YSS Outgoing/Incoming Board Meeting
October 22, 2021
Virtual
1:00 PM-3:30 PM

Voting Board Members In Attendance: Amanda Schiavulli - President, Jenny Burke - 1st Vice President/President-Elect, Kim Hazen - Incoming 1st Vice President/President-Elect, Lisa Neuman - Past President, Chinasa Seyse - 2nd Vice President - Membership, Mary Jo Smith - Incoming 2nd Vice President - Membership, Ashley Bressingham - Secretary, Elissa Valente - Treasurer, Angela Newman - 2021 Spring Conference Director, Chrissie Morrison - 2022 Spring Conference Director, Julia Farrar - 2023 Spring Conference Director

Non-Voting Board Members In Attendance: Amy Relyea - 2021 Fall Conference Chair, Jackie Bleich - Communications Committee and Web Liaison, Sarah Heukrath - 2022 Fall Conference Chair

Members In Attendance: Melissa Victoria - Scholarship Committee

E - vote between meetings - Elissa Valente motion to approve the Membership Committee budget line increase to cover the cost of the 2021 Membership gift for 2021, Angela Newman seconded, motion approved August 19, 2021

E - vote between meetings - Jenny Burke motion to appoint Derek Ivie to the YSS/SSL Youth Advocacy Committee, Angela Newman seconded, motion approved September 20, 2021

1:09 PM President Amanda Schiavulli called the meeting to order

Motion to approve the agenda for the Outgoing YSS Board meeting - Jenny Burke, Angela Newman seconded - motion approved

Motion to approve August 13, 2021 Board Meeting Minutes - Elissa Valente, Jenny Burke seconded - motion approved

Treasurer’s Report - Elissa Valente (see attached #1)
  a. Updated Reimbursement Policy - **Motion Anticipated**
  b. Approval of the Report

Motion to approve the updated Reimbursement Policy - Chrissie Morrison, Angela Newman seconded - motion approved

Motion to accept the Treasurer’s Report - Jenny Burke, Chrissie Morrison seconded - report approved
Past President’s Report - Lisa Neuman (nothing to report) (see attached #2 for transition statement)

President’s Report - Amanda Schiavulli (see attached #3)
   a. NYLA Council Updates
   b. Google Drive Update
   c. Leadership Manual Approval - **Motion Anticipated**

Motion to accept the updates to the Leadership Manual - Chrissie Morrison, Elissa Valente seconded - motion approved

2nd Vice President’s Membership Report - Chinasa Seyse (see attached #4) (see attached #5 for transition statement)

President-Elect/Vice President’s Report - Jenny Burke (see attached #6)
   a. Committee Reports
      i. Battle of the Books
      ii. Empire State Award
      iii. Fall Conference Curation
      iv. Marketing
      v. Pied Piper
      vi. Scholarship
      vii. Youth Advocacy
   b. Liaison reports
      i. Communications/Website
      ii. Continuing Education
      iii. Intellectual Freedom
      iv. Legislative
      v. New York State Library
      vi. SSL Liaison

Motion to approve edits to the division of labor for the Conference Planning Committee in the updated Reimbursement Policy - Jenny Burke, Elissa Valente seconded - motion approved

Motion to move the expenses for the Ann Gibson Scholarship reception line to the First Year Fall Conference Curator in the updated Reimbursement Policy - Elissa Valente, Jenny Burke seconded - motion approved

Meeting adjourned at 2:35 PM for a quick break and resumed at 2:40 PM

2021 Spring Conference Director’s Report - Angela Newman (nothing to report) (see attached #7 for transition statement)

2022 Spring Conference Director’s Report - Chrissie Morrison (see attached #8)
Unfinished Business

New Business?

Motion to adjourn the Outgoing YSS Board meeting - Angela Newman, Lisa Neuman seconded - motion approved

Motion to approve the agenda for the Incoming YSS Board meeting - Mary Jo Smith, Amanda Schiavulli - motion approved

Introductions of New Board Members
  a. New Board Members
     i. Jennifer Burke - President
     ii. Amanda Schiavulli - Past President
     iii. Kim Hazen - 1st Vice President/President-Elect
     iv. Mary Jo Smith - 2nd Vice President - Membership
     v. Julia Farrar - 2023 Spring Conference Director
  b. Continuing Board Members
     i. Ashley Bressingham - Secretary
     ii. Elissa Valente - Treasurer
     iii. Chrissie Morrison - 2022 Spring Conference Director
  c. Non-Voting Members & Liaisons
     i. Claire Lovell - Continuing Education Liaison
     ii. Sarah Heukrath - Conference Planning Chair
     iii. Mary Fellows - Legislative Committee Liaison
     iv. Nan Brown - Newsletter Editor
     v. Jackie Bleich - Web Liaison & Communications Committee Liaison
     vi. Anthony Stenta - Intellectual Freedom Committee Liaison
     vii. Sharon Phillips - NYS Library Liaison

Handouts of New Board Packets

New Business, Thoughts, Ideas, Suggestions for 2022

Motion to adjourn the Incoming YSS Board meeting - Chrissie Morrison, Amanda Schiavulli - motion approved
1. Treasurer’s Report

YOUTH SERVICES SECTION
NEW YORK LIBRARY ASSOCIATION
Fall Board Meeting
October 22, 2021

TREASURER’S REPORT

2020-2021 INCOME

<table>
<thead>
<tr>
<th></th>
<th>Projected</th>
<th>Received (through 6/2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected</td>
<td>$36,200.00</td>
<td>$20,454.25</td>
</tr>
</tbody>
</table>

2020-2021 EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>Projected</th>
<th>Incurred (through 6/2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected</td>
<td>$43,840.00</td>
<td>$12,443.53</td>
</tr>
</tbody>
</table>

2021-2022 INCOME

<table>
<thead>
<tr>
<th></th>
<th>Projected</th>
<th>Received (through 7/2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected</td>
<td>$44,460</td>
<td>$983.75</td>
</tr>
</tbody>
</table>

2021-2022 EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>Projected</th>
<th>Received (through 10/2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected</td>
<td>$44,460</td>
<td>$2,815.00</td>
</tr>
</tbody>
</table>

General Comments

I am pleased to report a continued healthy fund balance for YSS. Due to the pandemic, we have been spending less, but continue to receive good revenue from membership dues. The budget for 2021-2022 is more reflective of a typical year and is attached to this report.

