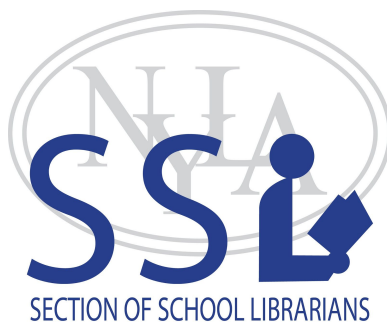


Approved: 5/4/2018 - Melville, SSL Spring Conference

Motion to approve: Heather Turner -- second, Charlie Kelly

Motion carried - minutes approved.



SSL Winter Board Meeting Minutes January 27-28, 2018 Syracuse Sheraton, New York

Saturday 1:00 ([Google Hangout Live Link](#))

Present: Blythe Bennett, Gail Brisson, Jennifer Cannell, Tara Edmonds, Ellen Frank, Madelyn Haussner, Sara Kelly Johns, Charlie Kelly, Sue Kowalski, Jill Leinung, Michelle Miller, Karen O'Donnell, Anne Paulson, Lisa Perkowski, Susan Polos, Stacey Rattner, Michaela Scheid, Joanne Shawhan, Karen Sperrazza, Maureen Squier, Penny Sweeney, Heather Turner, Jeremy Johannesen, NYLA Executive Director

Administration: Penny Sweeney, President

1. Welcome/introductions: called to order at 1:30 pm
2. Approval of [Agenda](#):
 - a. **Moved: Anne; Second: Tara; APPROVED**
3. [Approval of November Minutes](#) (Gail Brisson, Secretary):
 - a. **Moved: Heather; Second: Anne; APPROVED**
4. [President's Report](#) (Penny Sweeney)
 - a. Attended AASL pre-conference on Standards; there will be sessions at SSL; group later will work on strategies for rolling out across state.
 - i. Free: student standards; librarian and program standards are \$99 for members (book form); \$199 for non-members; app is \$13
 - ii. Penny created a document with standards--checking to see if she can share.
 - iii. Penny/Michelle will attend ALA Mid-Winter (Michelle takes Sue's place)
 - iv. NY State: Culturally Responsive Libraries group (Joanne); SLMPE rubric is also being refreshed
 - b. NYS School Board Association--leadership initiative--February 27 ; Penny can't attend & is checking to see if she can send someone else.
 - i. Maureen suggests that we should have a presence at their conference (October 25-27 in NYC), since other groups attend/exhibit--look into getting a booth; Jen C suggests partnering w/ SLSA to find folks to tend the booth
 - c. Document w/ list of conferences we should target--Sue K will take a look, update.
 - d. Library Advocacy Day: Moved: donate \$500 to NYLA for School Advocacy Day;

i. **Moved: Michelle M; Second: Ellen; APPROVED**

e. Sunshine Fund sent flowers to Annarose & Kelly

f. Gift presented to Michelle as past president

5. Past President's Report (Michelle Miller)

a. AASL pre-conference standards training--we need to think about how to roll out across the state, assist affiliates; Leadership Institute, conference will have info; other ways we could get the info out?

b. Leadership Academy framework--will be focus of 1 working group tonight. Will work w/ SLSA. 1st cohort would be May, 2019. Looked at Pennsylvania's framework and made some changes

c. Travel costs: bylaws call to send current president and AASL rep to ALA mid-winter; having president-elect attend as well is an option.

i. Discussion followed about policy regarding conference attendance; it was agreed that policy and job descriptions need updating. Penny will work on policy updates & a committee will work on job descriptions.

ii. The group also recognized that our SSL Google Drive needs clean-up; a group will work on that task.

iii. Breakout sessions :

1. Policy/job descriptions; w/ an eye to putting together an online manual w/ updated job descriptions, policies, etc. that is clearly labeled & easy to locate. Weed out past items.

2. Google Drive: Drive needs to be weeded and organized. Maybe add extra 1/2 day to August meeting to organize all of these documents.

3. Jeremy: this is a problem common to a lot of sections. Maybe NYLA could fund someone to help facilitate this same cleanup for all sections.

1. Job Description Google Folder

ii. **Travel budget: Motion to increase travel budget not to exceed \$1500 per person per trip for the president and delegate when attending ALA and ALA-Midwinter yearly and AASL (every other year) in their official capacity**

1. **Moved: Ellen; Second: Micky: APPROVED**

6. Finance Report (Anne Paulson):

● Budget report

● Donations (AASL/Letters about Literature): these are under the Miscellaneous budget line

● Reimbursement form updated w/new mileage rate. Please use it for any SSL expenditures/reimbursements.

