TO: Council Members  
School Library System Council Meeting  
BOCES Educational Services Center  
January 11, 2018  
Minutes  

Present: Julie Bailey (Chair), Joann Chambers, Paul Doty, Becky Dullea (Secretary), Becky French, Shawn Kirby, Melinda Miller, Rachel Mouthorp, Angela Newman, Natalie Panshin, Mike Rabideau, Lisa Rushlow, Penny Slate, Melissa Starks, Laurie Sydow (Guest), Ginger Tebo, Diane Tulga, and Kelly Wilson (Guest)  

Absent: Rachelle Amo, Kathy Behrens, Jessica Burgoyne (Vice Chair), Amber Gladle, Rachelle Romoda, and Christi Sommerfeldt  

The meeting commenced at 1:01 PM.  

1. **Welcome** – Julie Bailey, Council Chair welcomed attendees to the third Council meeting of the 2017-18 school year. A round-robin of introductions was done.  

2. **Review of the Agenda** – (Handout) – No changes nor additions were made to the agenda.  

3. **Approval of November 16, 2017 Council Minutes** – (Handout) – The minutes were sent out via email and also included in the meeting packet. A correction was requested in the NCLS Update – the fourth bulleted item should be made to read “September as Library Card Sign-Up Month” rather than “November.”  

   - **MOTION:** To approve the November 16, 2017 minutes as presented with the correction noted above was made by Diane Tulga and seconded by Rachel Mouthorp. *The motion was approved unanimously.*  

4. **Council Membership** –  
   - Terms Expiring - The following terms will be expiring at the end of June 2018:  
     - **Becky Dullea** – Librarian - 2nd term ending  
     - **Melissa Starks** – Librarian - finishing Ginger Tebo’s 2nd term  
     - **Paul Doty** – Parent – 2nd term ending  
   - Parent Representative - The Council thanked Paul Doty for serving two-terms on the Council. His term ends in June, and he represented Canton as a parent representative. Parent, teacher, and librarian representatives are limited to two consecutive terms, so a new parent representative will be needed. *Please seek out parents who may be willing to serve in this role and let Ginger Tebo know if you have anyone who may be interested.*
• Nominating Committee – The Council Chair appointed the following volunteers for the Nominating Committee for the two anticipated librarian openings: Melinda Miller, Rachel Mouthrop, and the Nominating Committee Chairperson will be Melissa Starks. Lisa Rushlow will work with the Nominating Committee Chair on an online Nomination survey to prepare to send out for solicitation of nominees from CC/Liaison and Council members.

• Nomination/Election Timeline – This guideline was reviewed by Council.
  o By February 1st – Appoint Chair and form Committee
  o February-March – Nominations solicited from CC/Liaison and Council members
  o March Council meeting – Nominations finalized; non-elected member(s) may be appointed
  o May – Council members and school librarians vote; Council breaks tie, if necessary, at fifth (May) Council meeting; non-elected member(s) may be appointed

5. Committee Reports Summary (Pink handout)

  • Special Client Needs: There still is a need for new members on the Special Client Needs Committee. Ginger stated, “At this time there is only one person on that committee, and a couple more would be welcomed. Everyone on Council is allowed to be on a committee, including parent and teacher representatives. Typically, a lot of the work of the committees are done via email.” Please email Lisa Rushlow to sign-up. Council discussed the names and descriptions of the committees as well as possibly considering to make a few changes to them.

  • Professional Development:
    o 2018 Regional Conference: The four School Library System Directors from the St. Lawrence-Lewis, Franklin-Essex-Hamilton, Champlain Valley, and Jefferson-Lewis systems are currently planning the fourth annual conference, scheduled for May 21, 2018 at the High Peaks Resort in Lake Placid.

