Putnam/Northern Westchester BOCES
School Library System Council Meeting
MINUTES – October 6, 2011


Donna Barrata called the meeting to order at 3:50 p.m.

The Council read the minutes of the last meeting of May 12, 2011. Marifran DeMaine made a motion to approve, and Nina Levine seconded it. The minutes were approved.

SLS Council Leadership for 2011-2012
A new Nominating Committee was established. Its members are: Donna Barrata, Mary DeBellis and Martha Taylor. The Nominating Committee proposed the following slate of nominees: Susan Polos for Vice-Chairperson, Karen Baker for Secretary, Amalia Connolly as an Elementary Representative, and Brendan Breen as a High School Representative. Martha Taylor made a motion to accept the chosen nominees, and Susan Polos seconded it. The position of Chairperson of the Council is still to be determined. The members will begin their terms with the December Council meeting.

School Library System Pending Initiatives
Judy Ashby reported on the following:

- The School Library System Evaluation had 39 responders and all were positive. There were comments and constructive criticisms offered.
- She plans to streamline the database management for BOCES that will also benefit all member libraries. She will provide a link to all available databases for each school.
- Database user groups workshops will be offered through the year. The intention for future meetings is to focus on one database each session
- She is preparing to create a new website for SLS with easier access, linked from the BOCES page.
- She would like to create new promotional material to support and highlight the instructional role of the LMS when implementing the Common Core Standards which will be given to administrators.
- She asked for input from the Council concerning Professional Development offerings. The Council agreed that it was a good idea to have these PD workshops following a morning Network Meeting. They felt that ½ day was preferred over full day.
- A possible workshop on APPR may be offered after the next network meeting in November. We need to create a crosswalk and talk about acceptable artifacts.
- She would like to update the Union Catalog.
- She would like to add eBook purchasing through BOCES and would look into possible discounts. She would like a subcommittee of the Council to help educate members about eBooks. Nina Levine would like to be part of this subcommittee.
- She would like to update the School Library System directory with photos of member librarians and will ask again for submissions.
A School Librarian is... Multi-Media Project
This slide show for Library Advocacy will be put on hold for now.

Bridge the Gap Conference
This event be help November 29. Judy will send out save the date announcements. One of the speakers will be Adam Bellows. There may be a session on APPR. The subcommittee to help in the planning and organizing of Bridge the Gap are: Marifran DeMaine, a non-council member to be invited, and Nina Levine as advisor.

Fireside Chat
Marifran DeMaine will make the arrangements and invite our members to the semi-annual Fireside Chat. It will be held after our December 6 Council meeting.

School Library System Plan of Service for 2012-2016
This will be due April 1, 2012. Judy will look at it and we will discuss it at the next meeting.

Cooperative Collection Development Plan
The Council will review.

Mission Statement for the School Library System
The Council will work on this.

Information Fluency Curriculum
Many BOCES are adopting the NYC model by Barbara Stripling. The Council would like to evaluate it. They would like to have discussions about the links between Information Fluency Curriculum and APPR.

The next Library Council meeting will be on December 6, 2011.

A motion to adjourn was made by Karen Baker and seconded by Donna Barrata. The meeting adjourned at 5:10 p.m.

Submitted by Martha Taylor
Secretary of the SLS Council

Footnote:
The Council members expressed their thanks and appreciation to retired members Carole Clark and Tamara Hervey for their dedication and service, as well as to John Monahan for his many years of committed leadership as Director of the SLS.
Putnam/Northern Westchester BOCES
School Library System Council Meeting
MINUTES – December 6, 2011

Present: Karen Baker, Donna Baratta, Brendon Breen, Amalia Connolly, Mary DeBellis, Marifran DeMaine, Nina Levine, Susan Polos, Martha Taylor, Judy Ashby (SLS Director). Excused: Kathy Batchelor

Donna Baratta called the meeting to order at 3:45pm.

The council members reviewed the minutes of the previous meeting of October 6, 2011. Marifran DeMaine made a motion to approve the minutes, with one correction (Amalia Connolly should be identified as the incoming Council Chair, not only an elementary representative). Brendan Breen seconded the motion and the revised minutes were approved.

SLS Council Leadership for 2011-2012
Donna Baratta introduced the new Council leaders and formally transferred power to them:
• Chairperson: Amalia Connolly
• Vice-Chairperson: Susan Polos
• Secretary: Karen Baker

In addition, Brendan Breen has joined the Council as a High School Representative. Since a number of Council members will be finishing their terms at the end of this year, it will be important for us to involve as many non-Council members as possible when planning SLS activities and events; this will help prepare others to assume Council positions as they become available.

