LAMRT 12/4/02 Minutes

Present: Patricia Kaufman, Ed Falcone, Josh Cohen, Rachel Baum, Jennifer Simmons

Call to Order: The meeting was called to order at 10:55am

Minutes: Minutes of the December 3, 2002 meeting were approved. Motion by E. Falcone, second by R. Baum. The minutes of the October and December meetings will be posted on the LAMRT website.

Treasurer’s Report: J. Cohen reported that there is $832.89 in the treasury as of Nov. 30, 2002. The pre-Conference closing balance (Oct. 31, 2002) was $1,041.26. The total expenses for the conference were $1,067.37 and the total revenue for the conference was $859.00.


2003 Unit Plan: The plan was discussed, revised and approved. The approved plan will be submitted to NYLA. Revisions included the need for budgetary funds and long-range plans. Long-range plans included:

- To pursue section status
- To develop and implement a post MLS certification program in library administration.
- To develop and implement a regional institute.

2003 Conference Programs: Preliminary program proposals were discussed. R. Baum suggested requesting that the Construction Management 101 and Facilities Management programs be offered as a ½ day CE session to increase revenue and member attendance. If approved by NYLA then the below program will be added.

- Patron Behavior: Presider- R. Baum Speaker- NYS Trooper and other presenter. This will be a replica of a program presented by the Upper-Hudson Library System (UHLS). R. Baum will coordinate.

Post MLS Certification Program: The creation of a post MLS certification program was discussed. J. Simmons has discussed program possibilities with Jim Kent (the head of the Master’s of Public Administration program) of Marist College. The program could be a mixture of CE programs at NYLA conferences and online courses. P. Kaufman suggested contacting ALA and NYLA regarding certification. J. Simmons will set up a meeting with Jim Kent to discuss possibilities. Meeting date would be in January 2003.

Regional Institute: R. Baum presenting information on hosting a Spring LAMA institute in the Hudson Valley. The idea was discussed using a LAMA marketing program/presenter as a one-day workshop to include lunch. The institute would target professionals in Westchester and lower New York. Due to the cost and tight budgets for 2003, it was decided to table the idea for use in 2004.
2003 NYLA Conference Booth: Meg Van Patten has forwarded booth ideas to P. Kaufman regarding the booth set-up for 2003. M. Van Patten has the booth design (a reflection of Saratoga) confirmed. J. Cohen suggested we raffle reference books. We will have two adjacent booths, one for LAMRT and one for the job information center. P. Kaufman indicated that a booth chair would be needed to coordinate and recruit more volunteers.

Letter to Membership: The Board reviewed a draft letter, made revisions and approved to mail it to all LAMRT members in January. The letter is twofold, for a membership drive and to seek support for transitioning to section status. The recruitment brochure will not be mailed with the January member letter (see below). The goal is to have 300 members for the next 2 years consistent with section status pursuits, and obtain more members interested in volunteering with LAMRT activities.

Recruitment Brochure: The current and previous recruitment brochures were discussed and revised to be more attractive. J. Cohen suggested writing the brochure as if readers are not NYLA members. Other revision included adding a tear-out LAMRT membership form and using phrases to personalize LAMRT benefits to a wider audience. The current recruitment brochure needs to be updated to incorporate the HRPD merger and a membership form. R. Baum will make the revisions and send to the Board for review. The brochure will not be mailed with the January member letter. Instead the brochure will be sent with a recruitment letter to members up for renewal, to 3R’s libraries and library system directors for distribution to member libraries with four or more employees. The target audience will be managers in non-public library settings, specifically academic libraries. To increase membership the Board will personally contact those in varying types of libraries to join LAMRT.

LAMRT Letterhead: The Board decided to use the LAMRT logo and design letterhead.

Bylaws: E. Falcone supplied the Board with the most recent bylaws (last revised Oct. 1998). They were reviewed and revisions were discussed. P. Kaufman and J. Simmons will make revisions based on the 1998 version. Revisions will be sent to the Board and forwarded to Richard Naylor to post on the LAMRT website.

Revise LAMRT Purpose: It was discussed and decided to revise the LAMRT purpose statement. Reasoning: to make more concise and to reflect HRPD merger.

Users’ Manual: P. Kaufman and R. Baum will work on creating a users’ manual for the LAMRT chair.

Nominations: R. Baum- chair of the nominating committee.

• 2004-05 Officers: A slate of nominees must be sent to LAMRT members by June 5, 2003. The offices of chair elect and treasurer will be up for election. R. Baum will seek out potential candidates.
Standing Committee Chairs: P. Kaufman will contact members interested in volunteering as committee chairs and members. Current standing committee chairs are: Program- E. Falcone, Nominating- R. Baum and Bylaws- M. Van Patten.

**Next Meeting:** TBA

**Adjourned:** The meeting was adjourned at 1:50pm.

Respectfully submitted,

Jennifer Simmons, Secretary