

School Library System  
Western Suffolk BOCES  
Council Meeting  
Executive Conference Room #1  
October 14<sup>th</sup>, 2015

Members: Dawn Koziarz, Copiague; Dr. Bea Baaden, Long Island University; Carolyn Burton, Commack; Cathy Masrour, Smithtown; Dr. Alice Robinson, West Babylon; Carol Byrne, Deer Park Public Library; Linda Lennon, Half Hollow Hills; Jane Herbst, Retired Librarian; Elizabeth Aiken, Northport/E. Northport; Anne Mateer, St. Paul's Lutheran; Dr. Vincent Livoti, Long Island University, Min Liu, LILRC; and Tina Mottl, Lindenhurst.

Tom DeNicola, Division of Instructional Support Services WSBOCES (Consultant)  
Sara Kardaz, WSBOCES School Library System Coordinator

Absent: Min Liu, Anne Mateer, Elizabeth Aiken, and Tom DeNicola  
Present: AnnMarie Jenkins as proxy for Elizabeth Aiken

The meeting was called to order at 9:06. We began the meeting with a round-robin of introductions. The minutes of May 12<sup>th</sup>, 2015, were approved on a motion by Dawn and seconded by Carolyn with a correction. Sara requested that attachments not be mentioned within the minutes in doing so, they become formally attached to the minutes and must be available to the State. Rather, mention them in the e-mail only. It was mentioned that Northport is looking for an elementary librarian.

We reviewed the list of council members. Ann advised that she is retiring as a member. In view of her lengthy tenure on the Council, Carol volunteered to make some cards and members can send donations towards a gift card to Sara. Donations are welcome, but not required—if you'd like to stop in and see Sara you can write a message to Anne on the card—or e-mail your message and Sara will write it on the card for you.

Sara has reserved Executive Conference Room #1 for the following Council meeting dates: Wednesday, December 2, 2015; Wednesday, February 24, 2016; and Thursday, May 12, 2016. Tuesday, April 5, 2016 has also been reserved for a potential snow date if needed.

#### Programs, Events, and News:

- Previous Professional Circles have been well attended and six planned for this year including a representative from the public library to discuss LIVE-brary
- Sara provided a listing of 2015-2016 mentors for high school, middle school, and elementary school
- LILRC is sponsoring a bus for those attending the NYLA Annual Conference in Lake Placid in October 21-24, 2015
- American Library Association is offering free copies of their September/October 2014 supplement "School Libraries Transform Learning." You must pay the shipping fee only. You just need to contact them and they'll ship them. Visit their website at: [www.ala.org/aasl/STW](http://www.ala.org/aasl/STW). They also have pamphlets that target policymakers, administrators, teachers or parents. These are very good; but they are not free. Visit the website for more information.

- Any conference/workshops/seminars not listed in one of Sara's handouts—please let Sara know the particulars and she'll add it to the list.
- Sara advised that to date, only 41 have signed up for the 2<sup>nd</sup> Regional Institute—we're hoping that number increases. Sara sent a letter to the Superintendents showing the sessions and how beneficial they are to librarians. (and generally more applicable to librarians than their districts' conference day) Dr. Ross Todd will be the keynote speaker and will discuss Evidence Based Practice in School Libraries—the date is Tuesday, November 3<sup>rd</sup>, 8:30-3. Although this is the same date as the NYC Institute, vendors have been signing up for ours and we expect a good turnout. Sessions include: Maker Spaces, Google in Education, Genrefication, 3-D Printer Projects, National History Day, Social Studies Framework, Common Sense Media, Classroom/Library Management Skills and more! Cost is \$100 at the Upsky Hotel in Hauppauge.
- The Student Support Services Center of Western Suffolk BOCES and the School Library System are sponsoring a Youth Mental Health First Aid workshop, with SAMHSA Project Aware Grant on December 15<sup>th</sup>, 8-5pm (only 30 registrants accepted, so register early—via My Learning Plan). The presenter/trainer will be Debbie Caputo. This training program is intended for adults who work with and care for youth, ages 12-18. For more information and to register visit their website: <http://wsboces.org/WebReg> or call Sara at 595-6834

The Council will need to have a revised Five-Year Plan for the State by April 1<sup>st</sup>, 2016. The Five – Year Plan must also include a Member Plan. We can't use our SLS end-of-year survey because that survey is really a reflection of the SLS and Sara. Information from the SLMPE rubric can be used for our Member Plan (this rubric is not submitted to the state, but rather, provides useful data that the librarians can share with their administrators) and in turn can be incorporated into the Five-Year Plan. Carl from the Nassau BOCES SLS uses survey monkey and creates graphics for a quick visual and this can be incorporated into the Five-Year Plan.

The School Library Media Program evaluation is a great tool to use for advocacy. Sara will send it out to the librarians along with a cover letter explaining what t do and how to do it and how it can be used to improve their library. Sara will discuss it at the liaison meeting. Dawn suggested that the link/evaluation come from the liaisons to their district librarians and then have the liaison collect them. Linda suggested that the number of schools in the districts be included in the breakdown: how many high, middle, and elementary schools are in each district. Dawn suggested that it be per building, so a building without a certified librarian would be accounted for and data collected more accurate.

Sara noted that the State requires a Cooperative Collection Development Plan committee who focuses on an actual plan. Sara found a 2008 Plan for our SLS and spoke to various other SLS coordinators and found some to be 'short and sweet' and others 'very extensive'. On a motion by Bea, seconded by Alice it was unanimously decided that we form a committee of stakeholders to develop a Cooperative Development Plan showing where our strengths and weaknesses are and what needs to be addressed.

The remaining time was spent reviewing our current Five-Year Plan and how best to update it. We went through our current Five-Year Plan and made notes for the updated version due April 1<sup>st</sup>, 2016. If we get the Member Plans survey back in January, we can look them over, interpret them, and incorporate information, as needed, in our Five-Year Plan. Getting the information back in January would allow us time to work on the documents at our February meeting—all in time for April's due date. Jane suggested that we put the present 11 page Five-Year Plan on a Google document where librarians can make comments. Tina worked on creating this during the meeting.

Since the original document was not created on Google Docs, comments are made along a column on the right—not necessarily lining up with the content being commented on. So comments will have to identify the section number you are referring to. All of this can be explained in detail when circulated. We will work further on the Plan at upcoming meetings.

Vincent discussed the up-coming Teen Tech Week. Tina shared their school’s event where they had “old technology” on display—like a Tech Antiques Roadshow! It was enthusiastically received by students and staff and Vincent thinks it might be fun to include it in the college’s program!

With no further business to discuss, we adjourned on a motion by Carolyn, seconded by Kathy.

Respectfully submitted,

Carol Byrne  
Recording Secretary