

School Library System
Western Suffolk BOCES
Council Meeting
Wednesday, September 25th, 2019
9:00 a.m. – Executive Conference Room 1

MINUTES

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

The meeting convened at 9:15 a.m. The minutes of the April 16th, 2019 meeting were unanimously approved on a motion by Bea and seconded by Dawn. We welcomed Donna Fife to the Council and started our meeting with a round-robin of introductions. Sara distributed an updated contact information list of the SLS Liaison members and SLS Council members. Diane Miller's email was changed to reflect the school's new email.

Sara brought up for discussion:

- **Annual Report:** members reviewed the report, noting some corrections to be made on contact information of members. After reviewing the report, on a motion by Jane, seconded by Diane, it was unanimously approved to submit same to the State by the October 1st deadline. We thank Sara for the extensive work necessary to complete the report.
- **2019-20 State Funding Budgets:** The proposed budget figures were pre-approved at our April Council meeting. Today we reviewed the actual final figures. State funding received as of July 1, 2019: Operating Aid of \$112,389; Supplementary Aid of \$49,071; and Automation Aid of \$11,239. Rollover funds from 2018-19 not spent: Operating \$631; Supplementary \$296; and Automation \$514. Sara was told to move some funds to cover 2018-19 benefits but in actuality the code did not have a negative balance, and additional funds were not needed. This created the rollover amounts. Sara has been instructed by BOCES that the SLS cannot handle actual cash so, for example, for workshops or conferences the vendors will cover food expenses. Expenses such as coffee for meetings can come from the miscellaneous code as a meeting expense. Professional periodicals are considered to be under the single source code.
- **End-of-the Year Survey Results:** The 79 page report was included in our packet for discussion and review. Sara would like to see more librarians completing future surveys. We had 64 librarians submitted complete surveys. When reviewing the document both Dawn and Donna said they completed the survey, however, they were not listed. Sara thought one reason why might be they submitted the survey after the date she printed the results. Sara will check into this further. Sara noted on Page 31 she circled the percentage of time spent on various activities: example: working one-on-one with students 27 librarians (41.54%) responded 'some' and 20 librarians (30.77%) responded 'quite a bit' – the report is helpful determining future programs and workshops.

- **Revised Cooperative Collection Development Plan:** The plan was totally revamped and now seeks to create a special collection of free online resources and lesson ideas that participating librarians can draw upon through a locally maintained online portal in a cost-effective and user-beneficial way. Librarians often spend a significant amount of time searching online for appropriate educational resources to support particular specialized units, lessons, or themes. This online portal of free digital resources will save time and improve the content of resources available to support student learning and achievement. The committee needs a representative from an elementary school to review elementary level submissions. Some details: the resources have to be copy free; no need to submit a formal lesson plan; will be shared only with WSBOCES school librarians; must provide librarian's name, email, school library, subject area for the resources and lesson, and links to the on-line resources used. The librarian would be adding a link to the resources that would be searchable on a LibGuide sorted by grade level and subject. On a motion by Jane, seconded by Bea it was unanimously agreed to accept this revised Cooperative Collection Development Plan.
- **Science Journal Club:** The first session for this school year was 9/24/19. Twenty one students are participating from five high schools in four districts. Cold Spring Harbor was added this year. As of now, the maximum number of students allowed is 21. Cold Spring Harbor wanted to send two students, but they were not allowed this year. Whether the club can be extended next year is up for consideration. Having two sessions, obviously, incurs further expense which might not be possible. The club runs from September through January.
- **Review of Mission Statement and Bylaws:** We looked over both. As of now there are approximately eight non-public school libraries that are members of the SLS and they have access to the e-books and all member resources. They receive all of Sara's emails and notices. The list hasn't been recently updated and Dawn suggested that Sara send out another mailing to see if anyone wishes to be added.
- **State of New York regulations related to School Library Systems:** Westlaw New York Codes, Rules and Regulations were included in today's packet.
- **The following flyers were included in the packet:**
 - Follett Destiny Resource Managers Users Group (September 19th) 13 people attended the informative group
 - Using Local Primary Sources: School Librarian & K-12 Social Studies Teacher Collaboration. Guest speakers from the NYS Archives Partnership Trust (APT) will be present. October 3rd in the large conference room. There has been much interest in the workshop. 45 have registered so far. Rosen will do a 30 minute presentation and is paying for lunch
 - "Consider the Source Online" Sara is on the advisory board. Purpose: through this project the APT will bring together librarians, classroom teachers and cultural institutions to develop an online collection of learning resources focused on the use of local primary sources in the classroom.
 - MediaFlex "DPS" workshop with Harry Chan, October 16th, 4-6 pm in the Learning Lab
 - Student & Community Engagement with Buncee in the Library, October 22nd, 4-6 pm in the Learning Lab