I ask members of the Board and YSS Committee Chairs to “cc” me on any emails to NYLA or vendors involving income or expenses.

There is an updated copy of the Tax Exempt form in the YSS Google drive and the current mileage reimbursement is $.56 per mile. The most current Reimbursement Request form, current budget, and reimbursement policies are also on the google drive.

Income

Membership dues allocation totaled $13,484.25 for 20-21; for comparison, the same period last year totaled $13,361.75. This year so far we have accumulated $883.75.

Budget

FY2021-2022 Budget is attached and will be voted on at this meeting. Changes to note include the Conference Committees new position structure, the NYLA Librarian of the Year Award contribution, the
merger of the YSS and NYLA Leadership academies into the Emerging Leaders Sponsorship, and the increase in funds for the SSL conference for both YAC and the YSS president.

Policy Updates

The current YSS Reimbursement Policy has been updated to reflect the changes to the conference positions. This will be voted on today.

- **Spring Conference Directors (2):**
  - waived basic spring conference attendance fee
  - travel and accommodation expenses to spring conference (maximum of $300)

---

**First Year Fall Conference Curator:**
- booth expenses for NYLA fall conference
- waived basic NYLA fall conference attendance fee
- travel and accommodation expenses to fall conference (maximum of $500)

**Fall Conference Curator: (2nd year)**
- waived basic NYLA fall conference attendance fee
- travel and accommodation expenses to fall conference (maximum of $700)
- travel to winter and summer board meetings

**Third Year Fall Conference Curator:**
- Expenses related to Ann Gibson Scholarship reception

Respectfully submitted,

Elissa Valente
Elissa Valente
YSS Treasurer

Attachments:
- YSS Fall Board mtg Treasurer’s Report
- YSS Treasurer’s Report to Membership
- 2021-2022 Budget
- YSS Reimbursement Policy

NEW YORK LIBRARY ASSOCIATION - YOUTH SERVICES SECTION- 2021-2022

<table>
<thead>
<tr>
<th>INCOME</th>
<th>11,460</th>
<th>4110</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Dues</td>
<td>4210 + 4240</td>
<td></td>
</tr>
<tr>
<td>NYLA Conference: Syracuse, NY</td>
<td>5000</td>
<td>4215</td>
</tr>
<tr>
<td>Empire State Award Luncheon</td>
<td>1000</td>
<td>4220</td>
</tr>
<tr>
<td>Raffle</td>
<td>1800</td>
<td>4220</td>
</tr>
<tr>
<td>Continuing Ed Program (alternate years only)</td>
<td>24,000</td>
<td>4230</td>
</tr>
<tr>
<td>Spring Conference: Schenectady, NY</td>
<td>22,300</td>
<td>4240</td>
</tr>
<tr>
<td>Past Presidents Dinner (based on 15 paid attendees)</td>
<td>600</td>
<td>4210</td>
</tr>
<tr>
<td>Author Book Sales and Vendors</td>
<td>100</td>
<td>4215</td>
</tr>
<tr>
<td>Booth Sales and Raffle</td>
<td>1000</td>
<td>4220</td>
</tr>
<tr>
<td>Ann Gibson Scholarship</td>
<td>1,000</td>
<td>4220</td>
</tr>
<tr>
<td>Donations</td>
<td>100</td>
<td>4220</td>
</tr>
<tr>
<td>Ann Gibson Scholarship Reception</td>
<td>600</td>
<td>4450</td>
</tr>
<tr>
<td>Silent Auction Funds (from Past Presidents Dinner)</td>
<td>300</td>
<td>4215</td>
</tr>
<tr>
<td>Continuing Ed Webinar</td>
<td>100</td>
<td>4215</td>
</tr>
<tr>
<td>Other (Interest, donations)</td>
<td>100</td>
<td>4230</td>
</tr>
<tr>
<td>TOTAL PROJECTED INCOME</td>
<td>44,460</td>
<td>4450</td>
</tr>
</tbody>
</table>

**EXPENSES**

| Committees | 2,450 | 6080 |
| Membership | 500 | 6062 |
| Empire State Award | 200 | 6071 |
| Legislative | 450 | 6071 |
| Pied Piper | 300 | 6088 |
| Marketing | 200 | 6099 |
| YAC (Advocacy) | 800 | 6071 |
| Executive Board | 5,800 | 6055 |
| Travel | 2,000 | 6710-6730 |
| Administrative (Supplies, Postage) | 50 | 6340 |
| Business Meetings | 1,000 | 6210 |
| Contingency | 100 | 6099 |
| Ad in ESCB Hall of Fame Gala Program | 250 | 6088 |
| SSL Conference (President and YAC Liaison) | 2000 | 6065 |
| Advocacy | 400 | 6072 |
| Ann Gibson Scholarship | 1,000 | 6055 |
| Full NYLA Conference Registration for AGS Winner | 100 | 6065 |
| Continuing Ed Webinar | 150 | 6145 |
| Emerging Leaders Stephanie --- Sponsorship | 600 | 6055 |
| NYLA Librarian of the Year Award, annual contribution | 250 | 6055 |
| Support for Miscellaneous Initiatives | 1000 | 6085 |
| NYLA Conference: Syracuse, NY | 10,500 | 6100-6199 |
| Speakers, Session expenses | 1000 | 6140+6145 |
| NYLA Site Charges | 700 | 6110 |
| Gibson Reception | 600 | 6110+6125 |
| First Year Fall Conference Curator (incoming) | 500 | 6180 |
| Fall Conference Curator (Chair) | 700 | 6180 |
| Empire State Award Luncheon (honorarium,lunch, etc) | 5,000 | 6130, 6140, 6145 |
| Booth & Raffle | 800 | 6175 |
| Continuing Ed Program (alternate years only) | 1000 | 6140+6145 |
| Spring Conference: Schenectady, NY | 22,810 | 6100-6199 |
| Speakers, Lunch, Publicity, Site | 18,700 | 6125-6147 |
| NYLA Registration Charges (Based on 200 registered) | 1200 | 6175 |
| Author Book Sales | 100 | 6175 |
| Past Presidents Dinner (includes $400 to cover 10 guests) | 1000 | 6110+6125 |
| Booth (includes Raffle baskets) | 700 | 6175 |
| Scholarship ($250 for each of two) | 500 | 6055 |
| 2022 Spring Conference Director Reimbursement | 300 | 6180 |
| 2021 Spring Conference Director Reimbursement | 300 | 6180 |
| ESA Medals/NOT NEEDED UNTIL 2030 | 0 | 6062 |
| TOTAL PROJECTED EXPENSES | 44,460 | 6080 |