SLS Library Space
Judy Ashby reported that since BOCES has discontinued their AV repair service, more space will be available which will allow the Professional Library space to be rearranged. All of the ERIC microfiche files will be moved to former AV repair room, and the library shelving and furniture will be moved to create a more open, collaborative workspace.

SLS Web presence
Council members agreed that a more interactive web presence would be advantageous for the SLS in order to foster greater professional connections among members. One possibility is to create a wiki, which could be accessed via a link on the BOCES SLS site. However, in the past neither a wiki nor an online Goodreads group have been used very much, in part because many SLS members are unfamiliar with the technology. Donna Baratta suggested that part of the next network meeting time be used for hands-on wiki training. Each SLS member at the meeting could be taught how to populate a contact information page with his/her own data. Hopefully, this will increase comfort level with the tool and encourage more active participation. Judy Ashby will create an SLS wiki prior to the January network meetings.
Plan of Service
The Plan of Service is the Council’s 5-year guiding plan and a new one needs to be submitted by April 1, 2012. Judy Ashby distributed print copies of the most recent 5-year plan and asked that each Council member review if before the next meeting on January 26, 2012. Judy will also share that 5-year plan (as well as the Council by-laws) with all Council members via Google Docs so that we can have an online exchange about suggested additions, deletions and/or modifications.

Bridge the Gap Conference
Judy Ashby shared data from the post-conference survey. The majority of the responses were very positive, although a few people did feel that the roundtable discussions were not as valuable as the other workshops.

APPR
We need to do more work on identifying specific evidence that will support each benchmark in the proposed NYLA rubric. Nina Levine suggested that part of the March network meetings could be used to have members work on this. However, because time at the network meetings is so limited it may also be wise to create a sub-committee of interested SLS members who could spend additional time on this effort outside of the meeting.

January Network Meetings
- Elementary: January 10, 2012
- Secondary: January 11, 2012

Upcoming Events:
- January 25, 2012 – Discovery Streaming User Workshops (1/2 day morning and afternoon sessions)
- February 7, 2012 – Igniting the Common Core with Inquiry (full day workshop led by Mary Ratzer to help librarian/teacher teams develop units that are aligned with the Common Core standards).

The next Library Council meeting will be on January 26, 2012.

Martha Taylor made a motion to adjourn the meeting. Marifran DeMaine seconded the motion. The meeting adjourned at 4:30pm.

Submitted by Karen Baker
SLS Council Secretary
Putnam/Northern Westchester BOCES
School Library System Council Meeting
Minutes – January 26, 2012

Present: Judy Ashby (SLS Director), Karen Baker, Kathy Batchelor, Brendon Breen, Amalia Connolly, Mary DeBellis, Marifran DeMaine, Nina Levine, Susan Polos, Martha Taylor
Absent: Donna Baratta

Amalia Connolly called the meeting to order at 3:50pm.

Previous Meeting’s Minutes
The Council members reviewed the minutes from the meeting of December 6, 2011. Amalia Connolly noted that the minutes did not include her suggestion that SLS members share their Twitter handles with each other. Judy Ashby made a motion to approve the minutes. Brendon Breen seconded the motion and the minutes were approved.

Meeting Agenda
There were no additions to the meeting agenda.

Library Advocacy Tool
The Council discussed the progress made on creating our own school library advocacy tool. Five people attended the first planning meeting. Unfortunately, the virtual meeting tool (Wiggio) did not work as hoped. Judy Ashby noted the need to get the tool completed and distributed as soon as possible; she will schedule a second meeting for a day next week.

Issues regarding the advocacy tool include:

- Who is the audience for the tool (administrators? Community members?)
- Tool should be written in question & answer format (e.g., what does an LMS do? Why can’t a clerk run the library? Why do we need a school librarian if we have the Internet?).
- Brendon Breen emphasized the need to focus on the connection between libraries and student achievement; we should include research findings and statistics on the handout.
- Online articles and studies could be posted to a LiveBinder and the link provided on the handout.
- Should we also collect testimonials from students regarding the impact of school libraries and librarians?
- Judy Ashby emphasized the value of rallying both students and parents in an effort to save library jobs.
- The Council watched the Bleeding Libraries video and discussed the value of creating something similar.
School Library System Website
Judy Ashby discussed progress towards creating a more dynamic online website and forum for communication. Although the current SLS page must remain as it is on the BOCES site, Judy has begun work on an additional site that could be accessed via a link on the current SLS page. Judy showed the Council members what the new site looks like at present.

