## **Old Business:**

The meeting was closed at 10:53 AM

Respectfully submitted,  
Emma Yohannan

<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	Virtual Meeting, 10:00 AM
Tuesday, April 2, 2024	SCLS, 10:00 AM
NO MAY MEETING, LI Library Conference May 9, 2024	-
Tuesday, June 4, 2024	Virtual Meeting, 10:00 AM
NO JULY MEETING	-
Tuesday, August 6, 2024	Virtual Meeting, 10:00 AM
Tuesday, September 3, 2024	Virtual Meeting, 10:00 AM
Tuesday, October 1, 2024	SCLS, 10:00 AM
Tuesday, November 5, 2024	Virtual Meeting, 10:00 AM
Annual RASD Luncheon Tuesday, December 3, 2024	2:00 pm meeting, 2:00-4:00 pm luncheon Location TBD

(Subject to change)