New York Library Association/Youth Services Section
Reimbursement Policy
All expenses must correspond to the Youth Services Section approved annual operating budget.

Committee Chairs, Directors and Conference Planners must adhere to the current fiscal year approved budget allocation.

All reimbursements must conform to current NYLA Reimbursement Request guidelines and to NYLA’s “Conference Planners Handbook”, available online at www.nyla.org.

Definitions:

- Travel expense includes: transportation tickets (e.g., train tickets), mileage, tolls and parking fees, as applicable.
- Accommodation expense includes: hotel room cost only (no charges for meals, minibar, Internet access or other extra fees). Taxes will not be reimbursed.
- The basic spring conference fee does not include any extra or special events.
- Those whose spring conference fees are waived should still formally register for the conference and mark the registration form “fee waived.”

Meals:

- All meals or refreshments served during YSS board meetings will be paid for by YSS.
- YSS will pay for the meals of past YSS Presidents at the Past President’s Event. YSS may also pay for meals of invited guests as approved by the Board.
- No other meals will be reimbursed by YSS, except as included in basic registration fees.

EXECUTIVE BOARD MEMBERS are entitled to reimbursement for the following expenses:

- **Winter and summer board meeting attendance:** Travel and one night accommodation as necessary, in accordance with NYLA's reimbursement policy.
- **Spring conference attendance:** One night accommodation if necessary to attend board meeting, in accordance with NYLA’s reimbursement policy. No travel.
- **Miscellaneous:** Those incurred doing YSS business including long distance phone charges, photocopying, mailing and postage, and supplies.
- **Expenses related directly to their board positions:**
  - **President:**
    - flowers/gifts sent on behalf of YSS
    - registration fees, travel and accommodation, if necessary, to attend SSL Conference up to a maximum of $750. If President is unable to attend, his/her designee from the Board shall be similarly reimbursed upon approval of the Board
  - **First Vice-President:**
- travel to committee meetings

**Second Vice-President:**
- travel to NYLA membership meetings or Assembly

**Secretary and Treasurer:**
- materials/supplies for correspondence and record keeping

**Spring Conference Directors (2):**
- waived basic spring conference attendance fee
- travel and accommodation expenses to spring conference (maximum of $300)

**Past President:**
- Cost for the Past Presidents’ Event, including deposit and gratuity

**BOARD-APPOINTED POSITIONS** are entitled to reimbursement for expenses directly related to their positions:

- **Newsletter Editor:**
  - all newsletter expenses
  - travel to winter and summer board meetings

- **Fall Conference Curation Committee (3 members):**

  **First Year Fall Conference Curator:**
  - booth expenses for NYLA fall conference
  - waived basic NYLA fall conference attendance fee
  - travel and accommodation expenses to fall conference (maximum of $500)

  **Fall Conference Curator: (2nd year)**
  - waived basic NYLA fall conference attendance fee
  - travel and accommodation expenses to fall conference (maximum of $700)
  - travel to winter and summer board meetings

  **Third Year Fall Conference Curator:**
  - Expenses related to Ann Gibson Scholarship reception

- **Committee Chairs:**
  - expenses incurred in completing tasks or publications
Website Coordinator:
  ▪ expenses incurred in maintaining YSS website
  ▪ travel to winter and summer board meetings

Liaisons:
  ▪ travel to winter and summer board meetings, and other meetings attended on behalf of YSS

YSS SPRING CONFERENCE

SPRING CONFERENCE PLANNING COMMITTEE are entitled to reimbursement for the following expenses:

- YSS Members and Non-Members:
  o basic spring conference fee will be waived
  o Note that travel and accommodation for the conference and planning meetings will not be reimbursed.
- NOTE: The size of the committee, appointed by the Second Year Director, will not exceed ten people (excluding the Executive Board officers who serve ex officio).

SPRING CONFERENCE SPEAKERS AND SESSION PRESENTERS are entitled to reimbursement for the following expenses:

- YSS Members:
  o basic spring conference fee will be waived
  o travel and accommodation may be reimbursed, at the discretion of the conference planner

- Non-Members:
  o basic spring conference fee will be waived
  o travel and accommodation may be reimbursed, at the discretion of the conference planner

SPRING CONFERENCE SCHOLARSHIP RECIPIENT (S) are entitled to reimbursement for the following expenses:

  o basic spring conference fee will be waived
  o travel and accommodation fees to Spring Conference (maximum of $250)
  o Note that the scholarship recipient(s) must formally register for the conference and mark the registration form “scholarship recipient, fee waived.”
     Reimbursement Request form must be submitted, along with original receipts,
and be signed by the Scholarship Committee Chair and the YSS President, then submitted by the YSS Treasurer for reimbursement after the conference.