  • Awareness and Advocacy:
    o There is a NYLA Legislative update regarding the budget on the pink handout, which was included in the meeting packet.
    o The next NYLA Library Advocacy day is February 28th in Albany.
    o Librarians completed action steps for the Awareness and Advocacy Strategic Planning Goal. They include:
      ▪ Expanding Professional Development (PD) follow-up by adding talking points to agendas, sending letters to administrators about librarian PD activities, providing information to new teachers about how their librarian can help, and creating customizable grade level specific brochures.
      ▪ Clearly label SLS materials and refer CCCD kits as “School Library System kits” to help branding.
      ▪ Exploring Google Classroom as a discussion tool.
      ▪ Increasing the frequency of Public Relations activity to outside sources.

6. Marcia Eggleston NYLA/SSL Grant

  • Ginger reported that the applications were due on January 5th and two were received.
  • The grant guidelines state that the committee is comprised of librarians and SLS staff. Julie Bailey and Diane Tulga volunteered to be on the Selection Committee.

7. Annual Report – The Annual Report was submitted to the New York State Education Department on October 2nd, 2017 and approved on November 27th, 2017. Julie stated this was a job well done by Kelly Wilson and Ginger Tebo.

8. District Member Plan (DMP) – The updated District Member Plan is currently being worked into an online form that will be distributed to librarians shortly. As discussed at the last Council meeting, this year will be used to gather feedback about the new DMP form and minor changes will be made if needed. Next year’s
results will be submitted to the state by the SLS Director, still well before the 2021 deadline. Diane Tulga asked whether the goal setting section had been removed from the updated DMP, and council members confirmed that it had.

9. **Information Services Librarian Update**
   - Cataloging – Natalie reported that the cataloging numbers continue to run far above last year. As of the end of December, 1,300 items were cataloged (a 50% increase over last year at this time).
   - Inventories – 8 days of inventory was done this last fall – in past years only 2 or 3 days of inventory was done in the fall.
   - When Natalie is not doing cataloging or inventory, she is troubleshooting and reporting issues, communicating with vendors and helping librarians with OPALS, OPALS ILL, DueNorth ILL, SEARCH (databases) and BestMARC (cataloging software). Please contact Natalie Panshin if you need help with these services.

10. **Media Librarian Update (Blue handout)**
    - Ginger Tebo gave the Media Librarian Update in Amber Gladle’s absence.
    - The Community Helpers SLS CCCD kit has now been added and is already loaned out to a district.
    - Several text sets were purchased to support the districts implementing Reader's Workshop initiatives. Flyers about these resources are available and are being distributed in collaboration with the literacy coaches and the coaches are handing them out to teachers. The teacher will use it to supplement what they have in their classroom library. There are five sets of each text set. Each text set has a single copy of each title in the set.
    - The makerspace section of the SLS website has been updated to look more streamlined. There is now a drop down selection to choose the specific section you need. Digital resources are available for specific kits and general practice.
    - Please contact Amber Gladle if you have any questions or comments about Media Library services.

11. **NCLS Update**
    - **Battle of the Books** – Angela Newman created a short survey for anyone who has participated in the Battle of the Books program in the past or has an interest in it. Angela is looking for information on participation, Battle of the Books experience, and ideas to improve the program. Survey responses are being accepted until the end of January. *Angela will be send the link to Ginger and she will email it to everyone.*
      - Ginger reported the SLS Directors have talked more on how they might be able to collaborate to improve this program.
      - Council members discussed how much students enjoy Battle of the Books and the positive benefits of the program, including the fact that it brings kids together from various areas (home school, parochial, and public).
    - Summer Reading “Libraries Rock” gear is in! *Angela will send the posters in the delivery.*
    - Rachel Mouthorp stated, “The NCLS App is very cool!” Angela explained this app allows you to have a digital library card on it, so if you forget your library card and you have your phone, you can use your digital library card to borrow from the library.

12. **NNYLN Update – No Report**

13. **Other**
    - Council meeting schedule for 2017-18
      - March 15, 2018
      - May 17, 2018
    - All meetings are here in the main BOCES building in Canton.
MOTION to adjourn the meeting: The motion was made by Mike Rabideau and seconded by Melissa Starks. The motion was approved unanimously.

The meeting ended at 1:38 PM.

Respectfully submitted,

Rebecca Dullea
Council Secretary

GT/lr 01/12/18