

PNW BOCES School Library System Council Meeting Minutes
September 24, 2015

Attendees: Brendan Breen, Patricia Canini, Cathy Gelman, Joseph Mannozi, Teka McCabe, Diane Moller, Susan Polos, Francine Vernon

Meeting called to order by Joe Mannozi at 9:45 am

Minutes:

Motion to accept the minutes of May 5th meeting: SP
Seconded: TM

Nomination and election of Council member:

Sudha Narsipur was nominated for a second term.
Election – all in favor

Nomination and Election of Officers:

Majority voted for the new officers:

Chair – Brendan Breen
Vice Chair – Teka McCabe
Secretary – Cathy Gelman

Old Business:

1. Bylaws:
 - Bylaws were reviewed for compliance.
 - There is a two consecutive three-year term limit for members. After the two terms, the member must take one term off.
 - Three members are presently in their third consecutive terms. Joe Mannozi is waiting to hear from NYS DDL to see if they can stay on to complete their current term.

2. Update on meeting times:
 - For the year 2015-16, we will continue with our plan to pilot having some network and council meetings during school hours. At the end of the school year, we will evaluate based on attendance.

New Business:

1. Approval of annual report:
The Council reviewed and approved the annual report.

2. Discussion of morning network meetings:
 - What worked:
 1. The Consultancy Protocol - All librarians benefit from the practical suggestions given

to the librarian who had a specific library challenge.

2. Sharing best practice (e.g. Brendan Breen shared his high school's library page).
We will explore offering workshops on Developing School Library Websites.

3. Annual survey results:

LMS annual survey was reviewed and discussed. There is an interest in looking more closely at the survey results at our next meeting.

4. Form subcommittee for Five Year Plan of Service:

The planning group should include people that aren't on the council, as well as librarians that work at different levels.

5. LMS/Principal Meeting:

How can we make clear what librarians are doing to meet student learning needs? We need to craft our message before we meet with Principals.

6. Discussion of the possibility of adding regular agenda item to announce upcoming professional development offerings from SLMSSNY, NYLA/SSL, ALA/AASL, etc.:

The Council agrees it's important to highlight and support these important organizations and encourage all librarians to engage in professional development and networking.

7. WLS Update:

- Francine explained the details of WLS/s Battle of the Books at Ossining High School on Saturday, October 17th.

- In general, how can we combine the efforts of public librarians and school librarians? WLS is focusing on the themes of family literacy and early literacy.

Next Council Meeting: November 17, 2015

Meeting Adjourned:

Meeting adjourned at 11:05

(CG) motioned. (PC) seconded.

[PNW BOCES School Library System Council Meeting](#)

November 17, 2015

Attendees: Brendan Breen; Elizabeth Krieger; Nina Levine; Teka McCabe; Joseph Mannozi; Diane Moller; Kaitlin Torp; Sudha Narsipur; Susan Polos; Cynthia Sandler, Francine Vernon;

Meeting Called to Order by T.M., seconded by D.M.

Welcome New Members: Cynthia Sandler and Kaitlin Torp.

Motion to accept the September Minutes: T.M. and D.M.

- **Old Business:**

- **Council Terms Limits:** The Council discussed the advantages and disadvantages of term limits in the Bylaws and made appropriate edits during the meeting. The changes will be included in the new 5 year plan and is not retroactive. Members examined the language of the bylaws to ensure clarity and consistency.
- **Pilot Update:** So far this year, the Pilot Program has seen an increase in attendance at Network Meetings. JM will provide attendance data for Council review at final Council meeting of 2015-2016. A couple of members expressed their concerns with meeting during the school day; however, it was pointed out and agreed upon that professional development and professional meetings occur during the school day.

- **New Business:**

- **5 Year Plan of Service:** The 5 year Plan will be shared with the council on a Google Doc so real time edits and updates can be made for a final review before the next meeting. Any suggestions should be made by December 1, 2015.

- **Best Practice Video.** These videos will highlight the accomplishments, best practices and innovative library programs in PNW BOCES region. JM expressed the importance of showcasing our librarians for administrators to see successful programs in schools throughout the region.
- **Professional Development Opportunities.**
 - **PNWBOCES:** Makerspaces Facilitators Forum, Differentiating Learning using Web Resources, & the Annual Library Conference.
 - **SLMSENY:** Please visit the [website](#).
- **WLS Updates:**
 - Battle of the Books was an enormous success. Please contact the public library and encourage involvement.

Next Council Meeting: January 7, 2016

Motion to Close: T.M. and C.S.

