

School Library System Council Meeting

DCMO BOCES

September 20, 2006

Minutes

In Attendance: Nora Hardy, South Central Regional Library Council; Andrea Gerberg, SUNY Oneonta; Dave Drucker, Chenango County Historical Society; Todd Griffin, Sherburne-Earlville; Nancy Simerl, Sherburne Public Library; Charles O'Bryan, Unatego; Monica Gatto, Sidney; Ron Pike, SLS Computer Tech; Erika Kwasnik, Norwich and Margaret Fenson, Oxford; John Brock, SLS Coordinator.

Absent: Raquel Norton, Gilbertsville-Mount Upton.

- 1. Housekeeping-**Nora Hardy began the meeting by introducing all the members.
- 2. Additions to the agenda-** None
- 3. Acceptance of the May 3rd, 2006-** Charles O' Bryan made a motion to accept the May 3, 2006, minutes. Dave Drucker seconded. All in favor. Motion passed.
- 4. Share council membership by laws and 90.18 regulations-**
- 5. Nomination Committee-** Andrea Gerberg and Charles O'Bryan will work to replace two vacant Council member positions, a K-8 media specialist and a school administrator. Candidates will be supplied to Andrea & Charles. Iraina Steers, the Director of Instruction and Staff Development for Norwich City Schools was suggested for the Administrator Council Member.
- 6. Review annual report to DLD-** Reviewed.
- 7. Review SLS Evaluation 2005-2006** – Highlighted the policy & procedure book; maintain the process of current ILL's, serials moving slowly. Future Plan to increase database use, focus on CCCD with new principals. Email is a good method of communication as well as the listserv; we have added blogging. Problems in SCOOLES new material from Sidney schools. Try to bring back "Databases under \$500 by Waldo and Rob Karen for next year; onsite visits from coordinator look to be helpful - will continue with that.
- 8. Plan of Service 2006-2007 Goal Review.** Reviewed.

9. Dates to Remember: - looked at all Council meeting dates, Liaison agenda abstracts and highlighted the year end Symposium.

➤ Conference attendance -

- SLMS/NYLA Leadership Retreat, Ithaca, NY, August 2006.
- AASL/ALA Fall Forum, Warwick, RI, October 2006
 - Teacher Center mini-grant.
- NYLA Annual Conference, Saratoga Springs, November, 2006.
- SLSA Coordinators Conference, Cooperstown, May 2007.

9. Director's Report

- Budget Review- Authentication of the special Legislative Money \$20,000? (note: corrected actual figure - \$15,000.000 JPB. 9/27/06)
- SLMS Report
 - ◆ Coordinator attended NYLA retreat in August and will share experience with LMS. Advocacy is a big issue with SLMS and will be pushed in November for school libraries, recruitment this fall for SLMS.
- Holy Family Library Project, RBDB Grant
 - ◆ Holy Family submitted a Grant application to South Central Regional Library for ~\$1800.00+ for the retrospective conversion Holy Family. They are connected to ZOPALS and to the internet, Ron provided training for them. \$1800.00+ will go to Fund the Media Flex invoice. Holy Family will be accountable for Media Flex invoice if the grant is unsuccessful.

➤ Administrative Breakfast with Alan November

- ◆ Support from Catskill Regional Teacher Center for food and books. Catskill Regional Teacher center will propose to policy board to donate \$2000.00 toward the cost of breakfast and ~\$1500.00 for 77 copies of the book “Empowering Students with Technology” for ONC & DCMO BOCES librarians.
- ◆ Follett book credit, Administrator Of Year Award. - Follett will supply book credit to the Administrator of the Year for their library.
- ◆ Registration fee.- \$25 is to cover breakfast and lunch
- ◆ Corporate Sponsorship.- Research continuing

Todd Griffin made a motion to accept the action of the director to fund this workshop under discussion by accepting support from the Catskill Regional Center and the book credit from Follett for the Administrator of the Year award and by charging a registration fee of \$25.00. Dave Drucker seconded the motion. Charles O’ Bryan states that sometimes publishers offer the books free or at a reduced price. The SLS Coordinator had already contacted the publisher and discovered that the November Learning Center can sell at a discounted price of \$22.00 upon request. Follett would like to do an 8 minute presentation at the award ceremony. Vote taken – Unanimously carried.

