Minutes of December 11, 2003 Board Meeting

Present: Patricia Kaufman, Ed Falcone, Josh Cohen, Jennifer Simmons, Bob Jaquay, Richard Naylor, Kat Anderson

The meeting was called to order at 11:18am.

Minutes: Minutes of the November 5, 2003 and November 7, 2003 were approved as corrected. Motion by B. Jaquay, seconded by J. Cohen.

Treasurer’s Report (J. Cohen): As of October 31, 2003 our pre-conference balance was $1,609.96 and included the newsletter expenses. Projected income from the conference will be from membership at conference, raffle tickets sold and the LAMRT lunch. In January we will receive a report after conference expenses and a report of all conference expenses.

2003 Conference Programs (E. Falcone): All programs were discussed and went well.

· Advancing Your Career- 25 attended
· Building Program 1- 24 attended
· Building Program 2- 75 attended
· The Great GASB- 65 attended
· Leadership Luncheon- 69 registered. The buffet style was successful and recommended for next year.


· Membership count- There were 203 LAMRT members in Oct. 2003 and 207 LAMS members in Nov. 2003.
· LAMRT to LAMS-NYLA has converted all LAMRT members to LAMS as an additional section.
· Welcome letter- E. Falcone previously distributed a draft welcome letter by email. The letter will go new members and those renewing.
· Renewals- NYLA renewals come out in January and July. January will be the first time that members may choose LAMS as their basic section. If chosen as a basic section LAMS receive 25% of each membership fee and NYLA receives 75%. If chosen as an additional section than LAMS only receives the $5 fee.
· PR ideas for membership- PR ideas that were discussed included using the LAMS web site more, using member clicks to contact members (see handout), use NYLA bulletin boards, post to NYLINE listserv, and the LAMS newsletter.
· Target audiences- It was discussed to target NYLA members that have not chosen a section, those in academics, non-librarians working in library administration, and those in southern New York.

Brochure (E. Falcone): The brochure will need to be updated to reflect our section status. R. Baum has the electronic format.
**Newsletter (E. Falcone):** The goal for our next newsletter is January 2004. It will include a 2003 conference summary, section status including a picture from the NYLA Annual Meeting, use to encourage renewals, the launching of the LAMS e-journal, a preview of the 2004 conference and CE’s, and professional development (i.e. post-MLS certificate program).

**Bylaws (J. Simmons):** Revisions to the bylaws were discussed to reflect section status. K. Anderson advised that the process is to make revisions, approve at a LAMS executive meeting, present to NYLA for information, and approve by LAMS members at the annual LAMS meeting at the NYLA Conference (as per current bylaws). Known changes are below.

- Change LAMRT to LAMS.
- President is the representative on the NYLA Council.
- Officer terms- President and President-elect are for 3 years, all other office terms are 2 years.
- Change the office of Chair to President.
- Modify and add standing committees.

**2004 Conference Programs (P. Kaufman):** Preliminary Conference program ideas were discussed and previously emailed. Preliminary program information is due to NYLA by November 30th. On Jan. 5, 2004 P. Kaufman will attend a 2004 Conference Planner’s meeting.