PNW BOCES School Library System Council Meeting Minutes

January 7, 2016, 3:30 pm-5:00 pm

Attendees: Brendan Breen, Patricia Canini, Laura Jensen, Elizabeth Krieger, Nina Levine, Joe Mannozi, Teka McCabe, Diane Moller, Sudha Narsipur, Kaitlin Torp, and Francine Vernon

Meeting Called to Order by TM and seconded by PC

Motion to Accept the November Minutes (with the correction of "Next Council Meeting Date"): TM and SN

Old Business:

- Best Practice Video: The purpose of these videos is to support school Library Media Specialists (LMSs) and their programs. JM is meeting with video person 1/8/16 and will schedule times with LMSs who positively responded in survey. There were 11 positive responses out of 13 respondents.
- Library Council Meeting Times: LJ brought up the Council meeting schedule. NL noted that some in-district voluntary meetings are scheduled after school. BB noted that BOCES Meetings are scheduled during the school day. LJ made a motion that Council meetings alternate during and after school hours. BB suggested we look at the whole calendar year after which we came to the conclusion that it's not possible to create a schedule convenient for everybody. Based on our discussion and scheduling limitations for this year, the motion will be tabled until we discuss next year's schedule in May.

New Business:

- Annual Conference: to be held Friday, April 15, 2016, at Southern Westchester BOCES. Cost: \$125 Early Bird before March 4 and \$150 after. The conference should be posted on MyLearningPlan within the next few days. The keynote speaker will be Sandra Hughes-Hassell and this year's theme is diversity and school libraries. There will be two concurrent sessions with 3 or 4 workshops each. A call for presenters for an Exploratorium will go out. Possible topics are coding, diversity, makerspaces, YA lit., self-organized learning environments, etc.
- Administrator of the Year Award: Guidelines will be sent out (same as last year.) (See plaque in Professional Library for previous winners.)
- Professional Development Opportunities:
 - ~ALA Mid-Winter Conference is the weekend of Jan. 9/10
 - ~SSL Conference is first weekend in May at The Desmond Hotel in Albany
 - ~ISTE at the end of June in Denver
 - ~Google Summits and Boot Camps
 - ~NYSCATE (Microsoft Training sessions)
 - ~Code.org seminars

Council and network members may send out any other PD opportunities to the listserv. (It was noted that those holding a Professional certificate must have 175 hrs. of PD every 5 years and that those holding permanent certification will also be required in the future to have PD hours. BB noted that the SmartBond does not cover PD but now, can spend money on PD that was formerly allocated for technology purchases.)

- WLS Update: Plans for the 2016 Battle of the Books have started with tentative books being decided upon. The Senior Division will go up to Grade 10 (formerly Grade 9.) SN recommended that, we as LMSs, “book talk” the books that will be chosen. Both SN and EK spoke about how exciting it was to host this event. If anyone is interested in hosting the Oct. 2016 Battle of the Books, please contact Elizabeth Portillo eportillo@wlsmail.org.

Next Network Meeting: Wed., March 9, 2016, 7:30am-9:30am

Next Council Meeting: Wed., March 9, 2016, 9:30am-11:00am

Motion to Adjourn: PC and EK

Respectfully submitted by Patricia Canini

Amendments to the PNW BOCES School Library System Bylaws
Approved by SLS Council on January 7, 2016

Article II: Membership

Section 1

The Council membership shall not exceed fifteen members. The Council will strive for a balanced membership and will consider such factors as member-district representation and grade-level diversity (three from each level: ES, MS, HS). Remaining members may come from the following groups: public and private school librarians; school administrators; library coordinators; school board members; teachers; academic or public librarians; business representatives; students; parents, or community members. The School Library System Director is a permanent non-voting member of the Council.

Section 3

The Council chair will appoint a three-person Nominating Committee at the early spring Council meeting. The Committee will solicit suggestions of Council members from all School Library System members and present its slate to the Council at the next regularly scheduled Council meeting. The endorsed slate of candidates will be presented to the School Library System Council for appointment.

Section 4

Each Council member elected to the Council will serve a three-year term with one-third of Council seats filled annually. Individuals elected to the Council are limited to serve two full consecutive three-year terms. Former Council members may reestablish eligibility after three consecutive years away from the Council.

Section 5 (Former Section 6)

In the event of a resignation of a Council member, the Council will nominate a replacement to fill the unexpired term. The nominee will serve upon appointment by the SLS Council and is eligible to serve two full terms in addition to completing the unexpired term. An unexpired term longer than two years shall be considered a full term.

Section 6 (Former Section 7)

A member who misses three consecutive meetings without just cause will be subject to dismissal from the Council by a majority vote of the Council members present.