● **ACTION REQUIRED:** Vote to authorize the Unit/Roundtable Reimbursement Request Authorization Signature Form, and complete form.

○ **Moved: Heather; Second: Michelle APPROVED**

6. Educational Leadership Report (Lisa Perkowski, Sara Kelly Johns)

a. Logistics: Lisa: August Leadership Institute: Syracuse Sheraton, Th 8/2-Sat 8/4, w/ board meeting Friday-Saturday;

b. Individuals will make hotel reservations--won't happen through Institute registration

c. Once programming is set, advertising will roll out.

d. Auction: \$3800 last year; new format worked well;

e. Will have new registrar this year.

- f. **ACTION ITEM:** we need to determine a price for registration materials so they will be ready (once we decide program) for SSL 2018. **Last year's costs:** Early bird \$250 ; Regular registration \$325; Institute with no room: \$200 no matter when you register. **ACTUAL costs** to us per 2017 contract: non-board \$278; board \$385

2018 costs (recommendation): \$250 total cost (the same as last year) will cover ALL costs except for a \$150 charge for a room rental (see below). We would collect \$106* (we could round it up for easy accounting if we want) as a registration cost. Add Standards book for additional \$100.. **We will NOT need to collect room costs** this year as people will be paying for that directly to the hotel, but we should consider that before setting program costs. **Rooms are \$129 +tax per night** (but double occupancy is offered so people could room together to save costs on that).

Working out how hotel will work for Board.

Motion: Cost for Institute will be \$120 without book or increased cost (to be determined when book pricing is finalized) with book; Room is paid separately.

Moved: Tara; Second: Ellen; Mickey opposed; APPROVED

Auction: Committee will decide how to run it.

Programming (Sara):

- Focus will be on AASL standards & how to implement them.
- Susan Ballard may be key speaker; Michelle & Penny will also help develop program

NYSUT Report (Susan Polos & Madelyn Haussner):

- No mention of school librarians in subject area committees.
- Enlist NYLA--tell Jeremy who will be on the committee, then he'll go to NYSUT with a letter from him & Penny and tell them to set up committee.

7. Technology and Communication (Heather Turner)
- a. Send her newsletter submissions by Feb. 9.
 - b. New newsletter platform is MailChimp
 - i. Social media accounts are active, too.
 - c. Who receives newsletter? Just members? Old policy said just members, but this might be because of postage.
 - i. Motion: Our newsletter, distributed to members via email and linked to or posted on social media, is open to both members & nonmembers.
 1. **Moved: Micky; Second: Madelyn H; APPROVED**
 - d. Website: No updates unless people send info
 - e. ACTION: Motion to purchase projector for use at meetings, etc. Price not to exceed \$200. Monies would come from miscellaneous budget line:
 - i. **Moved: Michelle; second: Ellen; APPROVED**
 - ii. NYLA does have GoToMeeting subscription for remote conferencing
 - f. Will work to update board listserv

8. Membership (Maureen Squier)

- a. Membership has grown, largely thanks to organizational memberships--42% since 2014.
- b. Affiliates as round tables has also helped increase membership
- c. Unfortunately, Maureen is unable to participate in NYLA Membership conference calls because of conflicts with school day schedule
- d. Membership Committee will work w/NYLA to send out comprehensive membership survey--we can add section-specific questions to the survey (Feb. 28 deadline). Focus is what members seek from the organization
 - i. Jen C: SLSA-purchased memberships probably not sustainable given budget constraints
 - ii. Maureen will put up a sheet or share a doc for formulating questions

9. [AASL Delegate Report](#) (Sue Kowalski)

- a. ACTION: Discuss & submit COMMENDATION on behalf of NYS.
 - i. Would recommend NYC SLS for their work at nurturing leaders
 - ii. Could nominate multiple SLS mentoring programs separately
- b. ACTION Discuss & submit GRANT APPLICATION to support our annual Leadership Institute

Clarification: This could be an opportunity for Leadership Academy, because this grant is intended for new initiatives. Pennsylvania used this grant to start their program.

May pursue next year when leadership academy idea is more developed.

