LAMS Board Meeting Minutes - DRAFT
Tuesday, October 5, 2010
Mid-Hudson Library System
10:30am – 2:00pm

Present: Rebekkah Smith Aldrich, President; Tim Burke, Rob Carle, Mary DeBellis, Treasurer; Julie Johnson, Vice President; Pat Kaufman, Secretary; Richard Naylor, Frank Rees, Rebecca Rubin, Gillian Thorpe

Excused: Claudia Depkin, Ed Falcone

Rebekkah Smith-Aldrich called the meeting to order at 10:40am.


- Confirmation of electronic votes. [See attached.]

- Reports:
  - **NYLA Council**—Rebekkah Smith-Aldrich [See attached report.]
    Discussion of NYLA’s finances—change in fiscal year, conference revenue, tax cap, and ELFA (Education, Labor And Family Assistance), the end of year funding bill.
    Discussion of next year’s New York Book Fest. Tim Burke is on the planning committee.
    NYLA will receive an ARRA broadband grant next year. It will focus on online literacy.
    Joel Friedman has resigned but will work through October in order to overlap with his replacement, Erica Dudden.
    Discussion of the idea of a theme-based conference within a conference that focuses on leadership. Tim suggested, “The L in LAMS stands for leadership.”

  - **Treasurer**—Mary DeBellis [See attached report.]
    For the eight months ending August 31, 2010
    Rebecca Rubin moved. Julie Johnson seconded. Approved unanimously.

  - **Membership**—Claudia Depkin. Rebekkah Smith-Aldrich reported.
    Discussion of ways to integrate those who ran for the Board including regional representatives.
    Targeted membership letters.
    As of August 31, 2010, 425 members—a small decline from the previous month of 437. The high was in May—446.

  - **Web Liaison**—Frank Rees
    Everything is up-to-date—the minutes, the election results, and the luncheon is front and center on our opening page.
Is there a counter so that we can see how many times people look at our page? Our section has more content on its page than most sections.

- **Continuing Education**—Pat Kaufman/Julie Johnson
  No report.

- **Public Awareness**—Gillian Thorpe
  No meeting. Libby Post has volunteered her services to NYLA—branding, web site.

- **Legislative**—Rebekkah Smith-Aldrich
  Given as part of President’s report.

- **JLAMS**—Richard Naylor
  Few or no submissions. Discussion of how to get more submissions—face-to-face contact with the library schools, a conference session on writing for professional journals, recruiting writers through LAMS board and LAMS members. Discussion of marketing JLAMS—reprinting an article/one issue with a related press package.

- **2010 NYLA Conference**—Rebekkah Smith-Aldrich will work with Julie Johnson on a master schedule of LAMS events and who is where when.
  - **Programs**—Julie Johnson [See attached.]
    Equipment needs: Tim Burke, Frank Rees, Richard Naylor will bring projectors. Gillian Thorpe and Frank Rees will bring speakers. Rebekkah Smith-Aldrich will coordinate e-mail alerts to the NYLA membership regarding our programs. How many evaluations to print? A finite number with names of the programs plus some generic ones to fill in as needed.

- **Luncheon**
  Contract for Lawler Kang. Clarify number of complimentary seats, day passes, book order, etc. for luncheon. Rebecca Lubin will coordinate getting copies of books to the luncheon and the money to NYLA store. Raffle tickets will be sold at the luncheon and the winners will be announced at the booth after the luncheon.

- **Booth Committee**—Gillian Thorpe
  Very few submissions to her library story request. Contest: match why I love libraries to the person who said it. Photo booth: take pictures and make a pin. Raffle: Sony reader. (Gillian Thorpe will purchase.) Contest: winner gets an engraved iPod Nano. (Gillian Thorpe will purchase.) Sock sale: $10/pack and $25/3 packs. Verify membership (need two lists). Members receive a ribbon, a sticker, and a tattoo. Mary DeBellis will bring a cash box with $100 --$75 in fives and $25 in singles.
Gillian Thorpe will coordinate decoration and booth schedule. Will need a big poster of our programs. Make a hand-out of contest pictures so that people can take it with them.

- **LAMS Membership Meeting**
  Minimal food service and coffee. Rebekkah Smith-Aldrich will talk about LAMS and introduce speakers.

- **LAMS Board Meeting/Dinner**—Claudia Depkin/Gillian Thorpe
  Dinner at 7. It will be held at Olde Bryant Inn.

- Rebekkah Smith Aldrich/Julie Johnson suggested that for the future, we continue to work on defining and enhancing the LAMS identity.

- **Action items:**
  Richard Naylor moved to authorize an honorarium of up to $400 for Dr. Lisa Norelli (*Sensitive and Effective Intervention Techniques*). Tim Burke seconded. Passed unanimously.

