SCHOOL LIBRARY SYSTEM COUNCIL & COMMUNICATION COORDINATORS

JOINT MINUTES

October 19, 2016

PRESENT
Robin Amer (Marlboro); Edna Auerfeld (Greenwood Lake); Christine Banuls (Goshen); Amy Cordisco (O-U BOCES); Lynn Daniels (Cornwall); LindaFrazer (Tuxedo); Linda Gale (O-U BOCES); Catherine Gilligan (Newburgh); Barbara Introcaso (Valley Central); Diane Lang (O-U BOCES); Laura Lerner (Monroe-Woodbury); Dolores Lombardo (Minisink); Sheri McNair (Highland Falls); Lauren Milholland (O-U BOCES); Lisa Perkowsk (Port Jervis); Teri Richardson (Washingtonville); Lisa Ruyack (Pine Bush); Zachary Spalding (SENYLRC-via webinar presentation); Maggie Spicehandler (Minisink); Deborah Tamulis (NYMA); Kathleen Turner (Warwick). Guests: Sharon Corallo, Para Educator, Valley Central SD, Kim Schneider, Library Grad Student at Highland Falls.

ABSENT
Vanessa Baron (Florida); Karen Cissel (Middletown); Tiffany Davis (Mount St. Mary College); Carolyn DiIorio (Chester); Randall Enos (RCLS); Zachary Spalding (SENYLRC).

CALL TO ORDER

Linda Frazer, Council Chairperson, called the meeting to order at 9:00 a.m.

WELCOME AND INTRODUCTIONS

Council members were welcomed back. Linda Gale, SLS Librarian (O-U BOCES) introduced Teri Richardson, who is taking the place of Joanna Doyle, retired from Washingtonville CSD this past June, 2016. Also welcomed was SUNY Albany Library Grad Program student, Kim Schneider, who is working with Sheri McNair at James I. O’Neill H.S. to complete her required teaching hours.

Webinar: SEAL 2.0 from SENYLRC

At 10:00 a.m., a recess was called and the group attended a one-hour training through a SEAL ILL System webinar for updates on the new version of the virtual Union Catalog. A 22-page packet with detailed instructions entitled, SEAL Southeastern Access to Libraries Manual for Library Staff was provided by SENYLRC, and copies were given to all present prior to the webinar. This was hosted by Judy Fischetti, Reference Librarian and Zachary Spalding from SENYLRC. Their Tech Committee selected the new system due to its effectiveness and affordability. There will be no cost for district librarians to use this system. New log-ins, how to request a loan and how to process a loan request as well as how the previous system differs from the new system were subjects covered in this webinar. Main points stressed were: The importance of lenders to answer requests promptly, all eight systems are participating, new access/user accounts, instructions and tips for searching (only after checking local SLS OPALS catalog holdings), and borrowing and how to select a lender. Noted was the fact that our libraries are not licensed to loan eBooks or e-recordings. Print books are available, and borrowers and lending libraries must be part of the Hudson Valley Center. All must create a user account and set a library up as a lender to participate.
There was an opportunity for questions and answers at the end of the program. Some questions were, “What is the appropriate amount of time to wait for a lender to respond to an email request?” After this time period, if the lending library fails to respond, the loaning library will need to reorder. There was a question about the subject of foreign language texts (yes, some do have these available), and which days count toward the answer time period (no weekends or major holidays count). Zack Spalding stressed the importance of keeping track of loans. Contact him for any problems with the system.

**APPROVAL OF MAY 17, 2016 MEETING MINUTES**

The SLS Council Meeting was again called to order. Copies of the May 17, 2016 School Library System Council Meeting Minutes were distributed to members for review and/or corrections if needed. Chairperson Linda Frazer asked the group if there were any corrections. As there were none noted, she asked for a motion to approve the minutes as written. Sheri McNair made the motion. Deb Tamulis seconded. All were in favor, and the May 17, 2016 SLS Council Minutes were approved.

