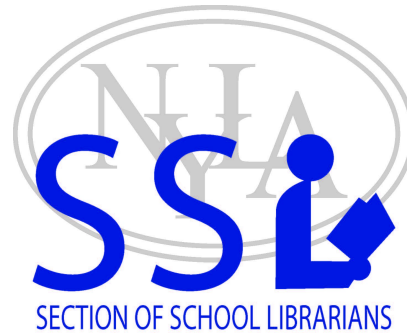


*In 2017 the AASL conference was held at the same time NYLA was. Due to a majority of board members who were at AASL, there was no board meeting held. These should have been approved at the 2018 winter board meeting but were inadvertently left off the agenda. These are the official minutes taken at the 2017 summer board meeting, but were never reviewed and approved.*



## **SSL Board Meeting Minutes**

**August 4-5, 2017**

**Cornell University, Ithaca, NY**

### **August 4**

**3:30- 5:30 pm: Reports**

**Called to order: 3:42**

**Attending:** Michelle Miller, Blythe Bennett, Gail Brisson, Molly Clark, Beth Davis, Tara Edmonds, Mary Beth Farr, Annarose Foley, Ellen Frank-Bayer, Sara Kelly Johns; Charlie Kelly, Sue Kowalski, Jill Leinung, Anne Paulson, Lisa Perkowski, Susan Polos, Dawn Pressimone, Stacey Rattner, Michaela Schie, Karen Sperrazza, Maureen Squier, Penney Sweeney, Heather Turner, Madelyn Haussner, Arlene Laverde

Administration - Michelle Miller, President

**Approval of Agenda: Moved: Molly; Second: Heather; approved: All**

Welcome and Introductions:

May meeting--because of travel time/distance, didn't have a proper meeting; will have similar issue next May w/ Long Island as conference destination; 1 of our tasks is to decide about the Board meeting

[Agenda/action items: online Board Meeting](#)

Congratulations to all newly elected SSL Board Members/NYLA : Susan Polos

Pres-elect: Charlie Kelly

Treas: Anne Paulson

VP, Conf: Stacey

Coord, Region 1, Madelyn Haussner

Region 3: Tara

Region 5: Mickey

Region 7: Cece

Thanks to Lisa/Penney for acting as the Nominating committee

Cece will step down from Region 7 due to other commitments but recommends Mary Zdrojewski (president is appointing Mary, since Cece has stepped down.)

Treasurer's report: Anne Paulson:

- June 30th, 2017: end of fiscal year
- [Report](#)
- Revenue: \$145K--larger than previous years; question about SSL conference \$, split between affiliate & SSL--some clarification is pending re: what the affiliate pays for at the conference & what SSL pays for (Stacey notes that conference guidelines are outdated)
- Lisa notes that, since NYLA oversees our finances, we don't have easy access to financial info
  - Conference registration (May)--try to register in January for May conference but NYLA system won't allow it if your membership comes due in March...forces early renewal. Does the member get a full year from March on? Means extra expenses for members if they have to renew early; Can we ask that they just verify that person is member at registration
  - The above needs to be discussed w/ Jeremy
  - NYLA handling conference registration--districts have NYLA as vendor w/ Guilderland address; checks can no longer go to our registrar (Patty)--Patty needs to get access to that info.
  - Anne is pursuing getting a printout of all of SSL's financial transactions from NYLA. This will clarify some of the questions about expenses.
  - Sue suggests going in w/ a detailed list of concerns
  - Going forward, we're looking to clarify above bookkeeping
  - Motion to approve treasurer's report: Stacey; Second: Annarose; Approved--all
  - [Budget Proposal for 2017-18](#)
  - **Motion to approve proposed budget: Penny; second: Beth; Approved--all**

## Council Members

### President's Report - Michelle Miller

- Issue: Conference --suggests ad hoc committee for 10-year conference plan that will eventually be voted on (proposed by February, vote next May)--including strategies/goals/etc.
- **Motion for Region 6 (Syracuse to host 2019 conference, with Heather & Doreen acting as chairs: Beth; Second: Ellen; Approved--all**
- **Motion to initiate collaborative conference in conjunction w/ SLSA Leadership Conference: Mickey; Second: Anne/Approved--all**
- Action items:
  - Vacancies: archivist, VP COmm, Region 7, Affiliate chair
  - Ad hoc committee for guidelines
  - Ad hoc committee for Emerging Leaders program
  - Board meeting schedule for SSL and NYLA
  - November:
    - Membership meeting at NYLA--10:45-11:45 Saturday, w/ Jen Cannell presenting; could Skype Michelle/Penney in from Phoenix
- **Conferences**
  - Survey results:
    - Trying to get at who isn't attending & why
    - 222 responses
    - Responses for not attending SSL:
      - 30% say Spring is a hard time to get away
      - 30% say can't get time off
      - Other reasons: far to travel, family obligations...
    - Responses for not attending NYLA:
      - Fall is a hard time to get away
      - Can't get time off
      - Expensive
    - Some people prefer small conferences near their home
  - 3 possibilities:
    - Leave as is
    - Every other year
    - Combine with NYLA
  - Discussion: combine with SLSA, change to every other year, maintain NYLA presence;
    - Guidelines need updating--change in Conference VP structure could be established when updating.
    - Conference organizers need to debrief with next set of organizers
    - w/out changing bylaws, can create a non-voting committee position--then VP for conferences can focus on helping facilitate conference planning & someone else can take on NYLA programming

position.; ad hoc group: could include Stacey, Buffalo & Long Island organizers to update guidelines & build a resource for future organizers. Resource could include dates, deadlines, advice, guidelines.