<p>| NEW YORK STATE LIBRARY DIVISION FOR LIBRARY DEVELOPMENT, YOUTH SERVICES LIAISON, |</p>
<table>
<thead>
<tr>
<th>if attending the YSS spring conference, will receive:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Waived basic spring conference attendance fee</td>
</tr>
<tr>
<td>• Single space vendor table at no cost</td>
</tr>
</tbody>
</table>

**NEW YORK STATE LIBRARY DIVISION FOR LIBRARY DEVELOPMENT, YOUTH SERVICES LIAISON**

**NYLA ANNUAL CONFERENCE**

NYLA provides a complimentary waiver of one-day conference registration fee upon request of the conference planner for all speakers, guests and workshop session presenters for the day(s) of their presentation. In addition, special guests and speakers may be invited to attend the ESA Luncheon as a guest of the Section if their presentation is on the same day.

<table>
<thead>
<tr>
<th>SPEAKERS AND SESSION PRESENTERS are entitled to reimbursement as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• YSS Members:</td>
</tr>
<tr>
<td>o Note that travel and accommodation will not be reimbursed except at the discretion of the conference planner</td>
</tr>
<tr>
<td>• Non-Members:</td>
</tr>
<tr>
<td>o travel and accommodation may be reimbursed, at the discretion of the conference planner</td>
</tr>
</tbody>
</table>

This policy does not restrict contractual reimbursements arranged by the conference planner for guests and speakers including the ESA Recipient, YSS Membership Meeting Speaker, and Continuing Education Pre-Conference Workshop Presenters.

<table>
<thead>
<tr>
<th>RECIPIENT OF THE ANN GIBSON SCHOLARSHIP shall receive the scholarship as a reimbursement payment as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Library school tuition ($1000), traditionally awarded at the NYLA Annual conference</td>
</tr>
<tr>
<td>o Note that the Scholarship Committee Chair and the YSS President must sign a reimbursement request and send it along with the school’s documentation (including tuition information) to the YSS Treasurer.</td>
</tr>
<tr>
<td>o NYLA full conference registration fee at student rate</td>
</tr>
<tr>
<td>o Note that travel and accommodation will not be reimbursed</td>
</tr>
</tbody>
</table>

Revised October 2007
2. Past President’s Transition Statement

YSS Transition Statement

Name: Lisa Neuman

Position: Past President

Year: FOREVER - 2019 - 2021

Past two year’s accomplishments - Honestly I’m not sure. I planned a LOVELY past presidents dinner for 2020 in CLAYTON, but as we all know that went straight to heck in a handbasket! I did run the virtual trivia event on the night before the 2021 virtual conference so that was something.

Current/ongoing position activities/projects/issues - Not much because Amanda does it all and a lot of the duties that were assigned to the Past President have evaporated during the past two years; IE the Leadership Academy supervisory role.

Current/ongoing board activities/projects/issues - Nothing much going on.

Future position activities/projects/issues - We are going to need to update our strategic plan as the prior one is expired.

What, if any, policy or procedure would you change? - Nothing really, coast while you can because the first two years of the office are frankly CRAZY.

Helpful hints
You got this!

3. President’s Report

Two Virtual Council Meetings meetings: 10/7/21, 10/13/21

Highlights:
1) Sarah Sherlock resigned effective 11/19/21.
2) Bonuses were given to staff.
3) Temp workers are going to be hired.
4) Executive Director Search
   a) Job description updated.
   b) Search Committee Appointed.
5) NYLA Bylaw Changes:
   a) Please review and comment
      https://www.nyla.org/nyla-council-proposed-changes-to-nyla-by-laws/?menukey=trade_show
6) Treasurer Election: Frank McKenna, announcement will be soon.

NYLA-YSS Executive Board Job Descriptions:
Entire Document Reviewed/Revised/Approved 10/22/21

FIRST VICE PRESIDENT/ PRESIDENT ELECT

1. The first vice president/president elect serves a three year term that cycles through three positions: First Vice-President/President Elect, President, and Past President.
2. The first vice president/president elect is a voting member of the Executive Board.
3. The first vice president/president elect attends all Executive Board meetings and assumes all duties of the President in the latter’s absence.
4. The first vice president/president elect maintains regular communications with and monitors work of all YSS standing and ad hoc committees.
5. The first vice president/president elect appoints standing committee chairpersons and appoints new committee members to fill vacancies.
6. The first vice president/president elect works closely with Conference Planning Committee to assure a quality NYLA Annual Conference program.
7. The first vice president/president elect is responsible for the active participation and timely reporting of all committees, serving as their liaison to the Executive Board.
8. The first vice president/president elect requests annual reports from YSS committees, as per Article VI, Section 3, of the Section's By-laws.

Accepted 11/5/08
Revised 10/22/21

PRESIDENT

1. The president serves as part of a three year term that cycles through three positions: First Vice-President/President Elect, President & Past President.
2. The president is a voting member of the Executive Board.
3. The president directs the Youth Services Section (YSS) and conducts the Executive Board meetings.
4. The president serves as the section representative to The Section of School Librarians (SSL) and presents written and oral reports of Section activities at each The Section of School Librarians (SSL) meeting.
5. With the approval of the Executive Board, the president establishes new committees as needed and appoints ad hoc committee members, liaisons, and representatives.
6. The president assists the second vice president with membership recruitment and the welcome letter for new members of the Section.
8. With the treasurer, the president approves payment of any bills throughout the year.
9. The president prepares the "President's Column" for the YSS newsletter. The president produces a schedule of dates for the newsletter as well as a list of articles to be included in each issue, and assigns responsibility for their completion to Board members and committee chairs.
10. The president contributes to the "NYLA Voice" when requested, assigning articles and topics to appropriate officers, committee chairs and members.
11. The president submits two semi-annual reports to NYLA's Executive Director, as outlined in the NYLA Leadership Manual.
12. With appropriate officers, the president prepares an annual year end report for the YSS membership on the activities of the section, and presents it in writing at the section's Annual Business Meeting. This report is also distributed to the NYLA Council.
13. The president plans the Annual YSS Business Meeting at the NYLA Annual Conference.
14. The president serves as the spokesperson for YSS and is responsible for overseeing the marketing and public image of the section.