Article V: Officers

Section 2

At the first Council meeting, the Council will nominate and elect officers.

Article VI: Duties of Officers

Section 3

The secretary shall keep the minutes of all meetings and shall keep a record of all papers of the Council. The secretary shall forward such minutes to the System office for distribution to all members of the Council.

PNW BOCES School Library System Council Meeting Minutes
March 9, 2016
9:30 am – 11:00 am

Attendees: Brendan Breen, Cathy Gelman, Laura Jensen, Elizabeth Krieger, Nina Levine, Joe Mannozi, Teka McCabe, Diane Moller, Sudha Narsipur, Kaitlin Torp and Francine Vernon

Meeting Called to Order by BB and seconded by TM

Motion to Accept the January 7th Minutes: LJ seconded by TM

Old Business:

- Update on Video: Joe has begun taping the library programs that will be in the video.
- SLMPE Rubric as part of Five-Year Plan: The SLMPE Rubric is not required by NY State and therefore will not be a requirement as part of the Five-Year Member Plan. Joe will encourage member librarians to use it as a tool to evaluate their library programs but it will not be collected. Our annual survey, however, is part of the annual report to the state and certain questions are required. This year's annual survey will include these state required questions, as well as additional questions compiled and suggested by the Council. The Council will look at three documents to gather ideas for possible questions: School Member Report 2004-2005; SLMPE Rubric; Annual Survey from 2015. Survey results will be posted on the PNW BOCES School Library System site. It was suggested that we use the SLMPE rubric as a springboard for professional sharing and discussion during future meetings.

New Business:

- Approve Five-Year Plan: LJ made motion, EK seconded: voted on and passed.
- Cooperative Collection Development Plan: LJ made motion, CS seconded: voted and passed
- Update on Annual Conference: Perspectives on a Diverse Library, April 15, 2016
 - Council members will be asked to be volunteers for introducing presenters and helping guests
 - Twitter - participants are encouraged to Tweet while at conference
- Administrator of the Year Award – one nomination for Sherri Goffman, Asst. Supt. For Academic Services, Ossining
- Announcement from Council members of upcoming professional development opportunities:
 - Saturday, April 16 – White Plains High School – LHTCN Technology Summit: Technology is a pivotal tool for learning. Conference is free. There is initially a limit per district. Sign up on My Learning Plan under The Teachers' Center. Alan November will be keynote speaker.
 - Saturday, June 2 – John Jay Middle School – Ed Camp
- WLS Update – Battle of the Books, October 15th, 2016. Books have been chosen and librarians can start encouraging students to participate. Francine handed out fliers for librarians to promote the event.

Next Council Meeting: Thursday, May 12, 2016, 3:30 pm-5:00 pm

Motion to Adjourn: NL and CS

PNW BOCES School Library System Council Meeting Minutes

May 12, 2016

3:30 -5:00

Attendees: Brendan Breen, Patricia Canini, Cathy Gelman, Laura Jensen, Elizabeth Krieger, Nina Levine, Joe Mannozi, Susan Polos, Kaitlin Torp

Meeting Called to Order by PC and seconded by LJ

Motion to Approve the March 9th Minutes: EK seconded by KT

Old Business:

- Update on Video: Joe has finished recording. When it's finalized, he'll send the link.
- Update on Annual Conference: overall conference had positive reviews

New Business:

- Nominating Committee appointment and suggestion for new members (Article II of Bylaws – see attached): Council reviewed the By-laws for Membership. The council chair, Brendan Breen, appointed Cynthia Sandler, Sudha Narsipur and Patricia Canini to the nominating committee. We need to fill four spots, one high school, one middle school and two elementary. The Nominating Committee will present a slate that will be voted on at the September meeting.
- End-of-Year Network Meeting – June 3, 2016
- Teachers Center is partnering with LIU to offer an online MLS
- SLS Professional Development Subcommittee and future offerings is meeting on Monday morning. Members are Chris Eidem, Sudha Narsipur, Lindsey Valentine, Brendan Breen, Cynthia Sandler, Laura Mitchell, Cathy Gelman
- SLS Calendar for 2016-2017 was handed out.
- Database Renewal Forms and online Catalog of Offerings – links were sent out and renewal forms
- Announcement from Council Members of upcoming professional development opportunities:
 1. EdCamp: June 2nd, 4-7 at John Jay Middle School. You sign up at EdCamp website.
 2. SLMSSSENY: Rip Van Winkle brunch at FDR library, June 4 & Makerspace Boot Camp, July 6-8

Next Council Meeting: Tuesday, Sept. 27, 2016, 9:30 – 11:00 a.m.

Motion to Adjourn: CG and LJ

CG