- Long Island School Library Systems 6th Regional Institute, November 5th, 8:30-3 pm at the Radisson Hotel on Motor Parkway in Hauppauge. 20 vendors will be on site.
- New Librarians Orientation, October 17th, 4-6 pm in the Executive Conference Room #1
- YA Programs: “Are Our Young Adults Stressed or Depressed”, November 19th, 12:30-2 pm, at the Suffolk Cooperative Library System and “Working with LGBTQ Youth”, November 19th, 2-3:30 pm, at the Suffolk Cooperative Library System
- Creating a Culturally Responsive Community of Learners, December 10th, 8:30-2:30 in the Learning Lab
- Liaison meeting, May 5th. Keynote: local Long Island author Jen Calonita. Derek Ivie and Darla Salva Cruz from Suffolk Cooperative Library System sharing “best books”
- LILRC news:
 - October 11th, 8-4 pm Heritage Club, Bethpage: 28th Annual Conference on Libraries and the Future: Libraries in a Post Privacy World
 - October 16th, 10:30-noon, West Islip Public Library: Bullying Awareness: How You Can Help Our Youth
 - October 21st, 10:30-noon, SCLS: Growing Your Library Gardening Programs: With Cornell Cooperative Extension
 - October 25th, 10-noon, Brentwood Library: Effective Delegation Techniques for Managers
 - October 25th, 11:30-1 pm, Stony Brook Southampton Library: Coffee and Conversation: Social Media Librarians Meet-up
 - November 1st, 10-12:30 pm, Farmingdale State College: 3D Design and Modeling with TinkerCAD
 - November 7th, 10-noon, Facilities Management: How Safe is Your Library
- New Business:
 - “High School and Beyond” – Sara and Cathy are part of the original group seeking ideas to help high school students move on to college, jobs, the military and life. School, academic and public librarians are meeting to discuss ideas for helping them move forward. The next meeting is in November and Sara will send out an email about it.
 - Jill discussed St. Anthony’s decision to migrate from Follett to AccessIt School Library Management System. They are thoroughly impressed with the simple, intuitive system. The company is quick to respond to questions and suggestions. Jill invites all to come to her school and check out the system. They do not require IT personnel from the school to implement the program. Jill has control of the library’s home page. AccessIt is trying to get in the US market, they matched Follett’s price, and they have an office in New York. Jill invites you to go to their website and check out the homepage.
 - Jane discussed “Picture This! The Art of Children’s Books” programs that are running from September 21st through January 12th, at the Nassau County Museum of Art. For more information and to register, email: karagon@nassaumuseum.org. Some programs include: Art & Garden Family Day with Rewild Long Island; Sip & Sketch with an Illustrator; Enchanted Forest Family Event Non-spooky Halloween Celebration; Children’s Book Festival (15 Illustrators); Meet the Illustrator; Diversity & Inclusivity in Picture Books

With no further business to discuss, the meeting adjourned.

Respectfully submitted,
Carol Byrne
Recording Secretary