- ACTIONS:
  - Update conference guidelines
    - Pull in people to work on it by February--Maria M, Tina--could be online process
  - More heavily market NYLA--create marketing plan
  - Next 5 years--hold SSL conference, combine w/ SLSA, promote NYLA, locate an affiliate for 2020
- **Emerging Leaders/Sustaining Leadership:**
  - Michelle proposes putting together a leadership program that allows us to grow leaders w/in New York state
  - Would need a rubric, program leader, monthly virtual chat;
  - Look at NYLA leadership program & Pennsylvania program
  - SLSA would partner w/ us to identify people;
  - Survey indicated that more people want to be involved

#### **Awards Chair report: Dawn**

- 15 applicants for 9 scholarships;
- New format of auction worked well;
- New Knickerbocker scholarship--\$3040 raised from Knickerbocker auction will go to conference scholarships--registration + reimbursed travel/conf expenses up to total of \$400.
  - Small group will work on wording for policy change as to how Knickerbocker runs
- [LINK TO COMMITTEE REPORT](#)

#### **Breakouts: 9:00-10:00**

- Conference guideline/NYLA marketing
- Knickerbocker Scholarship wording
- Emerging Leaders format/recruitment & retention/Sustainable Leadership/
- Building Bridges

#### **Saturday, August 4**

##### **Called to order: 9:05**

**Attending: Michelle Miller, Blythe Bennett, Gail Brisson, Molly Clark, Beth Davis, Tara Edmonds, Mary Beth Farr, Annarose Foley, Ellen Frank-Bayer, Sara Kelly Johns; Charlie Kelly, Sue Kowalski, Jill Leinung, Anne Paulson, Lisa Perkowski, Susan Polos, Stacey Rattner, Michaela Schied, Karen Sperrazza, Maureen Squier, Penney Sweeney, Heather Turner, Madelyn Haussner, Arlene Laverde**

## Reports on Breakout Sessions and Discussion

- Conference guidelines/NYLA promotion
  - Redistribute job of Conference VP--conference curator w/ liaison role; all board members can help with promotion/marketing;
  - Lisa--has conference guideline document w/ comments; will send it to select people for further comments; goal is to have a working draft for February meeting. This is the policy piece that delineates NYLA/SSL policy
  - Another piece is the guidelines document with procedures, timelines, committees, contacts, helpful information
  - Lisa: previous conference chairs should be required to come to summer board meeting to connect with group planning next conference
- Knickerbocker Scholarship wording
  - Changes needed: budget line wording; in conference guidelines--add language about Knickerbocker Raffle committee & their responsibilities.
  - Going forward: split proceeds--35% to affiliate, 65% to SSL to fund scholarships--and then we transfer \$ from general fund to cover the 35% so that the total amount raised by the raffle is used for the scholarships.
- Emerging/Sustaining Leaders format
  - Looked at ways to take Pennsylvania & AASL formats & make them our own.
  - Nomination letter from SLSA w/ rec letter
  - 15-20 ppl per cohort -Emerging (5 yrs or less); Sustaining (15-ish years)
  - First cohort--at Leadership Conf in 2018
  - If guidelines set up by February, what is timeline for roll out?
  - Goal: in place for SSL 2019
  - Gail, Susan, Mickey, Charlie, Sue will work w/ Michelle
- Role of affiliate chair
  - List of affiliate chair tasks is pending
- Building Bridges
  - Contact SLS directors; send them packets in early fall--rack cards, NYLA conference info--for them to distribute at Council meetings/conferences
  - Can we get numbers for AASL's NY membership
  - Blythe--initial certification folks--lower membership rate
    - Confusing because initial rate is low, sometimes BOCES pays, etc.
    - Give student rate for first 5 years?

## Board Reports

### Three Apples - Molly Clark

- Current structure: 3 year terms w/ specific duties for each year
- Suggests doing away w/ term limit and specified duties--let committee members choose own tasks
- Has 2 new members

- YSS co-chair hasn't communicated
- Website needs major update! Ask Jeremy to get Heather access to 3 Apples site
- Ambassadors--working on getting that set up;
- 3 Apples' uniqueness is that committee doesn't screen...it's purely choice
- Anne: just need to have policy written down to determine committee functioning

#### VP of Conferences- Stacey Rattner

- Booth at NYLA: can we showcase members & their work?--Sue, Karen, Beth will help w/ staffing
- Can we have swag at the booth?
- Need clear signage about ways to join
- Can we recruit Saratoga area librarians to staff table?
- Room monitors needed--maybe recruit iSchool students--Blythe will help coordinate this.