Accepted 11/5/08
Revised 10/22/21

PAST PRESIDENT

1. The past president serves a three year term that cycles through three positions: First Vice President/President Elect, President and Past President.
2. The past president is a voting member of the Executive Board and attends all Executive Board meetings.
3. The past president serves as chairperson of the Nominating Committee.
4. The Past President is responsible for the active participation and timely reporting of all liaisons, serving as their liaison to the Executive Board.
5. The past president makes recommendations to the NYLA President and NYLA President Elect of YSS members to be appointed to NYLA committees.
6. The past president plans the YSS Past Presidents' dinner at the YSS Spring Conference.
7. The past president provides support to the First Vice President/President Elect or the President as needed.

Accepted 11/5/08
Revised 10/22/21
SECRETARY

1. The secretary serves a three-year term.
2. The secretary is a voting member of the Executive Board.
3. Prior to Executive Board and general membership meetings, the secretary contacts all Board members regarding them getting their reports to the secretary in a timely fashion.
4. The secretary attends all Board and general membership meetings, taking notes, and distributing draft minutes of the proceedings to all Board members.
5. The secretary should furnish the board with draft minutes within two weeks of board meetings.
6. Once Board meeting minutes have been approved by the YSS Executive Board, the secretary sends the approved minutes to the Web Liaison to post on the NYLA website. The secretary should follow up with the Web Liaison on all items that require website updates.
7. The secretary provides all incoming Board members with the documents deemed necessary by the President to give an overview of the section’s history and current status.

3/19/92
Reviewed 1/29/94
Updated 4/6/00
Updated 11/7/19 KH
Revised 10/22/21

TREASURER

YSS is under a centralized bookkeeping system with NYLA. All bills are approved by the Section President and Treasurer and then paid by the NYLA Business manager. NYLA finances are based on a July 1st to June 30th calendar year. The Treasurer should request complete information from NYLA office when any auditing changes are made.

1. The Treasurer serves a three year term.
2. The Treasurer is a voting member of the Executive Board and attends all YSS Executive Board meetings.
3. With the YSS President, the treasurer approves all Section bills to be paid by the NYLA Business Manager.
4. The Treasurer prepares a preliminary budget for the upcoming year to be approved by the Executive Board.
5. The Treasurer keeps accounts of receipts and disbursement’s, reports to the President upon request and to the Board at each meeting, after consultation with the NYLA Business Manager.

6. The Treasurer attends NYLA Section Treasurers’ meetings sponsored by the NYLA Treasurer.

7. The Treasurer consults with the Fall Conference Curator and Spring Conference Director on expenses and income of both the YSS Spring Conference and the NYLA Annual Conference.

8. The Treasurer prepares a financial report for the presentation at the YSS Annual Business meeting at the NYLA Annual Conference.

9. The Treasurer submits a final report for the previous fiscal year to the Executive Board as soon as the figures are received from the NYLA office.

10. The Treasurer may investigate alternate fundraising plans and provide the Executive Board with a time schedule that includes an estimate of funds needed and possible profits from the fundraiser.

11. The Treasurer is responsible for the cash box at both the Spring and Fall Conferences and is responsible for any raffle funds during the course of the term.

Accepted 11/5/08
Revised 10/22/21

SECOND VICE PRESIDENT/MEMBERSHIP

1. The second vice president/membership serves a three year term.

2. The second vice president/membership is a voting member of the YSS Executive Board and attends all YSS Executive Board meetings.

3. The second vice president/membership chairs the YSS Membership Committee, working to promote membership, and provides the committee with materials to distribute to prospective members.

4. The second vice president/membership attends NYLA Membership Committee meetings, acting as the liaison for YSS.

5. The second vice president/membership prepares or updates a YSS membership flyer to recruit new members.

6. The second vice president/membership updates the Active Member form as needed, and maintains the Active Member file.

7. The second vice president/membership works to implement goals for membership as outlined in the current Membership Plan.

8. The second vice president/membership contacts members who have not renewed their membership with YSS. This information is available for download from the Section/Roundtable/Committee Rosters: YSS-Youth Services once you log into the NYLA.org website.

9. The second vice president/membership works with the YSS Executive Board to provide exciting incentives for current members.
10. The second vice president/membership revises the YSS Membership Plan with the Membership Committee, as directed by the President.

Accepted 11/5/08
Revised 5/3/17
Revised 1/30/19
Reviewed 9/13/2021

YSS NYLA COUNCIL REPRESENTATIVE

1. The YSS NYLA Council Representative serves a 3-year term.
2. The YSS NYLA Council Representative is a voting member of the Executive Board.
3. The YSS NYLA Council Representative has served as a former officer, committee member or liaison for YSS.
4. The YSS NYLA Council Representative serves as the section representative to NYLA Council presents written and oral reports of Section activities at each NYLA Council meeting.
5. The YSS NYLA Council Representative attends all NYLA Council Meetings.
   a. Attends Incoming/Outgoing NYLA Council Meeting at the Fall Conference.
6. The YSS NYLA Council Representative submits written reports from the NYLA Council Meetings, in detail, to the YSS Executive Board.
7. The YSS NYLA Council Representative requests special Executive Board Meetings via the YSS President should issues arise at Council.
8. The YSS NYLA Council Representative votes on behalf of the best interests of NYLA-YSS members.
9. The YSS NYLA Council Representative works closely with the incoming YSS President and Secretary to assure timelines for report collection are consistent for Executive Board Meeting and Council Meetings.

Accepted: 10/22/21

Spring Conference Director (2)

Spring Conference Director is a two-year position that is responsible for planning the YSS Spring Conference, which comprises much of the programming and service to the YSS membership.