- SLS Position Update - Received 18 applications, 7 interviewed, Rebecca Dixon was the unanimous choice.
- Member Plans – Member plans are onsite, read by coordinator would like to digitize them. We are trying to cover all of SLMS suggestions.
- Authentication, de-duping union catalogue
 - ◆ Year long process, Ron is researching multiple vendors RFPs for de-dupification, subject headings and summaries. Vendors charge per item processing. Question: how many different types of fields are charged for? A concern was expressed about the availability and retention of local subject headings. There was a question whether local catalogs will be reflected in the Union Catalog, or if this would not matter as long as school could access their data. Additional money needed to authenticate the union catalog. Decisions on that area are still being researched as well as to what extent they would populate each MARC field, and if subdivisions can be used. OCLC has a standard for the libraries that we would use to streamline the data with other servers. Estimates needed before ordering. Some fields may remain blank.
- LSTA grant, new server, server certification training. - LSTA invitational grant available. Coordinator proposes an Open Source Server; Linux Systems Server Certification Program for Ron Pike may qualify. Coordinator to research if it is a program or just the software. \$5000.00 available if it complies. Server cost ~\$4000.00 and open source software certification ~\$1500.00. Will assist most of the libraries. Where is the training? (Chuck O’ Bryan) Add training to the grant – training the libraries to use, why they migrate – libraries become more independent. Matching funds available.

- Database use training – went well in the past may also try this again.
 - Goals 2006-2007.
 - Full digitization of ILL process.
 - ◆ All areas should become digitized
 - Full digitization of SLS evaluation process
10. **Annual EDL recertification – Novel –ready Libraries** Program is being phased out according to Janet Welch from the State DOD. Analysis of each library can be done to see if they are EDL compliant.
11. **Professional development opportunities for 2006-2007** Future Suggestions: Nora Hardy; South Central workshops “Information Commons” , “Preservation Awareness Project”, “Care of Handling Collections” recommend that someone from each Library should attend the hands on series “Disaster Planning Series”, taught by Cornell.
12. **Legislation affecting SLS** – None cited.
13. **Around the Table**
- Ron-** Added Holy Family, Assisting mandarin & ZOpals software issues.
- Nancy** - Sherburne going along as usual, calm,
- Unatego** -New Elementary Principal supportive of the library system, Weeding below 8th grade, can be sent to Unatego. They’re collecting for a school library in Mmnibia – raising money and resources for a group in Africa.
- Sidney-** Returned to the block Schedule program, looking for principal in the Middle School.
- Norwich**– New principal is very enthusiastic, approachable and open with new ideas. Architects have completed their plans, unsure of when changes will begin. New assistant is certified in Elementary Literacy.
- SE-** Working on a Grant for video exploring and DVD Streaming of 4-5 minute Teacher Lessons and looking into Pod Casting.
- Oxford** –New Principals in primary school, middle school, and high school. New assessments, schedule changes, student start/dismiss earlier, daily meeting time, CDEP meeting, reading recovery and writing. Publishers are starting to include guidelines to reading recovery now. MS Library has only a PT aide. HS had no reduction in assistance. Would like administrators to have additional information on library management duties that librarians perform.
- Dave Drucker** - Proceeding on the digitalization of the pictures – over 2000 done. They are also doing a Chenango County History of the Community Project. They’re trying to partner with other historical society. Looking ahead trying to rationalize and reallocate the existing space until a new wing can be built.
- Andrea Gerberg-** z-OPALS is a new term. She worked as the Afton School librarian (grades 7-12) in the early 1980’s. She has worked at SUNY Oneonta since then, first as the ILL librarian and currently as the serials librarian. Mary Lynn Benson gave information about SUNY Oneonta’s high school outreach program.
- DCMO SLS Coordinator** – Was in SLS at Dundee Library. Moved here from NC. Would like to compare differences in NC and NY educational organization.

Nora Hardy- Annual Meeting at South Central. BOCES is a member of SC, Office in Ithaca, serve 10,000 square miles, serve 6 BOCES, support the academics the public libraries, special libraries (business, hospital) , provide training, database at discounted rates, Was the librarian at NYSEG – Legal & environmental programs.

14. **Miscellaneous**

Margaret Fenson thanked Ron for helping with her checkout problems.

Erika -Hodgepodge Books Reading Association offering grants for school in needs of books.

Meeting Adjourned at 3:30PM