Meeting Minutes

CC/Liaisons Present: Julie Bailey, Jessica Burgoyne, Mary Dixon, Rebecca Dullea, Joan Fischer, Becky French, Amber Gladle, Jennifer Henry, Rachel Livingston, Melinda Miller, Michelle Rowley, Penny Slate, Melissa Starks, Laurie Sydow, and Ginger Tebo

Others Present: Kathryn Bell, Culleen Mandigo, Amy Murphy, Natalie Panshin, Lisa Rushlow, Cheryl Seymour, Brenda Trivilino, and Kelly Wilson

CC/Liaisons Absent: Irene Sinclair and Diane Tulga

The meeting commenced at 1:07 PM.

1. Welcome, Housekeeping items, and Approval of agenda – (Handout) – The SLS Director welcomed attendees to the last CC/Liaison meeting of the 2014-2015 school year!

2. Committee Reports – (Pink handout)
   - Resource Sharing:
     - CCCD Kits: Materials for all four Shakespeare kits have arrived. Cory Reynolds will be putting them together and they will be available in SNAP soon. The Women’s Rights kit and Theodor Seuss Geisel Award Year 2015 have been ordered. New materials for existing kits were also ordered. All of the kits will be updated and ready for borrowing before summer or next school year. Please continue to send suggestions for additions to existing kits to Kelly at kelly.wilson@sllboces.org. Send any suggestions that you have for next year’s kits to the committee chairs, Jessica Burgoyne (HS) or Joan Fischer (ES). There will be a meeting over the summer to choose topics for the kits. Kelly will send a Doodle poll for the annual summer meeting (CCCD Meeting in the morning and Professional Development meeting in the afternoon) adding some end of June dates for options.
     - VRL Selections: Ebook titles will need to be added to the VRL. Kelly will send out a list of options in mid-May and set up a time for a meeting to select materials. Please try to attend this meeting.
   - Communications among Member Libraries: The Media Library Materials for the Common Core link has been updated for grades 3 through 5. A page has been added for the St. Lawrence County Historical Society (SLCHÂ) with links to the Quarterly index. On the SLS website this is under the Cooperative Efforts with other Library Systems and under Quick Links.
   - Professional Development:
o **Staff Development Day:** Very few evaluations were received from the March 20th Staff Development Day. Attendees gave positive feedback on this workshop and would like to continue this type of training. Next year, Kelly would like to possibly work with the social studies teachers linking Social Studies to the IFC.

o **Regional Conference:** Work continues on the conference. Early bird registration has been extended through May 15th. Please sign up on the website.

o **Christine Dowd, iPad Workshop:** On July 22nd, the SLS in conjunction with the Jefferson-Lewis SLS and the Citi SLS will be hosting a workshop with Apple Educator, Christine Dowd, at the Jefferson-Lewis BOCES campus in Watertown. If attending, you should bring your own iPAD with memory space available on it. Christine will be having you download apps and iBooks.

o TeachingBooks Webinar: A one-hour webinar was viewed by attendees before the meeting. It was also recorded and **Kelly will email out the link.** Attendees enjoyed the webinar. Kelly will look into more webinars during future book review sessions. **Update since the meeting: The TeachingBooks webinar can be viewed at [http://teachingbooks.adobeconnect.com/p3o9r9l8g9/](http://teachingbooks.adobeconnect.com/p3o9r9l8g9/).**

- **Coordinated Services:** The SEARCH database topic listing has been updated per the committee’s guidelines. Two webpages will also be added to the SLS website with free resources for teachers/librarians and students that you can link to from your own library webpage or OPALS portal. At this time, these pages are not visible. **CC/Liaisons requested to have the link available in the SLS Online Manual and also to highlight it in the Booktalk Weekly as well as adding a continuous link in the weekly newsletter. It will also be added into Quick Links.**

- **Awareness and Advocacy:** Library Aid increased by $5 million in the final state budget. Thank you for your advocacy efforts!
  - **T-shirts** – *(Handout)* – At the last meeting Penny Slate (HMC) volunteered to find some t-shirt designs that we may want to consider. Penny searched and came up with three different selections, pictured in the handout that was included in the meeting packet. If library staff are interested in purchasing, they can order t-shirts directly from [http://CaféPress.com](http://CaféPress.com).
  - **Yearbooks** – [Digital Public Library of America](http://dpla.heroku.com) has now uploaded and made available nationwide the metadata from our yearbooks. **Kelly will be contacting Molly Ladouceur, BOCES Communications Specialist to help publicize this information and to also post on the BOCES Facebook page.**

3. **Book Review**

- The Spring Book Review session was held prior to the meeting. The Franklin-Essex-Hamilton SLS secretary was not available for some of the preparatory work to help with the book review session. Many thanks to Lisa Rushlow for organizing the book review and thanks to all SLS staff who helped set everything up and take everything down. Our SLS reviewed 205 books worth $3,610.65 for this session. For the 2015-2016 school year, our SLS reviewed a total of 465 books, worth $8,152.06 that were added to our school libraries at no cost to the districts. Many thanks to all who participate!

4. **Summer Reading Program** – Summer reading posters were made available and attendees were told to take as many as needed for their libraries they represent. Thanks to Angela Newman with NCLS for providing these for us!