At any given time, there will be two Spring Conference Directors on the Executive Board. A Spring Conference Director’s term of office begins and ends at the NYLA Annual Conference, beginning at the incoming YSS Executive Board meeting and ending two years later, at the outgoing YSS Executive Board meeting. Spring Conference Directors are voting members of the Executive Board.

SUMMARY OF RESPONSIBILITIES

- Assembles and oversees a conference planning committee of up to nine members
• Plans, promotes, and presents the YSS Spring Conference in-person, online, or a combination of both. Some specific tasks undertaken by the director (or delegated to committee members) include:
  o Selecting the date and venue for the conference
  o Coordinating with venue(s) to plan room set-up, menu, and vendor layout
  o Sending applicable contracts to NYLA for their approval
  o Working with NYLA to create the conference registration form
  o Drawing up a conference budget
  o Booking featured speakers and workshop presenters
  o Coordinating vendors, book sales, author signings, raffle baskets
  o Organizing the service project
  o Recruiting and managing booth volunteers, room monitors, etc.
  o Creating and distributing promotional materials
  o Communicating with the YSS Past President (or other YSS personnel) regarding conference-adjacent events
• Works closely with the YSS Treasurer to ensure financial accountability
• Makes regular reports to the Executive Board, including a conference evaluation summary
• Provides guidance and support to the following year’s Spring Conference Director

Accepted: 10/22/21

4. 2nd Vice President’s Membership Report

October 25, 2021
YSS Executive Board Meeting

• Membership gift has arrived and will be at the in-person NYLA Annual Conference
• Two new Jotform submissions received.
  o Derek Ivie who has been appointed to the Youth Advocacy Committee
  o Joan Stoltman who is interest in presenting a CE session to youth librarians on reading and listening comprehension through visualization
• The NYLA Membership Committee postponed the September 13 meeting.
• Member Stats have not been received from NYLA Office since April 2021.

5. 2nd Vice President’s Membership Transition Statement

YSS Transition Statement

Name: __Chinasa Seyse______________________________
Position: __2nd Vice-President, Membership________________
Past year’s accomplishments

Completion of a pandemic year of service, purchasing the membership gift to be given out at NYLA Conference 2021, and YSS Conference 2022

Current/ongoing position activities/projects/issues

1. Reconnecting with the NYLA office to receive the Quarterly Membership Statistics.

2. Work with Conference Curators, Publicity and Booth member on what information they would like to go out to membership and in what timeframe. It seemed like there was a lot of duplication of communication or that it was already taken care of by the group that needed it disseminated.

3. Compiling a database of at least the last 3 years of YSS members that have submitted inquiries to the jotform, and have been selected to volunteer in order to ensure everyone has a fair opportunity to give back.

Current/ongoing board activities/projects/issues

1. YSS is considering revising awards for scholarships to encourage submissions and recruitment to NYLA and YSS. It was discussed at the Membership Committee whether YSS could offer 1-yr membership to NYLA and YSS section award, but we were not clear whether NYLA would allow us to publicize it or if they would prefer to send it out. It was determined that YSS may set the terms for their scholarships. It was unknown whether YSS could publicize the scholarship on its own. Given the instability that is at NYLA at the moment, I am sure they would appreciate that we handle publicity on our own.

2. The membership committee had two outstanding issues that they may resume on the next agenda:

   a) A reward Incentive program to attract members and a plan will was to presented to the Board at the next meeting.
   b) The membership Committee planned to release a NYLA Fall Survey to ascertain information on the value on NYLA to members.

Future position activities/projects/issues

I think that it should be considered that the membership has a social event or a networking event where people could talk to the board members about the responsibilities, network and maybe even get some fresh ideas on how to recruit, articles to write in the YSS newsletter.

What, if any, policy or procedure would you change?
I would change the procedure of sending out e-mails reminding members to renew. I never had any idea who had lapsed and who had already renewed. Moreover, the data file that had who was current is no longer available to download from the NYLA intranet page.

**Helpful hints**
(What will your successor need to know? What do you wish someone had told you?)

I wish I had known that for the 5-minute mentor or the member spotlight they had to be a YSS member. I think that ostracizes those that cannot afford to be membership, but could make an argument to join if they were YSS participating activities.

6. **President-Elect/Vice President’s Report**

   **YSS 1st Vice President-President Elect Report**  
   **October 22, 2021**

Through e-vote, Derek Ivie has been appointed 1st year member to the Youth Advocacy Committee.

Although I sent out several emails, I received no replies to my quest to find an additional member for the Marketing Committee. This will be something the incoming 1st VP will have to complete.

Confirmed all committee members contact information.

Respectfully submitted by Jennifer Burke

**Committee Reports:**

**Conference Planning Committee**  
**October 2021**

A. 2021 Virtual NYLA Conference  
   a. YSS Membership Meeting  
   b. YSS Sponsored Program  
   c. Virtual YSS Booth  
B. 2021 In-Person NYLA Conference  
   a. YSS Booth  
   b. Ann Gibson Reception  
   c. YSS Sponsored programs  
   d. Room Monitors  
   e. ESA luncheon  
   f. Evaluations  
C. Conference Curation Team
2021 ESA Business

Communication with Mr. Selznick and his rep continues to be difficult, but we very slowly make progress. We have confirmed that Mr. Selznick and I will “Zoom in” to the conference and I will mail printed materials shortly to Amy Relyea at the Troy Library.

I am still awaiting information from Mr. Selznick in order to submit his honorarium form as well.

Gail Brown and I met on October 18th, 2021 to check in and debrief any updates, and collect questions about the YSS Luncheon. Gail confirmed she will be unable to attend the conference in order to let other staff members at her library attend.

2022 ESA Business

2022 ESA business is limited but we remain excited about our work with Kate Messner next year!

ESA Nomination Bank Update

The 2021 ESA Committee will continue to work on compiling a list of authors and illustrators residing in New York State to supplement nominations received through traditional means. It has been difficult to collect nominations from YSS members in the past, and continues to be difficult in the present.

Thank you.