Broke for dinner at 5:45; working groups convened in evening

Sunday, 1/28/18

Called to order at 9:00

Discussion re: foundation issues/moving forward

Foundation concerns:

- Policies
- 5 year plan--does it exist? Work toward it, use to drive decisions--membership focused
- Job descriptions--clarification of term limits, prep for transitions, responsibilities
- Openness of SSL drive
- Redefine affiliate chair/region coordinator
- Organizational structure
 - Who is on exec board?
 - Do reps need to be at entire meeting?
 - Who votes?
- Lack of goals--SMART goals
- What's the Why?
- What are we doing for members?
- Develop two-way relationship w/ partners like NYLA, SLSA
- Budget/treasury
 - Collapse lines? Membership, events, miscellaneous,
 - More efficiency
 - Maximize funds
- Productive meetings w/as much participation as possible
 - Structure of meeting
 - Who needs to attend? Everyone, some committee chairs??
- Too many 1 person committees
 - How to recruit new people
 - How do we insert new ideas?
- How to create leadership paths?

Moving forward:

- Lock down Drive, clean it up, relaunch
- Review bylaws, policies & procedures and update as necessary
- Begin meetings with 5 minute reflection on goals
- Committee work--align w/SSL goals
 - Do committees need to create their own goals that align w/ SSL goals?
Align w/ NYLA goals?
- Develop structure for work to take place outside of board meetings so decisions can be made and actions can be taken during meetings

- Committee chairs work with committee to develop recommendations that are brought to board for approval. Work of committees happen in advance of board meetings
- Develop systematic approach to growing committee members, board members, leaders
- Smaller, more frequent meetings
- Two year term of same slate of officers so we can get things in order?
Suspension of bylaws would require approval by $\frac{2}{3}$ of membership (May meeting)
- Add member value

Priorities: Committees will take on tasks as listed below. By April 2nd, each committee will develop a shareable product for the board

- 1. Review policies, procedures, by-laws and update as necessary**
 - a. Tara, Charlie, Karen S, Susan P, Penny**
- 2. Update Job descriptions**
 - a. Sue K, Gail, Heather, Michelle, Penny**
- 3. Organize Google drive & clarify access/procedures**
 - a. Penny, Heather, Maureen**
- 4. Everyone should read strategic vision document**

Penny will set dates for regular remote meetings

Finalized documents should appear on our website

Michelle will work with nominating committee to present a slate of officers

10. [SLSA Report](#) (Jen Cannell)

- a. Budget cuts will impact library systems
- b. Cuts could also have an impact on NOVEL databases
- c. Working on strategic plan
- d. SLMPE rubric is being updated
- e. IFC & new standards--talking about what the crosswalk will look like
- f. Presentation on differences in different library systems

11. Academic Liaison (Blythe Bennett)

- a. Barbara Stripling is retiring this year--is anything planned at SSL?
- b. Pratt and St. Johns dropped their school library programs;
 - i. 5 schools are left; met w/ Regent Kathleen Cashin in Nov. to discuss getting rid of ED-TPA for school librarians; awaiting a decision from Commissioner Elia
 - ii. For any other certification--teachers w/ masters degree who are seeking other certifications--won't have to take GRE--so certified teachers can get library degrees without needing GRE ; better pathway to certification
 - iii. All of SU's 2nd year school library folks are already employed--there's truly a shortage;

- iv. Stacey suggests a slideshow highlighting the benefits of being a school librarian--Blythe and other consortium members could create one; Maureen suggests a video w/ testimonials
 - 1. Jen C, Stacey, and Blythe will work on this
 - 2.

12. [Legislative Report](#) (Jill Leinung)

- a. Big push for funding
- b. Sign up for advocacy alerts!
- c. Virtual advocacy day (Feb. 27) before the day in Albany (Feb. 28)
 - i. Virtual Town Hall & What to Expect--NYLA website
 - ii. Support PAC
 - iii. Encourage parents, staff to visit NYLA advocacy page
- E. Net neutrality is a looming issue; NY State is looking at options
- F. [Library Calculator](#) : Statewide campaign started in Hudson Valley--Real People, Real Dollars--way to calculate how much you save by using the public library; going statewide. Could we do something similar? Maybe highlight ILL services--Sue is working with Jeremy to figure out how to do a school-relevant calculator

13. [NYSED Update](#) (Joanne Shawhan)

- a. Culturally & Linguistically Responsive Instruction to help educational attainment--Regents' item; department will work on framework, guidelines
 - i. Culturally Responsive Librarians group--will meet remotely once a month; Joanne has asked if this group can work on implementation & is awaiting approval.
- b. Ed Tech unit has created educational innovation newsletter (EdTech Innovators)--submit articles & pictures. March--makerspace issue; She urges librarians to submit articles--guidelines are on edtech page; urges people to sign up for listserv