5. **District Member Plan** – *(Handout)* – A copy of last year’s District Member Plan was included in the meeting packet. CC/Liaisons reviewed the document and recommended making changes on how the student enrollment grouping is to be done. Kelly and Lisa will work on this and create a draft form to have Council review and possibly approve if there are no further changes needed. **We hope to make the online form available to you before the end of the school year. The plan will be due in late October.** In the future, we may look into using Google forms for more flexibility in creating the survey.
6. **SLS/Library Automation Evaluations** – The evaluation questions will be virtually the same. The question about the “OPALS Technical Support (Computer Technician)” will be removed since this service is no longer offered. Otherwise, the only changes will be to the dates. *Lisa Rushlow will email this to library staff in early May.* This is needed for the annual report and gives us valuable feedback about our services. *Please take a few minutes to give us feedback, thanks!* *Make sure to check the comment box so we can see the results.*

7. **Information Services Librarian Report**
   - CC/Liaisons agreed to discontinue the purchase of Syndetics in the future as it seems to no longer be needed. Natalie Panshin reported that no one has turned Syndetics back on in their OPAC since it was turned off.
   - MARC records for Spotlight on NY e textbook are in all OPACs. The Username and Password is **sllsls**. If you can’t access this please contact the SLS.
   - Major item has been yearbook scanning. All public schools have now been scanned. The last six (Heuvelton, Parishville-Hopkinton, Hammond, Hermon-DeKalb, Harrisville, and Lisbon) are done, we just need to proof the scans and fill in a few missing years then they will be online. We have gotten many of the Catholic high schools yearbooks (St. Mary’s Ogdensburg and Holy Family Massena) and are trying to get the rest of those yearbooks. If you know someone who might have any, please contact Natalie. Librarians will be asked to send in their 2015 yearbooks as soon as they get them. Natalie will send a reminder mid-May for their 2015 yearbooks.
     - Balfour (yearbook company that Heuvelton uses) told Joan Fischer they own their yearbook and can send/share their electronic file if they would like. *Kelly will be contacting Josten’s representative, Laura Torterella so she may talk to her about what Balfour offers the schools.*
     - Once a school is completely scanned, it is getting put online (with the help of Eric Alan at NNYLN). The link to the yearbook archive is: [http://nyheritage.nnyln.net/](http://nyheritage.nnyln.net/). Also, *if you would like the digital copies of your school district’s yearbooks, please send in a thumb drive/hard drive with approximately 200 GB of memory to Natalie.*
   - **Think Tank Library** or **RX for the Common Core** by Paige Jaeger were handed out to librarians. Natalie will email out MARC records for these books for those that want to add them to their OPACs. *Be careful there are two versions of “Think Tank.”*
   - Sears List demonstration – Kelly demonstrated on how to access the Sears List.
     1. Go into Omnifile and login
     2. Select Sears and now you’re in
   - This is just another way to access. You can use Best Marc if you prefer.
     - BestMarc – Discussion and review on the new automatic set up to RDA. Natalie finds this to be very good. If you have any questions or need assistance, please contact Natalie.
       1. You can fill in your 852 A & B
       2. You can set your standards as you want them
       3. Hover over question mark
       4. Choose RDA
       5. Click on search catalog
       6. Do a search
   - **Reported Issues on the following**
     - OPALS – New tab – Melissa receives server error message. Natalie will look into this.
     - It was reported that eBooks from World Book has no citations. Kelly has contacted World Book about this problem.
     - Rosen description in SEARCH – Cyber Smarts is listed instead of or in addition to Spotlight on New York. Montreal is aware of the problem.
8. **SUNY Potsdam Presentation** – On April 11th, Karie Doelger, FEH SLS Director and Kelly Wilson presented at the Teacher Education Student Association annual conference at SUNY Potsdam. They talked about the role of school librarians, collaboration and the IFC. The presentation was well received and they are hoping to do more with the Teacher Education program there. We are hoping to have more of this type of collaboration.

9. **Other**
   - Meeting dates for next year – *(Handout)* – *Any library that would like to host a meeting, please let us know.*
     - Tuesday, October 6th, BOCES ESC Conference Room A
       *(Update: The October meeting will be held at Ogdensburg Free Academy library)*
     - Wednesday, December 9th, BOCES ESC Conference Room A
     - Thursday, February 4th, Northern New York Library Network (Fall Book Review)
     - Tuesday, April 19th, Northern New York Library Network (Spring Book Review)
   - Other notable dates for next school year
     - NYLA Conference, October 21-24 in Lake Placid
     - AASL Conference, November 5-8 in Columbus, OH
     - SSL Conference, May 5-7 in Albany
   - SLNNY Meeting – June 7th at Bonnie Castle in Alexandria Bay, the night before the Regional Conference. Consider going on Saturday to the Thousand Islands Book Festival and staying for the weekend! Bonnie Castle is offering reduced rates for all attendees.
   - Division meetings – A librarian is invited to each of these meetings at every grade level and content area. *It was suggested to meet/share on this to discuss common issues. Kelly will be looking into more details.* Librarians will be assisting the groups with resources and suggestions. More information to follow.
   - Barcode Labels - If you ordered barcode labels, they are in.
   - ILL delivery – It was reported the mail delivery took about seven days. If you want something going out that day, please pull it aside and let the van driver know. *Kelly will look into the delays.*
     - Items not to send in the van mail would be liquid, plants, anything that has the potential to damage to anything else. *If you have any questions, please ask.*

The meeting ended at 2:31 PM.

KLW/lr 05/19/15