Submitted by the 2021 ESA Committee:
Alexandria Abenshon
Mallory Marinaro
Gail J. Brown

Pied Piper Award
October 2021

NYLA Youth Services Section
ANNUAL REPORT TO THE MEMBERSHIP

Name of Committee: Pied Piper Award

Names, addresses, and contact information for Chair and committee members:

<table>
<thead>
<tr>
<th>Third Year Member</th>
<th>Second Year Member (Chair)</th>
<th>First Year Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Brown</td>
<td>Anne Nelson</td>
<td>Michelle Waldenmeier</td>
</tr>
<tr>
<td>Children &amp; Family Experiences Librarian</td>
<td>Library Assistant, Teen Center</td>
<td>Librarian I Bethlehem Public Library</td>
</tr>
<tr>
<td>Webster Public Library</td>
<td>Crandall Public Library</td>
<td>451 Delaware Avenue</td>
</tr>
<tr>
<td>websterlibrary.org</td>
<td>251 Glen Street Glens Falls, NY</td>
<td>Delmar, NY 12054</td>
</tr>
<tr>
<td>585.872.7075 x6113</td>
<td>12801 518-792-6508</td>
<td>518-439-9314</td>
</tr>
<tr>
<td><a href="mailto:sarah.brown@libraryweb.org">sarah.brown@libraryweb.org</a></td>
<td><a href="mailto:anelson@sals.edu">anelson@sals.edu</a></td>
<td><a href="mailto:mwlibrarian@gmail.com">mwlibrarian@gmail.com</a></td>
</tr>
</tbody>
</table>

Yearly Accomplishments:
Another successful year despite the challenges of COVID-19.

Unfinished Business:
Coming up with a plan to get more people to participate and submit their programs to us!

Additional Information:
Might be worth looking into why people don’t apply—do we need to market it better, make the prize/incentive more enticing, or are there any other obstacles holding people back? At least one person reached out to me and let me know they couldn’t apply because they weren’t a NYLA member. I’m inclined to believe there are other obstacles as well.

Submitted by:
Sarah Brown

Marketing Committee
October 21, 2021

NYLA Youth Services Section
ANNUAL REPORT TO THE MEMBERSHIP

Name of Committee: Marketing Committee

Names, addresses, and contact information for Chair and committee members:
Yearly Accomplishments:
Maintaining a consistent presence on YSS social media pages in a time when social media became volatile and tricky to navigate. We also worked with other committees to get any updates, news, or relevant information on social media to cross promote.

Unfinished Business:
Find an effective way for other committees to share relevant information and news to go up on social media in a timely manner.

Find a way to increase engagement and recruit new members to YSS. Promote New York State Library information and resources to YSS members.

Additional Information:
With Caitlin stepping down, and Jennifer taking the reins of the committee- I have let her know that if she has any questions regarding the committee that she can reach out to me after my term is done.

Submitted by:
Lindsay Jankovitz

NYS Battle of the Books Committee
No report submitted.

Scholarship Committee
Nothing to report.

Youth Advocacy Committee
October 21, 2021
The Youth Advocacy Committee is transitioning to a new Chair. Following our committee
guidelines, the Chair position switches to one of the SSL members of the committee. Jill
Leinung, the other Leg Committee rep on the committee, has agreed to become Chair
for 2021-2022.

I remain on the committee, as the Leg Committee representatives to both YSS and SSL
have permanent seats on the YAC. In other member news, we welcomed Derek Ivie
and said goodbye with thanks to Darla Salva Cruz, both of Suffolk Cooperative Library
System.

We’re pleased to have the SSL rep to YSS (Susan Polos) in place and the YSS rep to
SSL (the YSS president) in place. As a reminder, the SSL rep to our board should be
treated as an ex-officio board member and informed of meetings and other business.
I’ve provided Susan’s contact information to Jenny Burke and Kim Hazen.

Committee business-wise, YAC is continuing our Twitter presence and doing a little
regrouping.

Respectfully submitted,
Mary Fellows, Youth Advocacy Committee

Liaison Reports:

Communications Committee & Web Liaison

No report submitted.

Continuing Education Liaison

No report submitted.

Intellectual Freedom Liaison

No report submitted.

Legislative Committee Liaison

October 21, 2021

Several bills awaiting the Governor’s signature when power changed hands are now
law. One bill of interest to public libraries is Training for Library Trustees, which requires
public library trustees for have two hours of training annually.

Not one of NYLA’s initiatives, but also of interest to public libraries: Open Meetings Law
allowing virtual meetings extended until January 15.
In the pipeline:
A tech amendment to provide the legislative language that releases the money collected in the Love Your Library Fund, which comes via a checkoff on our state income tax form and Love Your Library license plate sales. The legislation directs that the funding be used for summer reading programs. There is currently $250,000 in this fund and no mechanism to release the funding to eligible library systems. The language sought for the amendment will provide for an automatic release of those funds. Word is that when the funds are released, DLD will dis-tribute to public library systems to use to support Summer Reading as they see fit.

Two old bills making school book fair purchases tax exempt are being revived by chairs of the library committees in each house with hopes of an easy sell this year.

NYLA is working with a collation of like organizations on securing Senate sponsorship for four Assembly proposals addressing media literacy standards, professional development on media literacy for teachers and SLMS, a SLMS requirement, and a media literacy advisory group.

The School Library Facility Modernization bill, which has sponsors in both houses, is also primed for movement this session.

As a reminder, we will pursue the same 2022 budget ask as our 2021 request: Operating Aid $123.1M; Construction Aid $45M. Other legislative priorities are to be determined.

