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

Call to Order: The meeting was called to order at 11:15am

Minutes: Minutes of the October 25, 2002 meeting were approved. Motion by E. Falcone, second by J. Cohen.

2002 Annual Report: P. Kaufman discussed the 2002 Annual Report that included LAMRT’s unit goals, objectives, activities, and the annual conference report for the year 2002. The report will be sent to S. Keitel at NYLA.

Treasurer’s Report: J. Cohen reported that there is $1,041.26 in the treasury as of Oct. 31, 2002. About $860 is from membership dues revenue and this balance does not include this year’s conference expenses.

Newsletter: It was decided that starting in 2003 we would publish the newsletter annually in June instead of biannually. The June newsletter would include election information, notification of bylaws changes, conference programs, and membership information. Mailing labels will be obtained from NYLA and the newsletter will be printed at the Mid-Hudson Library System (MHLS). Gerry Mahoney volunteered to assist with the newsletter. A letter will be sent in January to members in place of a newsletter (see under membership).

Membership: J. Cohen estimates we have about 200 members. A letter will be mailed to all LAMRT members, library systems, 3R libraries, and HRPD members in January. The letter is twofold, for a membership drive and to seek support for transitioning to section status. The consensus was to target people in non-public library settings, specifically academic libraries. The goal is to have 300 members for the next 2 years consistent with section status pursuits.

Section Status: Discussion on continued pursuit to become a section of NYLA. To become a section we either need to have 300 members for 2 years or we can petition NYLA. We hope to receive support from our letter mailed in January.

Logo: It was decided to keep the LAMRT logo created by the Mid-Hudson Library System (MHLS). It will be used in the newsletter.

Bylaws: It was decided to revise the bylaws to incorporate the merger with HRPD. The current bylaws (last revised approx. 1999) were reviewed, revisions were discussed, and the current bylaws with revisions will be available at the next meeting. P. Kaufman indicated that the bylaws should have date adopted and of
revisions. Members will be notified of bylaws changes in the June newsletter and will vote upon changes at the annual meeting following procedure as stated in the current bylaws. Further discussion and edits will take place at the next meeting.

**Website**: Richard Naylor continues to maintain the LAMRT website. The website will be promoted in the January member letter. P. Kaufman suggested the following items be posted on the LAMRT website: updated bylaws, 2002 unit plan and minutes.

**Brochure**: The current recruitment brochure needs to be updated to incorporate the HRPD merger and a membership form. Rachel Baum created the current brochure. The brochure will be mailed with the January member letter and extras sent for distribution through the varying library systems. Further discussion and brochure edits will take place at the next meeting.


- Construction Management 101 - The importance of construction management firms. Presider: E. Falcone. Speaker Panel: architect (confirmed), construction manager (confirmed), and a library director with recent building experience.
- Facilities Management (double program slot with above) - Maintaining your library. Presider: E. Falcone. Speaker Panel: (from above) architect (confirmed), construction manager (confirmed), and a library director with recent building experience.
- GASB34 (financial statements) - Financial reporting and accounting practices. Presider: G. Mahoney. Speaker: J. Dwight Hadley (confirmed)
- So You Want a Better Job (President’s Program) - What you need to climb the civil service ladder and build a better resume to advance your career. Presider: J. Cohen. Speakers: someone from state or county civil service dept. and a headhunter or personnel manager (still looking)
- LAMRT Lunch with Library Leaders - This lunch isn’t free, and neither are libraries. Lobbying for funding and library marketing. One theme with a speaker and then table leaders to respond to the speaker/start discussion. Presider: P. Kaufman. Speaker: Frank Mauro (not confirmed)
- LAMRT Booth - P. Kaufman indicated that more volunteers and a structured sign-up would be needed. This year the booth had few volunteers. Meg Van Patten has forwarded booth ideas to P. Kaufman and discussion will take place at the next meeting.

**Job Information Center**: The job information from the HRPD website will be put onto the LAMRT website for job information sharing.

**2002 Conference Report**: The 2002 conference programs were successful. The report will be submitted to NYLA.
2003 Unit Plan: The plan was discussed. It reflected NYLA’s mission statement and this year’s goals. P. Kaufman suggested using the unit plan as a basis for LAMRT’s long-range planning.

Long-Range Plan: Creating a long-range plan was discussed and began an outline of goals. Further discussion will take place at the next meeting. Goals thus far include:

- Pursue section status
- Develop and implement a certification program in library administration.
- Obtain budget funds that will be needed for publication of one annual newsletter, publication of a recruitment brochure and conference expenses.

Recruiting for Volunteers: P. Kaufman will contact members interested in volunteering, specifically those interested in being committee chairs and members.

Next Meeting: The next meeting will be on Wednesday Dec. 4th at 10:30am at the Mid-Hudson Library System (MHLS).

Adjourned: The meeting was adjourned at 2:15pm.

Respectfully submitted,

Jennifer Simmons, Secretary