

School Library System  
Western Suffolk BOCES  
Council Meeting  
Tuesday, April 7, 2020  
10:00 a.m. – via Zoom

MINUTES

Present: Elizabeth Aitken, Dr. Matthew Covey, Carolyn Burton-Gajda, Carol Byrne, Donna Fife, Jane Herbst, Deanna Jakubowsky, Dawn Koziarz, Min Liu, Dr. Catherine Masrour, Diane Miller, and Sara Kardasz

Absent: Dr. Bea Baaden and Jill Adler

The meeting convened at 10:06 a.m.

The minutes of the January 14, 2020 meeting were approved on a motion by Carolyn and seconded by Jane.

Sara brought up for discussion:

- **Expiring Council Member Terms:** both Dawn and Cathy's terms are expiring. Both wish to remain on the Council. Diane advised that since she is retiring in June she would step down. Perhaps her seat could be filled by Jennifer Freedman from her district. Jane mentioned that Tim Quinn has also voiced interest. Carolyn mentioned that Kim Bronzino of Commack would also make a worthy candidate. It was decided that Sara would send out an email to all member librarians advising of the single vacancy effective July 1<sup>st</sup> and request that those interested let her know as soon as possible for Council consideration. In this email duties of Council members and our mission statement will be included. Those interested will be asked to submit a letter of interest stating why they would like to be on the Council and what they believe they can bring to the Council.
  - Jane advised that she is now a part-time special librarian at the Library of the George Mercer Jr. School of Theology in Garden City.
- **Appointment of Council Officers:** There was much discussion regarding Chair and Vice Chair. The idea of changing the titles to "Co" was discussed. Reversing titles so that Dawn would be Chair and Cathy, Vice Chair was considered. It was decided that since there were no other nominations and members agreed to keeping the status quo, the officers would remain the same. Carol was agreeable to remain as secretary and stated that if anyone would like the position, she'd step down. There were no volunteers so she will remain secretary. It was unanimously agreed to keep things as they currently are. A motion was made by Carolyn and seconded by Carol.
- **Proposed budget:** We took time reviewing and discussing the 2019-2020 budget and the rollover funds that we'll have due to the COVID-19 virus. Funds that were allocated for conferences, travel, and food will not be spent. It has to be determined how BOCES will handle these funds and purchase orders that were cut. Sara will discuss this with the business office to determine how best to address the issues that the shutdown has created. The Council approved a contingency budget for 2020-2021

on a motion by Diane, and seconded by Matt. Actual figures are not available for 2020-2021 yet. It is not known what the impact COVID-19 may have on future State funding.

- **Proposed dates for Council and Liaison Meetings for 2020-21:**
  - **Council dates proposed:**
    - Wednesday, September 23, 2020
    - Tuesday, November 17, 2020
    - Thursday, January 14, 2021
    - Monday, April 15, 2021
  - **Liaison dates proposed:**
    - Wednesday, October 7, 2020
    - Thursday, December 8, 2020
    - Thursday, March 11, 2021
    - Wednesday, May 12, 2021 (will “Celebrate Our Successes” and distribute awards)
- **Regional Institute:** Still planned for November 3, 2020. The hotel has been booked. A keynote speaker has yet to be determined. Suggestions are encouraged and will be entertained. Please email Sara with names and contact info if available.
- **Science Journal Club at Cold Spring Harbor Laboratory Library:** The SLS’s involvement has officially ceased. Sara mailed the participation certificates to the various schools so they could be presented at the schools’ awards night. Diane inquired as to the Club continuing without school funding and SLS participation. Matt spoke with Steve Dunn regarding the future of the club and how (and if) it might evolve into something different. Nothing definite has been decided by Cold Spring Harbor.
- **5<sup>th</sup> Leadership and Information Symposium:** as of now there are 37 registrants. Normally there would be 50 to 60. It has not yet been officially cancelled. The Council discussed whether this event planned for May 13, 2020 should be cancelled. It was decided that schools may or may not be open at that time. If schools are open as of May 1, many districts would probably not want their school librarian to be out for a full day so soon after returning. Also, due to the large nature of this event and the number of people impacted i.e. vendors, speakers, awardees, attendees, etc. it would take time to actually cancel it. The Council decided that it should be cancelled and everything pushed to next May. At the May 12, 2021 event both administrators of the year would be awarded, and all librarians of the year. Retirees would be invited from both 2020 and 2021. The two years would be combined into one.
- **NYLA/SSL—**May 28, 2020 to May 30, 2020 has been cancelled.
- **To Dos:**
  - **LibGuide:** Sara, who has been working from home, has not made any updates to the LibGuide. Normally documents to be added to the LibGuide are scanned and saved in a shared folder. The BOCES office is currently open for limited hours and only ten staff are permitted in the building per day. Sara will attempt to gain entry next week to scan the relevant documents.
  - **End-of-Year Surveys:** A Survey Monkey survey is usually sent to all in early May. This evaluation of the School Library System by the member librarians is required by the State.

- **Member Plan and Five-Year Plan of Service:** A link to the SLMPE rubric will be emailed to all librarians so they can evaluate their library programs. Sara will compile the results into a Survey Monkey. The results are used to determine the goals for the Five-Year Plan of Service.
- **Five-Year Plan of Service:** The Plan must be submitted to the State by April 1, 2021.
- **New Business**
  - Sara has ordered books for the middle school libraries. Orders were submitted to Follett. One title is out of stock and the orders will ship when it is received. Sara had planned that each box would be shipped directly to each school. However, some on the Council expressed concern that perhaps no one would be available in those schools to receive the delivery. Sara will contact Follett and discuss the possibility of having all of the boxes delivered to Sara's BOCES office. Sara would then make sure the books were delivered to each school personally.
  - Discussion ensued as to the need for librarians to self-promote their library positions to their fellow teachers who are teaching online at this time. If they take a "quiet" backseat as to their role in the students' education it doesn't demonstrate their input and necessity to be part of the learning process at this crucial time. They need to be their own staunch advocate for their positions and jobs. They should contact the various department chairs in their building to express that they want to be part of any of the department meetings. They can promote research skills, and they can teach the students how to use the various databases available to them through their school and public library. Librarians must make their contributions known so they are not seen as having an extended break while the rest of the staff is still actively working. Sara will be sure to share these comments when speaking with librarians during the weekly zoom meetings.
  - Cathy mentioned a possible librarian opening in Smithtown school district.
  - **LILRC:**
    - Virtual meetings are held every Wednesday at 2pm
    - Virtual workshop on Fridays at 2pm. Last week 178 registered and 150 tuned in.
    - Zoom is being used and precautions have been put in place to prevent Zoom Bombers
    - Consult the LILRC website for further information

With no further business to discuss, the meeting adjourned at 11:41 p.m.

Respectfully submitted,  
 Carol Byrne  
 Recording Secretary