**Re-Election of Council Members with Expiring Terms**

Tiffany Davis has a term expiration of June 2016. As she was not present, this was not voted upon. Two remaining Council Members with expired terms, Sheri McNair and Maggie Spicehandler, were asked at this meeting if they wished to continue in their present Council seats. Both responded that they did wish to do so. A request for a motion to vote for Sheri McNair to continue on Council was made by Chair Linda Frazer. Catherine Gilligan made the motion. Lisa Ruyack seconded. All voted in favor, and Sheri McNair was approved to serve an extended term through June, 2019. Council Chair Linda Frazer next asked for a motion to extend Maggie Spicehandler’s term on Council. Barbara Introcaso made the motion. Amy Cordisco seconded. All voted in favor, and Maggie Spicehandler was approved to serve an extended term through June, 2019.

**RCLS Report-Randall Enos**

No report. Randall Enos was absent.

**SENYLRC Report-Zachary Spalding**

Zachary Spalding of SENYLRC participated in the SEAL 2.0 webinar portion of the meeting, but did not attend in person. He provided handouts in advance of the meeting to be distributed to the group entitled, Cataloging Special Interest Groups, a meeting for librarians on November 7, 2016, from 1-4:00 at the Mid-Hudson Library System in Poughkeepsie; Zines at Your Library: Engaging Patrons as Readers— and Authors! to be held on December 6, 2016, from 1-4:00 at SENYLRC, New Paltz; and Bibliographic Library Instruction SIG on November 1, 2016 from 10:30-1:30, at Mount Saint Mary College, Newburgh.

**Orange-Ulster BOCES Annual Report 2015-2016 Review and Vote**

Dr. Lang, Linda Gale and Lauren Milholland reviewed the draft of the Orange-Ulster BOCES Annual Report for School Library Systems 2015-2016 with the group. Copies were passed out to all present, and all were asked to make corrections, mark and circle on this draft where needed, and to hand back the copies so final revisions could be made.

Improvements in the ILL’s from last year with member libraries were significant, and Dr. Lang is working with the BOCES SLS to see that these numbers continue to go up. 18 districts and 20 non-public schools are served
by our SLS, with 38 members in total. There are 113 library media centers, with this library as the central location.

Lisa Perkowski spoke about the requirement by state law that school library systems must participate in ILL, also about inter-library loans and the OPALS catalog. A discussion followed regarding what defines inter-library loans, and should loans between buildings in a district, or intra-system loans, be included in the ILL counts. Linda Gale reminded librarians that in the year-end questionnaire, this question will be included.

Dr. Lang next spoke about the large increase in visits to our BOCES website from 30,000 last year and 134,113 for this past year. Phone calls also increased.

With the new regulations for teachers now requiring 100 hours for professional development, Dr. Lang reminded the group that Orange-Ulster BOCES offers many workshop opportunities for librarians to satisfy these requirements.

The Council Members were asked to vote on the Orange-Ulster BOCES Annual Report for 2015-2016, with minor revisions, as reviewed at this meeting. All Council Members voted to approve with none opposed.

**ILL Discussion**

Questions were raised about problems with delivery for inter-library loans. Sheri McNair mentioned a budget problem with mailing out requests. She was advised to call Linda Gale or Lauren Milholland should help be required with delivery arrangements. Dr. Lang confirmed that this will happen.

Other questions raised were how often is the Union Catalog updated, how often are records being updated, how many libraries are using SEAL? How many are using OPALS? With SEAL, ILL’s are successful. With OPALS, there has been much less success. Linda Gale suggested that all members contact all their district librarians and check that they have their usernames and passwords for access to OPALS. This could be brought up at district library staff meetings. Lisa Perkowski noted that the elementary school librarians in her district do not use OPALS. They have no aides and therefore have no time to do ILL’s. Sheri McNair noted here that administrators need to be on board about allowing ILL’s to be sent out. What if books are lost? Dr. Lang responded that all the superintendents and assistant superintendents of curriculum have been spoken to and all are in agreement to support ILL lending to other schools. She hopes that if school principals are not giving their support in this area to please let BOCES SLS know. Dr. Lang assured the group that BOCES is insured to replace lost or damaged items, so please contact the SLS should this happen.