**Prizes**
Rebecca Rubin moved to authorize the purchase of a Sony e-reader for the raffle prize and an iPod Nano (contest prize). Richard Naylor seconded. Approved unanimously.

- **Raffle**
  - $7 become a member and get 2 raffle tickets
  - $3 LAMS member gets 2 raffle ticket
  Winner gets Sony e-reader.

- **Contest**
  Enter. Winner gets iPod Nano.

Meeting adjourned.

Respectfully submitted.

*Pat Kaufman*, Secretary
March 8, 2010

Resolution to authorize Rebecca Lubin to offer conference speaker Lawler Kang a maximum of $3,500 to speak at the 2010 NYLA Conference.

Voting in the Affirmative:
Rebekkah Smith Aldrich, Tim Burke, Robert Carle, Mary DeBellis, Claudia Depkin, Ed Falcone (2nd), Julie Johnson (1st), Pat Kaufman, Rebecca Lubin, Richard Naylor, Frank Rees, Gillian Thorpe

April 1, 2010

Resolution to authorize Julie Johnson to negotiate the financial co-sponsorship of ASLS's 2010 NYLA Conference Program "How to Be the Bad Guy" up to $500.

Voting in the Affirmative:
Rebekkah Smith Aldrich, Tim Burke, Robert Carle, Mary DeBellis (2nd), Claudia Depkin, Ed Falcone (1st), Julie Johnson, Pat Kaufman, Rebecca Lubin, Richard Naylor, Frank Rees, Gillian Thorpe

April 23, 2010

Resolution to set the LAMS luncheon ticket price for the 2010 NYLA Conference at $31.

Voting in the Affirmative:
Rebekkah Smith Aldrich, Tim Burke, Robert Carle, Mary DeBellis, Claudia Depkin, Ed Falcone (2nd), Julie Johnson (1st), Pat Kaufman, Rebecca Lubin, Richard Naylor, Frank Rees, Gillian Thorpe
June 3, 2010

Resolution to approve the 2010 slate of officers: for Vice President: Tim Burke, Liam Rogers and Michelle Young; and for Secretary: Patricia Kaufman and Julie Zelman.

Voting in the Affirmative: Rebekkah Smith Aldrich, Robert Carle, Mary DeBellis, Claudia Depkin, Ed Falcone (1st), Julie Johnson (2nd), Rebecca Lubin, Richard Naylor, Frank Rees, Gillian Thorpe

August 6-9, 2010

Resolution to decline the Public Library Section’s request to switch which years our section has the CE offering at the annual conference.

Voting in the Affirmative: Rebekkah Smith Aldrich, Tim Burke, Robert Carle, Mary DeBellis, Claudia Depkin, Ed Falcone (2nd), Pat Kaufman (1st), Rebecca Lubin, Richard Naylor, Frank Rees, Gillian Thorpe
Council Report to LAMS Board – September 24, 2010

Treasurer:

- $100,000 down over 2008; even with 2009
- 2010 conference is even with Niagara Falls (2009); however: registration is up; revenue is down by $7,000 (special event registration is down); $8,000 increase in expenses over last year

FY Changed: Council voted in the affirmative to change the Fiscal Year to June-July. It will mean a 6 month extension of this fiscal year.

Albany Report:

- ELFA Budget Bill: Although legislators are in favor of passing this bill, they may not be called back in time to vote on this to make a difference for library aid.
- Tax Cap Legislation Likely: would limit tax increases to 2-4%. NYLA will publicly oppose this.

PAC:

- Voter’s Guide coming soon – most legislators scored Ds and Fs
- Conference Reception: Wednesday night

Conference:

- LAMS Event Registration: 23 for Part 1; 19 for Part 2; 46 for luncheon
- Would like to see all leadership at the Scholarship Bash – or at least buy a ticket ;-)  
- Joel leaving

Membership:

- Goal is 4,000 (current: 3,894)
- Need to bump up overall conversion rate from 31 to 50%
- LAMS membership holding somewhat steady at 425.