March Network Meetings
Next Secondary Network Meeting: March 20, 2012
Next Elementary Network Meeting: March 22, 2012

The Council discussed possible reasons for the poor attendance at the January network meetings. One issue is the difficulty of getting release time to attend early morning meetings. Perhaps it would be a good idea to again survey SLS members regarding optimal meeting times. Judy Ashby asked for other suggestions regarding how to improve attendance at meetings. The Council discussed restructuring the network meetings to be more content-driven (e.g., evaluating children’s literature) and/or focused on “just in time” topics based on need. Maybe each network meeting next year could have a theme decided upon in advance by the Council. The Council also discussed the feasibility of using summer time for professional development; this might be a way to increase attendance and participation.

Susan Polos introduced the idea of using our SLS to do a Mock Newbery program (maybe partnering with public library). Such a program might attract members of the SLS who are quite involved in other associations but not active in our network. Susan will explore this idea further and report back.

Upcoming Events

- There are currently 16 LMS/teacher teams signed up for the February 7th full day program on Igniting the Common Core with Inquiry.

- Kathy Batchelor reported on an upcoming March 6th workshop, which will be focused on how teacher centers can help school districts meet the Race to the Top requirements. The speaker will be Ken Slentz, who is the New York State Deputy Commissioner of Education. Kathy noted that the primary charge to the teacher centers this year is to help promote understanding of the major shifts brought about by the Common Core standards. Judy Ashby will promote the March 6th workshop to the general SLS membership.

- Marifran DeMaine noted that the SLS Wine Tasting event is currently scheduled for March 21st, but she suggested the date be changed to March 28th to coincide with the next Library Council meeting.
2012-2016 Plan of Service
The Plan of Service is the Council’s 5-year guiding plan and a new one needs to be submitted by April 1, 2012. The Council has not yet had time to begin reviewing the current plan. Judy Ashby will coordinate efforts to do so.

SLMSSENY Conference
Nina Levine reported on the plans for the March 24th SLMSSENY conference, which will be held at the Ulster County BOCES offices. Presenters will include Vanessa Earp from Kent State University Libraries (the creator of the TRAILS assessments), Judith Rovenger (former head of Children Services for Westchester Library System) and Carol LaRow, a certified Google trainer. TRAILS can be an important tool for evidence needed for the new APPR and Nina noted that they plan to benchmark multiple grade levels. Judy Ashby will promote the SLMSSENY conference to the entire SLS membership.

The next Library Council meeting will be on March 28, 2012.

Nina Levine made a motion to adjourn the meeting. Judy Ashby seconded the motion. The meeting was adjourned at 5:30pm.

Submitted by Karen Baker
SLS Council Secretary
Putnam/Northern Westchester BOCES
School Library System Council Meeting
Minutes – March 28, 2012

Present: Judy Ashby (SLS Director), Karen Baker, Donna Baratta, Brendon Breen, Amalia Connolly, Mary DeBellis, Nina Levine, Susan Polos, Martha Taylor
Absent: Marifran DeMaine, Kathy Batchelor

Amalia Connolly called the meeting to order at 3:45pm.

Previous Meeting’s Minutes
The Council members reviewed the minutes from the meeting of January 26, 2012. No corrections were needed. Martha Taylor made a motion to approve the minutes. Donna Baratta seconded the motion and the minutes were approved.

Meeting Agenda
There were no additions to the meeting agenda.

Partnership Dinner – Wednesday, May 9th
Judy Ashby suggested forming a sub-committee to help plan the upcoming Partnership Dinner. The sub-committee members could include people not on the Library Council. Susan Polos volunteered to be the Library Council representative on the sub-committee. Judy will also ask Chris Eidem and Melissa Heckler to participate.

Administrator’s Hall of Fame
This award was given for the first time last year, but was not intended to be an annual award. The Council can solicit nominations to see if anyone is worthy of the honor this year. If not, then no one will receive it. Karen Baker will organize the nomination process. If necessary, other volunteers will be selected for a committee to choose one or more honorees.

Partnership with Public Library Systems
Judy Ashby reported on the possibility of partnering with the public library systems to share their access to Overdrive (Ebooks). Westchester Library System (WLS) has already agreed to this; Judy will reach out to the Mid-Hudson System to see if they would also be interested. The eventual goal would be to have the Overdrive MARC records available in our school library OPACs. Students could click on a record and then access the Ebook with a public library card. The Council members felt this was an excellent idea.