14. [NYSCEA Report](#) (Karen Sperrazza, Jill Leinung)

- a. Next meeting is Feb. 9
- b. ELA standard update; emphasized that Curriculum/Instruction are locally decided

15. [Three Apples](#) (Molly Clark) [Committee Reboot](#)

- a. We are in support of their decision re: the logo but don't feel we need to vote
- b. Budget: for promotional materials
 - i. **Motion: create line item for \$300 for 3 Apples:**
 - 1. **Moved: Mickey; Second: Charlie; APPROVED**

16. Regents Advisory Council (Susan Polos, Sue Kowalski)

- a. Had orientation & discussion

17. Awards Chair (Dawn Pressimone)

- a. Award notifications are pending

18. [Knickerbocker Awards Chair](#) (Karen O'Donnell)

- a. Steve Sheinkin is looking forward to it
- b. Gordon Korman will attend the conference give him his award at the Friday luncheon if he's available

- c. Penny asks if we can set aside some time to honor Barbara Stripling at membership meeting on Saturday morning
- d. Stephen Yates, AASL president, needs a speaking opportunity--at member breakfast
- e. Penny will contact LI organizers and touch base about above

19. [YSS Liaison](#) (Susan Polos)

- a. Meeting Feb. 2nd
- b. Optional initiative: Battle of the Books w/ 1 set of books statewide so there can be a prepackaged kit available to libraries without the staff to put together their own program.
 - i. We need more details before we can partner with them. We can do an online vote if needed.

21. [Affiliate Chair](#) (Charlie Kelly)

- 1. Mixer at Buffalo conference was a good first step.
 - a. Recognize affiliate chairs at breakfast
 - b. Karen S: bylaws call for affiliate assembly at Spring conference--a conduit to membership but this hasn't happened recently
- 2. Need to find new affiliate chair now that Charlie is pres-elect
 - a. Affiliate Chair can be appointed--Penny will do so.

22. [Conferences](#) (Stacey Rattner)

- NYLA in Rochester this year--may ask people to vote in order to curate sessions.
- Continuing ed: We Need Diverse Books--speaker?--is it worth having Stacey pursue setting up a CE workshop if most attendees won't be school library folks; feeling is that we should focus on our membership
- 2020: letter needs to go out to affiliates about hosting; NYC is thinking of hosting (Region 2)
- Ad Hoc committee for conference 10-year vision: Jen, Stacey, Penny
- b. [2018- Long Island](#) (Jo Beth Roberts, Mary Charters)
 - i. Presenters will be notified this week
- c. [2019- Syracuse](#) (Heather Turner)
 - i. Theme: Shifting Perspectives
 - ii. May 30-June 1, 2019
 - iii. May 29 is additional date for SLSA
 - iv. ON-CENTER is venue; Hotel Syracuse--150 rooms reserved
 - v. Julie Smith: Digital Literacy--keynote & Session for \$2500
 - 1. **Moved to spend \$2500 for Julie Smith to provide the keynote and conference session:**
 - a. **Moved: Michelle; Second: Charlie: APPROVED**
 - vi. Logo: Committee likes the 3rd logo:
 - 1. **Moved to approve: Tara; Second: Anne; discussion--suggestions to match the blue colors in the logo or do black SSL logo. APPROVED**

Region Reports

- c. [Region 1](#)- Madelyn Haussner
- d. [Region 2](#)- Ellen Frank
- e. Region 3- Tara Thibault-Edmonds
- f. Region 4-Beth Davis
- g. [Region 5](#)-Michaela Schied

- h. [Region 6](#)-Molly Clark
- i. [Region 7](#)- Mary Zdrojewski
- j. Region 8- Annarose Foley

Q: what about defunct affiliates? Karen suggests re-affiliation--certain % of affiliate members need to be SSL members--if they can't prove that, they aren't an affiliate. Penny and Karen S will work on this

Adjourned: 1:12 Moved: Anne; Second: Mickey; APPROVED

**Respectfully Submitted 2/7/18
Gail Brisson**

Action Items

Affiliate Chair position:

- February 19, via email:
- Heather Turner moved to allow a NYLA/SSL member with knowledge of the RC position, who is not currently a RC, be allowed to hold the Affiliate position; Second: Stacey Rattner
- Motion was unanimously approved

[Strategic Vision](#) (Karen)

- February 24, via email:
- Heather Turner moved to accept the changes to the Strategic Vision; Second: Stacey Rattner
- Motion was unanimously approved

Advocacy Day Sponsor and make a contribution of \$500 (Jill)

