

**Putnam/Northern Westchester BOCES
School Library System Council Meeting
Minutes – September 12, 2013**

Present: Karen Baker, Brendan Breen, Patricia Canini, Marifran DeMaine, Cathy Gelman, Joseph Mannozi (SLS Director), Teka McCabe, Diane Moller, Sudha Narsipur, Martha Taylor. A non-council guest: Liz Krieger.

Absent: Nina Levine, Ann Ostrowski, Susan Polos.

Introductions were made and Karen Baker called the meeting to order at 3:50 PM.

Previous Meeting's Minutes: The Council reviewed the minutes of May 30, 2013. Council members made motions to approve and second acceptance of the minutes and the minutes were approved.

Old Business:

- **New Members:** Last spring the nominating committee placed several additional names before the Council when it was determined that the Council needed at least two more members. The Council voted to accept the new members: Teka McCabe and Diane Moller.
- **Regional K-8 eBook Service:** Joe Mannozi, SLS Director, gave an update of this possible service. The original vendor was not willing to allow all schools simultaneous use for the low cost originally proposed. SLS only received two purchase order requests for this service and due to the high expense will put the project on hold. It is hoped that SLS can eventually offer a mini-collection of Common Core books to districts that wouldn't be paid for out of Library budgets.
- **Communication Between SLS and member libraries:** The Council's goal is to attract a larger number of participants and to appeal to more of our member librarians. To this aim the following items were discussed:
 - Have a website as a means of helping one another, promoting what we do and hosting discussions of the common core and libraries.
 - Send out minutes to the entire membership
 - Have Council members call individual librarians and invite them to join our network meetings.
 - Continue to improve upon the Listserv.

New Business:

- **Joint Conference with SW BOCES-** Joe Mannozi proposed the possibility of a joint conference in the Spring held at SW BOCES for member librarians of both SW BOCES and PNW BOCES. Discussion ensued and it was agreed that the October 25 date on our calendar was too soon to be able to plan a quality conference but that there would be plenty of time to work on a joint conference for April 11. The Council members were all in agreement. Some Council members stated that it was important to have quality topics announced in plenty of time so that everyone is able to justify a request to attend to their administrations.

- **Network Meetings, Programs and Communication** – There are an estimated 68 librarians in our network. Many of these members are not able to attend network meetings or programs. The Council discussed these problems. One thing that was touched upon was issues with the times that the meetings are held. All agreed that we want to promote communication and advertise what we do. An online newsletter was suggested. Our overarching aim is to pull-together the network and increase communication and also to build attendance and interest in programs. The Council discussed the possibility of going back to having a liaison for each member district who might be called a communication coordinator. Suggestions to improve the content of meetings included having members present best practices, great books, recommended websites, successful lessons and activities.
- **Opening Network Meeting:** The Council suggested items for the agenda:
 - listserv issues for improved communication. One idea for the listserv improvement was to use the same settings and labels as on LM_NET.
 - Possibility for resurrecting a *Goodreads* Group to post and share book reviews. A private group for the PNWBOCES SLS had been set up several years ago. Council was made aware of a librarian who puts *Goodreads* reviews into her OPAC.
 - New leadership: Joe Mannozi should tell about himself.
 - Review the annual survey results and state of the group, with possible graph, chart or map of the # of libraries, their locations, and the # of librarians.
 - How SLS can best provide support and training.
 - Revitalize the periodic social gatherings originally called Fireside Chats.
 - Teka McCabe will talk about the Upper Elementary/YA Monthly Book Club that is ongoing and open to new members.
 - The April 11 conference.
- **Mentor Program:** Joe Mannozi proposed a mentor program for new librarians in our network. Meetings might be quarterly. Veteran librarians would provide advice and guidance to new members.
- **School-Public Library Cooperation and Collaboration** – Joe Mannozi attended a WLA Board meeting at which public librarians reaffirmed their desire to partner with schools.

Next Council Meeting:

The next Council meeting will be November 12, 2013 from 3:30-5:30 p.m.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,
 Martha Taylor
 SLS Library Council Secretary

**Putnam/Northern Westchester BOCES
School Library System Council Meeting
Minutes – November 12, 2013**

Present: Brendan Breen, Marifran DeMaine, Cathy Gelman, Nina Levine, Joseph Mannozi (SLS Director), Teka McCabe, Diane Moller, Susan Polos, Martha Taylor.
A guest: Francine Vernon, Office of Community Connections, WLS

Absent: Karen Baker, Patricia Canini, Sudha Narsipur, Ann Ostrowski

Susan Polos called the meeting to order at 3:55 PM.

Previous Meeting's Minutes: The Council reviewed the minutes of September 12, 2013. Council members approved the minutes.

Old Business:

- ❑ **Regional K-8 eBook Service:** Joe Mannozi, reported that a Request for Proposal for Vendors for an E-book service has gone out and we are waiting for responses. He will consult with other BOCES directors to see what they do.
- ❑ **Regents Research Paper** is up for approval. The language has been changed to include School Library Media Specialists along with English teachers.