Respectfully submitted,
Mary Fellows, YSS Legislative Committee Liaison

New York State Library Liaison
October 2021

Summer Reading at New York Libraries/Transforming Teen Services

- Libraries have begun planning for Summer Reading 2022 and Oceans of Possibilities! 2022 manuals have shipped out to systems, and the access code for the 2022 online manual has been distributed to Youth Services Consultants. The code can be shared with all library staff who do summer programming, regardless of age level.
- See the 2022 poster images by artist Sophie Blackall at https://www.nysl.nysed.gov/libdev/summer/archives.htm
- It’s not too early to reach out to schools and school libraries in your region to begin a conversation about working together on Summer Reading, starting this fall or early next year.
- The READsquared product will continue to be available to NY state public libraries under the current contract through December 2022. Planning is underway for a new 5-year contract through the state RFP process. Libraries
should continue to sign up for an account if they are not already using the free READsquared product and mobile app. Recordings of training sessions can be found on the READsquared page at https://www.summerreadingnys.org/readsquared/

- Systems are currently submitting the Summer Reading statistics and information from their member libraries, which will be shared on the Summer Reading site later this fall. Thank you for your efforts to help gather and share this information with the State Library.

- **Updates from the CSLP annual virtual meeting held on Sept. 23**: the slogan for 2024 was selected and is “Adventure Begins at Your Library”; the theme for 2025 was also chosen and is Art. CSLP announced the discontinuation of the national Teen Video competition after winners are announced this fall. NY state has always been well represented in this national video challenge, and this year 11 videos were submitted by teens in NY state out of 33 total submissions; CSLP has made significant changes to their web site to make it more accessible and robust. Schools and school libraries do NOT need to request a CSLP login to access materials on the site at www.cslpreads.org but they do still need to partner with their local public library to get the access code for the separate online manual materials including graphics and other program resources. Tutorials on the new and improved site and the 2022 manual are being planned by CSLP and will be announced later this fall.

- **Plan to Attend!** On December 2, CSLP will host a virtual meeting about Summer Reading and Learning that is open to ALL public library staff. Many exciting Summer Reading related programs and sessions will be offered. Registration is now open, and the link to register along with additional information can be found at https://www.cslpreads.org/summer-symposium/

- Summer Meals – After experiencing a significant decrease in library participation in 2020 due to library closures and COVID, the Summer Meals program has made a strong comeback in 2021! Hunger Solutions NY will be sharing information soon on library participation for the Summer 2021 season. If you or your libraries have any questions, please reach out to Krista Hesdorfer at Hunger Solutions New York by emailing Krista at krista.hesdorfer@hungersolutionsny.org

- A webinar on the Performers and Programs database is being held on Oct. 22, and will be recorded and archived at https://www.nysl.nysed.gov/libdev/webinars/index.html. Find the Performers database and a NEW informational flyer on the Summer Reading resource page at https://www.nysl.nysed.gov/libdev/summer/resource.htm

- The New York State Talking Book and Braille Library (TBBL) has an updated page for Summer Reading and book recommendations! TBBL staff have compiled a selection of book titles organized by reading level, and the titles are all available in braille or audio format. A link to the new TBBL page and book lists has been added to the Summer Reading “Great Partners” page at https://www.summerreadingnys.org/librarians-educators/le-resources/

- **Transforming Teen Services/T3 training update** – There continues to be high interest in T3 training sessions. The YALSA grant ends in December 2021, but options are being explored to continue to offer T3 training beyond that date.
YALSA will be holding an in-person and virtual T3 symposium on November 3 and 4, so the State Library will provide additional updates after that takes place.

- Want to find out more about what T3 involves? A T3 presentation was offered at the 2021 spring NYLA/YSS virtual conference and can be found on the recently updated T3 landing page here.
- Questions about Summer Reading at New York Libraries or Transforming Teen Services/T3 may be directed to Sharon B. Phillips, Program Manager at Sharon.Phillips@nysed.gov

Ready to Read at New York Libraries

- SAVE the DATE and plan to attend! A free webinar on StoryWalks® is being offered on November 9 and will be presented by Mary Fellows of Upper Hudson Library System and Lorie Brown of Southern Tier Library System. Details and registration link can be found at https://www.nysl.nysed.gov/libdev/webinars/index.html
- Do you have an idea or suggestion for a great webinar? Please email nyslyouth@nysed.gov with your ideas or suggestions.
- **Supercharged Storytimes training** – two additional fall sessions are taking place and more are planned for spring 2022. Session 1 concluded on October 12 and Session 2 begins on October 25. These popular trainings for library staff working with young children and families fill up quickly. Please remind staff to fully participate if they do sign up OR notify the trainer if their situation changes and they are unable to attend the class. Find the Supercharged Storytimes page at http://www.nysl.nysed.gov/libdev/earlylit/ssa/training.htm
- A reminder that One More Story has 2 new e-books available each day! Don’t forget to feature this great resource provided for FREE by the NY State Library on your library web sites and promote it to parents, caregivers, schools and your library community: https://daybydayny.org/
- Questions about Ready to Read at New York Libraries may be directed to Sharon B. Phillips, Program Manager at Sharon.Phillips@nysed.gov or nyslyouth@nysed.gov

Respectfully submitted,
Sharon B. Phillips, NYSL NYLA/YSS Liaison

7. 2021 Spring Conference Director’s Transition Statement

**YSS Transition Statement**

Name: Angela Newman

Position: Spring Conference Director

Year: 2020/2021
Past year’s accomplishments: Presented the first ever YSS Virtual Conference and even in the face of multiple technology challenges, it was a solid slate from which we got positive and constructive feedback.

Current/ongoing position activities/projects/issues: Not one thing; I’ve been on an extended hiatus following the conference.

Current/ongoing board activities/projects/issues: None

Future position activities/projects/issues: Maybe a manual?

What, if any, policy or procedure would you change? I can’t make any recommendations for a year that was so unusual, but I will say that the pandemic-inspired communication increase among the YSS board made my job a lot easier and made me feel more a part of the group than I had earlier in my term.

Helpful hints
(What will your successor need to know? What do you wish someone had told you?)

8. 2022 Spring Conference Director’s Report

- Contracts have been sent out
- The logo has been finalized
- We’re excited to tell the members about the 2022 Spring Conference at our Membership Meeting next week