Book Fest:

- $10,000 Grant from the NYS Council on the Humanities
- April 2, 2011 in Albany

Broadband Grant:

- $1 million over 4 years; train-the-trainer program for digital literacy

Branding

- Libby Post will be donating her services to rebrand NYLA – new logo and marketing messages and materials; focus groups @NYLA; should we invite her to a LAMS Board Meeting?
NEW YORK LIBRARY ASSOCIATION
LAMS FINANCIAL STATEMENT
FOR THE EIGHT MONTHS ENDING AUGUST 31, 2010

<table>
<thead>
<tr>
<th></th>
<th>CURRENT MONTH</th>
<th>YEAR TO DATE</th>
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<tbody>
<tr>
<td>BEGINNING BALANCE</td>
<td>16,515.03</td>
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REVENUE

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<td>DUES ALLOCATION</td>
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<td>PUBLICATIONS</td>
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<td>MISCELLANEOUS</td>
<td>0.00</td>
<td>588.00</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>3,385.00</strong></td>
<td><strong>8,498.21</strong></td>
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EXPENSES

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<tr>
<td>REIMBURSEMENT EXP.</td>
<td>0.00</td>
<td>577.07</td>
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<tr>
<td>CONFERENCE(CURRENT YR)</td>
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<tr>
<td>CONFERENCE(PRIOR YEAR)</td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>0.00</strong></td>
<td><strong>577.07</strong></td>
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CLOSING BALANCE

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<tr>
<td>CLOSING BALANCE</td>
<td>19,900.03</td>
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Promotion
Bekka is sending out a reminder about the LAMS conference programs to our general membership which highlights the CE's and our luncheon.

A/V Requests
**Approximately $265**
- Tabletop Microphone & 4 Channel Mixer: I STILL Don’t Want to Talk About It
- Wireless Lapel Microphone & 4 Channel Mixer: Sensitive and Effective Intervention Techniques

Digital Projectors
Lawler Kang needs audio feed for the project

**Provided by:**
Frank Rees
Richard Naylor (and laptop)
Tim Burke

<table>
<thead>
<tr>
<th>Provided by</th>
<th>Program</th>
<th>Day/Time</th>
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<tbody>
<tr>
<td></td>
<td>Cover Your Library’s Assets: Legal Advice</td>
<td>Wednesday, 10:00-1:00</td>
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<tr>
<td></td>
<td>Cover Your Library’s Assets: Insurance &amp; Audits</td>
<td>Wednesday, 2:00-5:00</td>
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<tr>
<td></td>
<td>Construction Project Management</td>
<td>Thursday, 1:45-3:00</td>
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<td></td>
<td>21 Ideas for 21st Century Libraries</td>
<td>Friday, 10:30-11:45</td>
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<td></td>
<td>Luncheon: A Passion for Work</td>
<td>Friday, 12:00-1:30</td>
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<tr>
<td></td>
<td>Team Building</td>
<td>Friday, 2:30-5:15</td>
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Section Display Booth Reservation Form
Submitted on 9/17/10

Speaker Housing/Arrangements
None needed. We’ve agreed to pay Lawler Kang $3,500 which includes travel/accommodations. I have filled out Lawler Kang’s NYLA Reimbursement form for $3,500 which needs to be signed by Mary and Bekka and submitted to NYLA for payment.

Continuing Education Programs
Ron Guzior from BST Financial Management is our confirmed CPA for the Insurance & Audits program. As of 9/29/10 there were 23 people registered for Legal Advice and 19 registered for Insurance and Audits.

Luncheon Program
- Ticket price is $31 but actual meal price is $34.56.
- The luncheon menu will be mesclun salad, a choice of either chicken cordon bleu or lasagna Florentine, and carrot cake
- Evanced Solutions will sponsor the event with a $750 contribution
• We need to submit a food guarantee to NYLA a.s.a.p. As of 9/29/10 there were 46 people registered for the luncheon.

**Food for Membership Meeting (I STILL Don’t Want to Talk About It)**
• Ordered one hour coffee service
• Mary will bring granola bars
• Claudia will bring platter for granola bars

**Room Monitors**

<table>
<thead>
<tr>
<th>Room Monitors</th>
<th>Name</th>
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<tbody>
<tr>
<td>Cover Your Library’s Ass(ets): Legal Advice for Library Leaders</td>
<td>Tim</td>
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<tr>
<td>Cover Your Library’s Ass(ets): Insurance and Audits</td>
<td>Frank</td>
</tr>
<tr>
<td>I STILL Don’t Want to Talk About It</td>
<td>Julie</td>
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<tr>
<td>Construction Project Communications</td>
<td>Rob (not Tim since he’s presenting)</td>
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<tr>
<td>Sensitive and Effective Intervention Techniques</td>
<td>Richard</td>
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<tr>
<td>Team Building</td>
<td>Rebecca</td>
</tr>
<tr>
<td>Managing Up and Down</td>
<td>Gillian</td>
</tr>
<tr>
<td>21 Ideas for 21st Century Libraries</td>
<td>Ed</td>
</tr>
</tbody>
</table>

**Evaluation Forms**
I will have evaluation forms for each room monitor to distribute & collect at their program. Quantities needed?

**Ribbons**
I seem to remember that we have a huge amount of these from last year but want to confirm that we don’t need to order more.