New Business:

- ❑ **SLS Annual Report-** The 2013 Annual Report of the School Library System was read and approved by the Council.
- ❑ **Communication Sub-Committee** – The Council discussed the benefits of having a Communication Sub-Committee to make Network members aware of events including training and how the SLS can support them with solid programming.
- ❑ **Joint Conference with SW BOCES-** The SLS directors met to discuss the conference and the rooms have been booked at SW BOCES. The possibility was mentioned that vendors might help offset the costs of a keynote speaker. The Council talked about keeping costs as low as possible. The Council would like to present an Administrator's Award at the conference. The Council discussed past practices and decided to finalize the criteria at the next Council meeting in January.
- ❑ **Professional Development-** The Council agreed to think of ideas for sessions for the Joint Conference as well as topics for the Network meetings and may get ideas at other conferences. Some possibilities for PD that were brought up at the meeting were: APPR artifacts, the use of the database portal and NOVEL databases. It was further discussed that we have leaders among our members, a Google expert, for example, and the potential for sharing experiences.
- ❑ **Partnership with WLS** – The Community Connections representative from WLS, Francine Vernon presented to the Council. She would like to start the conversation about how WLS and our Network can support one another.
 - WLS has resources that we may not have. An example of this is Translation Services.

- Ms. Vernon told the Council about the Learning Ambassadors Program. They recruit high school students to work with children in the some of the public libraries during the summer. In the past they had reading buddies, and computer buddies. This summer they will be research buddies.
- Ms. Vernon also explained that WLS is the vendor for all the technology in all of the system libraries. They also bulk order books and databases with access from home with a library card. One of the databases is called Learning Express, which has a variety of tutorials.
- A program paid for by individual libraries is Homework Help or Teacher in the Library. WLS is considering purchasing Tutor.com so that the libraries without Teacher in the Library can also have Homework Help.
- **SLMSSSENY-** (<http://www.slmsseny.org>) -Nina Levine, a Council member and the president of SLMSSSENY, explained that SLMSSSENY is comprised of members from 7 counties in southeastern NY. It is an affiliate of SSL(Section of School Librarians), which is an affiliate of NYLA (New York Library Association). The SSL state conference will be held in Syracuse this year on April 25. SLMSSSENY will be hosting the 2015 SSL Conference at the end of April. SLMSSSENY has a Blog, a website and a Twitter presence. They are planning an annual meeting, brunch, and awards presentation at the FDR site for May 17.

□ **Next Council Meeting:**

The next Council meeting will be January 14, 2014 from 3:30-5:30 p.m.

The meeting adjourned at 5:10 p.m.

Respectfully submitted,
Martha Taylor
SLS Library Council Secretary

**Putnam/Northern Westchester BOCES
School Library System Council Meeting
Minutes – January 14, 2014**

Present: Karen Baker, Patricia Canini, Marifran DeMaine, Cathy Gelman, Joseph Mannozi (SLS Director), Diane Moller, Sudha Narsipur, Susan Polos, Martha Taylor.
A non-Council guest: Liz Krieger

Absent: Brendan Breen, Teka McCabe, Nina Levine, Ann Ostrowski

Karen Baker called the meeting to order at 3:50 PM.

Previous Meeting's Minutes: The Council reviewed the minutes of November 12, 2013. Council members approved the minutes.

Old Business:

- ❑ **Regional K-8 eBook Service:** Joe Mannozi, reported at the last meeting that a Request for Proposal for Vendors for an e-book service had gone out. He is now exploring the possibility of schools being able to purchase ebooks through the BOCES under the CoSer; it is not a shared database. The Council members discussed the necessity of promoting e-books with teachers.
- ❑ **Regents Research Paper** is in draft form and there is nothing new to report.
- ❑ **Communication Sub-Committee:** The Council discussed current practices and decided that we did not need a formal sub-committee. There are district representatives at most meetings. Of the 18 districts in PNW/BOCES, 11 of them are represented on the Council.

New Business:

- ❑ **Joint Conference with SW BOCES on April 11-** A tentative theme is *The Evolution of the Library*. Topics for breakout sessions are being discussed. One such topic is Google cloud. Components of the conference also being planned are: a keynote speaker, vendors, author signings, best practices poster sessions, and a possible closing speaker. A committee may be called upon to help organize events on the day of the conference.
- ❑ **Administrator Award** - A Council Member moved to proceed with presenting an Administrator Award at the joint conference; it was seconded. They also agreed that there should only be one person given the award. The application from a previous year was approved with some changes. It requires the nominating person to write a letter. The selecting judges will be non-Council members. The deadline for the nomination process is February 28.
- ❑ **Agendas for Network Meetings-** Many topics were suggested and discussed. Including the following:
 - February 5 is nationwide Digital Learning Day- share what we do. Other national “special” days are: World Read Aloud Day and Read Across America Day.

- BOCES Portal Use- It can be customized and statistics of use are available. Schools can post links on their web page.
- Using Pinterest and Twitter professionally.
- Obstacles of blocked sites and how that is being dealt with.
- Keeping up with new books, using Goodreads and collection development.
- Ebooks and how we use them.
- Promoting WebPages and having a web presence.
- **Future Professional Development-**
 - Discovery Education Workshop- January 22, 2014
 - Secondary Network Meeting- March 25, 2014
 - Elementary Network Meeting- March 27, 2014
 - P/NW and SW BOCES SLS Joint Conference- April 11, 2014
 - On May 13 a workshop with Paige Jaeger is planned on the topic of repackaging research activities to meet the Common Core.
- **Next Council Meeting:**

The next Council meeting will be March 20, 2014 from 3:30-5:30 p.m.

A Council member made a motion to adjourn the meeting and it was seconded. The meeting was adjourned at 5:35 pm.

Respectfully submitted,
Martha Taylor
SLS Library Council Secretary