The WLS director has expressed interest in receiving school library summer reading lists; he would then consider the purchase of Ebooks on Overdrive that would support those lists. It was suggested that we invite the WLS director to the Partnership Dinner to promote these collaborative ideas.
5-Year Plan of Service
The Council reviewed the draft of the 5 Year Plan of Service prepared by Judy Ashby. Council members discussed revising the wording in several places to say “school library media specialist” (instead of school library) as well as library program. Judy will make the recommended changes for review and email the revision to the Council members.

Judy suggested that to comply with the requirement in the Plan of Service regarding Special Client Groups we focus on the Dignity for All Students Act. Council members agreed. Perhaps we can bring in speakers or have workshops related to this topic.

Council members voted unanimously to approve the Plan of Service.

Member Plan
A Member Plan needs to be completed by each district at least once every 5 years. Judy Ashby noted that the previous Member Plan is quite outdated and suggested using the more current SLMPE rubric as an alternative. After some discussion about this the Council Members agreed to the suggestion.

Advocacy Tool
Judy Ashby reported that only one person came to the second meeting which had been set up to work on the Advocacy Tool. As a result, the tool is still incomplete. However, a LiveBinder with important advocacy links has been created and is available via the SLS wiki (http://pnwsls.wikispaces.com/School+Library+System).

2012-13 Planning
- We need to select a Nomination Committee for Library Council positions
- We should consider inviting Public Library System members to be on our Council also.
- We need to clarify which terms on the Library Council are up this year.

Upcoming events
- April 13, 2012 – Mandarin User Group Meeting
- May 9, 2012 – Partnership Dinner
- May 17, 2012 – Igniting the Common Core with Inquiry – full day program for LMS & teacher teams. The number of teams will be limited based on feedback after the first time this program was held.

Next Meeting
The next Library Council meeting will be on May 1, 2012.

Donna Baratta made a motion to adjourn the meeting. Brendan Breen seconded the motion. The meeting was adjourned at 5:10pm
Present: Judy Ashby (SLS Director), Karen Baker, Donna Baratta, Amalia Connolly, Nina Levine, Susan Polos, Martha Taylor Absent: Kathy Batchelor, Brendon Breen, Mary DeBellis, Marifran DeMaine,

Amalia Connolly called the meeting to order at 4:00pm.

Nominating Committee
The Council members discussed the need to form a nominating committee since several Council positions are up for re-election. Requirements are that we have a minimum of 3 representatives from each grade level (elementary, middle, high) and no more than 2 representatives from any one district. We are also allowed to have community members on the Council. Each member is permitted to serve 2 terms of 2 years each. Three members' terms are expiring. Susan Polos and Karen Baker are up for re-election. Martha Taylor is not eligible to be a district rep any longer, but could serve in the capacity of a community member.

Amalia Connolly appointed a 3-member nominating committee to propose a slate of 2 elementary reps, 1 middle rep and 2 community members. The nominating committee will be Donna Baratta, Judy Ashby and Nina Levine.

The new nominating committee proposed the following slate:

Elementary reps: Sudha Narsipur and Susan Polos
Middle rep: Karen Baker
Community members: Martha Taylor and Ann Ostrowski (Program Coordinator for Hudson River Teacher Center)

Nina Levine suggested documenting all information about Council membership in a Google Docs spreadsheet in order to keep better track of when each person's term is up. Everyone agreed that was a useful idea.

Partnership Dinner – May 9, 2012
Because of low response rate, a decision must be made by tomorrow (May 2) whether or not to hold the event this year. After much discussion, the Council agreed to postpone the event until the fall since so many people were unable to attend now due to conflicts.

The Council discussed the original history and purpose of the Partnership Dinner. We need to decide if the dinner should be continued as is, or if public/school library partnership can be better achieved through other avenues. Everyone agreed that partnership between public and school librarians is part of our mission and should
be fostered. We will continue to discuss other possible ways to bring this about (perhaps a joint WLA/SLS event, dinner at a restaurant, speaker, mock Newbery event, etc.).

Judy Ashby will alert the SLS membership that the dinner is being postponed for now.

Next meeting
The Council agreed that another meeting is necessary this year in order to flesh out plans for next year in more detail. Council members are urged to take on more leadership and responsibility for whatever events/programs are planned. The date for the final meeting will be determined as soon as possible.

Donna Baratta made a motion to adjourn the meeting. Susan Polos seconded the motion. The meeting was adjourned at 5:20pm.

Submitted by Karen Baker
SLS Council Secretary