#### 2018 Conference- Mary Charters

- Discussed/set pricing for conference.
- **Motion to accept pricing as listed, w/ \$20 added to every category: Penney**
- **Second: Anne/Approved--all**
- 390--maximum number of attendees; registration opens Nov. 14, closes in April
- Walk-in issue--possibility of many people showing up for walk-in registration.
- Urge people to register early w/ warning that walk-ins may not be accepted.
- Hotel: \$159--Hilton wants rooms to be paid in advance (w/ tax-exempt form)--can Jeremy help negotiate this, since school business offices don't work this way?
- Speakers are confirmed: Pernille Ripp, Eileen Oh
- Increased exclusive vendor time
  - Issues w/ space at hotel--can't use hallway space for vendors on Thursday because of other events. Maybe offer gold/platinum vendors either hallway beginning Friday or room beginning Thursday
- ADA compliance at hotel--Jeremy may need to address
- Call for presenters: September
- Sched App for schedules
- Board meeting: Thursday night, 7-9, action items only
- Bus from upstate?

Technology: Heather Turner--no action items

### Legislative Chair - Jill Leinung

- School librarians bill--older bill was put up by Pattie Ritchie but no movement;
- Bill opposed by School Admins and School Boards groups
- Future Ready initiative gives us some traction to start building relationships w/ School Admin group
- Hard to push bill when programs aren't attracting students and positions going unfilled--but hard to attract people when positions aren't secure
- Multiple priorities--bill won't pass w/ Cuomo as gov
  - Recruiting
  - State regs that applicants to education/ischools need 3.0 on undergrad and competitive GRE score--trying to change
  - How many schools spend their \$6.25/pupil on library materials?
  - Bullet Aid--how can schools apply for that? 3.7 million awarded to schools/libraries in senate; Assembly does less & only picks certain libraries;
  - Both houses passed Love Your Library checkoff bill--supports summer reading. Money has not been released to summer reading program.
- State library construction aid increased by 10 mill

### Ed Leadership - Sara Kelly Johns and Lisa Perkowski

- Contract signed w/ Syracuse for next summer
- Working to incorporate iSchool students
- AV/wifi issues to be resolved--outside contractor \$410
  - Will be paid as part of institute expenses
- AASL: Michelle & Penney will be our affiliate delegates
- AASL standards will be topic of Leadership next year--will be active & involving, not talking head.
- Aug 2 & 3 w/ board meeting on 3rd/4th

### Affiliates Chair - Charlie Kelly

- Affiliate social was successful but need to make sure all presidents receive email. Will have another in Long Island

### NYSCEA/Policies - Karen Sperrazza--no action items

## AASL - Sue Kowalski

- Action item: AASL 65th anniversary capital campaign. Proposes \$265 donation to Spectrum fund
  - Motion to make a 1 time donation \$265 to AASL 65th anniversary capital campaign Spectrum fund: Susan; Second: Mickey; Approved--all

Awards - Dawn Pressimone--see above

Knickerbocker - Karen O'Donnell--not present

## Membership - Maureen Squier Hall

- SSL--2nd largest NYLA section
- Affiliates are moving to round tables
- NYLA membership committee conference calls are inconveniently timed, so hasn't been able to make it
- Michelle: how to increase membership (800 of the state's 2000 school librarians are members)?
- Maureen--Building Bridges breakout has addressed some ways to promote membership--library schools, partnership with SLSA
- Sara--what is follow up for new members--welcome letter, some kind of connection? Suggests email w/ info about regional affiliate, opportunities;
- Lisa--NYLA is understaffed and some of info about expiring members/new members isn't coming through.
- Madelyn--can affiliates help make contact?
- Susan--suggests membership committee w/ regional reps as members; meet monthly through Slack; send postcard and email to new members; Roadshows--attend meetings of other groups.
- Stacey suggests a physical letter, bookmark...welcome packet--more impact than an email.
- Maureen will investigate how to access new member information;
  - Beth--Affiliate chair used to get list of expiring members--need to reach out
  - Sue--give packets to regional reps

Michelle:

- will talk to Jeremy about getting membership info to Maureen



- Maureen will tell Michelle what kind of support she needs (materials, etc)--there is money to spend on welcome materials
- Maureen & Charlie will connect

Ways and Means - Sue Kowalski

- OK going forward.

New Business

VP Communication

- Katie St. Laurent resigned. Nominations open.
- **Motion to nominate Heather Turner; would be in addition to tech coordinator; would serve until May and go on ballot in 2018: Mickey; seconds--Susan; Approved--all**
- Newsletter coordinator--Heather & Maureen to consult about member outreach to decide how to best communicate--digital or print newsletter;
- Sue will have info by end of week about NYLA SSL Listserv: [Nyla-ssl@lm.list.nyla.org](mailto:Nyla-ssl@lm.list.nyla.org)
- Let Heather know about any website additions

January 27, Syracuse Sheraton --Board meeting

Lisa will contact hotel & start arrangements

Charlie will be President-Elect; need new Affiliate Chair

YSS representative:

Michelle appoints Susan Polos to be YSS Liaison

Lisa brings up need for job descriptions to give to interested folks

Adjournment: Motion: Heather; Second: Mickey; Approved--all