**UPCOMING EVENTS:**

**November Conference Day**

BOCES ISS will have a Conference Day on November 8th for Regional Staff Development Day. It will include 10 workshops including one featuring a Book Talk which will be presented by Lauren Milholland. Dr. Lang explained that a fee is being charged for attendance and the approval for this has been given at the district level. Unfortunately, at least four local districts are not closed on November 8th, and classes are in session. Hearing that some librarians are being denied permission to attend, Dr. Lang hopes to be able to get all librarians to attend who would like to come. The Book Talk group will get some ideas on *How to Get Recreational Reading Back* and also learn about *Building Book Trailers*. Several members joined in a discussion about the book trailers, Animoto, Wiki’s, and Laura Lerner offered to send samples attached to an email.
Mock Book Awards-January 9, 2017

A Mock Book Awards event discussion followed with Linda Gale. Sheri McNair noted several areas that she hoped would be changed to better meet the expectations of the participants at this event. Ms. Gale said that she was in agreement that the books should be available well in advance of the event this year. Dr. Lang mentioned that the reason for the change in venue was so that more of the Orange-Ulster BOCES SLS member librarians could attend as there is more space at our location and only room for 12 seats at Sullivan BOCES. There was mention of being disappointed that there were fewer books given to those attending compared to years past. Dr. Lang stressed that staff development is the intention for this event.

Several topics were discussed next, including a request for more BOCES co-sponsored events. Several members enjoyed the opportunity this affords to share ideas with librarians in other regions, and also look forward to events featuring guest speakers. Lauren Milholland said there will be more events coming up.

COMMITTEE MEETINGS

A discussion here was focused on committees and what would be accomplished at the meetings and what should be done outside of the meetings. Each committee should discuss concerns and make a list on how to address these. Members should have more meetings to accomplish the goals discussed, perhaps with Skype, suggested by Kathie Turner.

Lisa Perkowski stressed the importance of attendance at the SLSA meetings. PD scholarships are being offered, and it is also a great opportunity to network with librarians from other BOCES. Also, SLMSSNY should be on everyone’s list.

A handout was provided to the group, SLS Council/Liaison Committee Membership 2016-17. New committees to add are Mock Books. Volunteers are needed for the evening of Spelling Bee. This will not be a committee. All were invited to select membership with a committee on the handout. An updated list will be created for the record.

Reporting for the Read Aloud Committee, Christine Banuls noted that the Great NY Read Aloud will be held on April 5th this year.

There was a short recess for lunch.

24/7 Webinar with John Schuster

The live 24/7 Webinar began at 1:00, with John Schuster presenting. Mr. Schuster reviewed the system with the group, and several schools were used as examples on how it works. Questions were answered throughout the webinar, and he invited all to contact him for further information or if questions come up.

Each librarian in the Orange-Ulster BOCES component school districts have been supplied with a page unique to their library url and the QR code for access to their website page. Linda Gale suggested that this information could be distributed on book marks created for students and in back to school information packets for parents. This would highlight the easy accessibility 24/7 offers. Linda Gale added that next year, those districts wishing to keep the 24/7 access in their school buildings will be charged. She will have more information for those wishing to plan for this cost in their upcoming budgets.
MEETING WRAP UP AND ADJOURNMENT

The next meeting will be held on December 16, 2016 (snow date: December 20\textsuperscript{th}). Linda Gale handed out a flyer for the Pot Luck Luncheon, as a reminder to bring a favorite covered dish item to share with the group at the December meeting.

Other handouts at this meeting: 2016-2017 Council Coordinators Meeting Dates (updated), Council Liaison Members 2016-2017, Fall 2016 UPDATES AND SLS EVENTS (newsletter), Our Mission.

Linda Frazer called for a motion to adjourn the meeting. Lynn Daniels made the motion. Sherry McNair seconded. All were in favor and the meeting was adjourned at 2:30 p.m.

Minutes submitted by:
Gail Heaton, Secretary
Orange-Ulster BOCES
School Library System