- Booth - We will have a booth, more information is forthcoming.
- CE Program - Two CE ideas were discussed, Fiscal management: Understanding and managing your financial resources or a program on personnel. It was decided that we would create a ½ day program running 2-5pm for 2004. A ½ program costs $275 to run and a full day $325. The cost is a charge back to NYLA for staff time involved, the continuing education certificates and the break refreshments. Final CE programs are due Feb. 27, 2004.
- LAMS Lunch with Library Leaders- It was decided to keep the lunch as a buffet and seek a non-library speaker, possibly someone in the media. Speaker: TBA
- Civil Service 201- Now that you know the basics, explore the more complex issues of residency requirements, job classifications, advancement, hiring retirees, removing positions from the competitive class, and other problematic concerns. Speaker: Robert L. Richardson
- The 3 Ps of Funding—Politics, Planning, Public Relations- No matter what kind of library you work in, someone else is competing with you for funding. Learn how to address each of the Ps in order to get your fair share. Speaker: Michael Conte, Syntax Communications
- Green Buildings- What makes a building green? How much will it cost? Find out how to make your library environmentally correct. Speaker: Todd A. Harvey, Partner, Beatty, Harvey and Associates and Stuart Schiller, Principal, JMOA Engineering, P.C.
- Sick Buildings (and How to Make Them Better)- What makes a building sick? What can you do about it? Find out how to make the workplace healthier for staff, patrons, and materials. Speaker: Todd A. Harvey, Partner, Beatty, Harvey and Associates and Stuart Schiller, Principal, JMOA Engineering, P.C.
- Hot Topics: Coping With Curricula Changes- A panel of people from academic, public, and school libraries will discuss how they handle the effects of changing curricula on collection development, budgets, staff time, and so forth. Speaker: Panel TBA
- Training for the Future- Where will our future leaders come from? What will they need to know? A panel of people from different leadership projects will talk about their leadership training programs. Speaker: Panel TBA
- Co-sponsorship- Gail Sacco from PLS approach LAMS to co-sponsor 2 programs for 2004 as name sponsorship. It was decided to co-sponsor the PLS program on harassment. It was decided not to co-
sponsor the PLS program on design, building and lease options. There are 2 forms of co-sponsoring programs, splitting program costs and a name sponsorship.

**Section Status (P. Kaufman):** Section status was achieved the Annual Meeting on Fri. Nov. 7.

**LAMS Committees:** Committee chairs were appointed to standing committees as outlined in the bylaws and additional committees were established.

- Membership committee: R. Baum
- Program committee: P. Kaufman
- Nominating committee: P. Kaufman (past president)
- Bylaws committee: Executive committee
- Publicity committee: G. Mahoney
- Professional development committee: J. Cohen
- Legislative committee liaison: B. Jaquay
- E-journal committee: R. Naylor and B. Jaquay
- Web liaison: R. Naylor


**Executive Board Meetings** - Most sections meet 4-5 times per year.

**Statement of Purpose** - Our statement of purpose will be taken from the section petition.

**Travel Reimbursement** - Members will be reimbursed for travel reimbursement for meetings.

**Members-at-Large** - As a section the board can appoint members-at-large.

**Post-MLS Certificate Program (P. Kaufman):** Creating a post-MLS certificate program was discussed. The idea is to work with Marist to provide a certification program validated by NYLA or ALA. Class delivery will be a combination of online courses, institutes, and CE’s at the NYLA conferences.

**LAMS Web Site (R. Naylor):** Updating the web site was discussed. As a section we will have a new address off the NYLA web site, www.nyla.org/lams. The from picture will be updated and everything regarding LAMRT will be changed to LAMS. One of the goals is to increase web site usage and market it more.

**LAMS E-Journal (R. Naylor):** R. Naylor gave a proposal to create a LAMS E-journal (see handout). This would be a peer-reviewed journal with an editorial board. P. Kaufman made a motion to accept the proposal for an E-journal and implement the E-journal. Seconded by E. Falcone. Unanimously approved.

- Publication goal: The first edition is due in 6 months, subsequently it will be published twice per year.
- Delivery options: Hidden page on the LAMS web site sending the URL through Member Clicks or send as an attachment to members through Member Clicks.
- Editors: Editor-in-Chief is R. Naylor, Co-Editor is B. Jaquay and E. Falcone will draft a letter of invitation for people in the field to be editors.
- E-journal board: The LAMS board will act as the E-journal board.
- Archives and table of contents: Journal archives and a current table of contents will be available.

**NYLA Bulletin (E. Falcone):** It was discussed to try to get an article in the next NYLA bulletin about LAMS.


**Logo (E. Falcone):** Updating the LAMS logo was discussed. Deb Begley from the Mid-Hudson Library System will create some options for a new logo.

**Next Meeting:** TBA in early March 2004

The meeting was adjourned at 1:45pm.

Respectfully submitted,

Jennifer Simmons, Secretary