

LARC Executive Board Meeting Minutes

September 15, 2016, 10 am

Pear River Library

Members in Attendance: Liz Anastasi (WLA), Jessica Bowen (PMT), Carol Connell Cannon (SUF), Kimberly Carletta (ORG), Danielle Connolly (VCL), Jim Farrell (PRL), Maria Gagliardi (PAL), Kitty Heuer (ORG), Anthony Hosmer (BOCES), Brian Jennings (NWC), Jane Marino (NYK), Sara Nugent (TAP), Pat Soto (HA), Nancy Wendt (SUF)

Call to Order: The meeting was called to order at 10am by M. Gagliardi. Introductions were made around the table to welcome new members and guests that were in attendance.

Minutes of July 21, 2016: Motion to approve made by J. Farrell, seconded by J. Marino. Approved.

Conference Report: Jessica Bowen (PMT); Liz Anastasi (WLA)

J. Bowen attended a WPLA Board meeting. The proposal of joining forces for alternating annual conferences was met with great enthusiasm. The next step in the process is to write up a formal agreement outlining the financial arrangements and planning responsibilities of WPLA and LARC. J. Bowen circulated a draft agreement. It was agreed that the hosting organization would take on the bulk of the planning, while the other would contribute financially, conceptually, and in providing volunteers to work the day of the conference.

L. Anastasi agreed that the WPLA Board is excited about collaborating with LARC in this capacity to provide a bigger and better conference. Their 2016 conference attendance was larger than in years past, including 10-15 LARC members. They had 23 vendors participate in this year's conference. L. Anastasi will take the draft agreement back to the WPLA Board for review and comment. J. Bowen will attend the October WPLA Board meeting.

A discussion ensued about the details of the 2016 WPLA conference with specific attention being paid to vendors, sponsorships, raffles, etc.

Treasurer's Report: M. Gagliardi reported that J. Arendes tendered her resignation. A motion was made by S. Nugent to accept the resignation, seconded by M. Gagliardi. Approved.

M. Gagliardi will solicit possible replacements, including on LARC listserv, and asked Board members to do the same. A CPA who lives/works in Rockland County would be ideal.

Adult Services: B. Jennings reported that the Book of the Year program was progressing nicely, though a few additional readers would be helpful. Interested parties should contact V. Reynolds at New City Library.

If additional blue bags are needed, please contact Rosemary Farrell at The Nyack Library.

The next AS division meeting will be held on September 22nd at New City Library. B. Jennings will be looking for someone to replace him as head of the division.

Teen Services: In light of the huge success of the 2016 SCRAWL project, a request was made to increase funding for next year by 20% to \$1800.00. A larger print run will be needed as so many libraries and family members were interested in copies this year. A suggestion was made to consider increasing the price from \$10 to \$12/copy. A motion to approve the increase was made by J. Farrell, seconded by C. Connell Cannon. Approved.

A. Hosmer shared information on an upcoming coding and robotics workshop being held on September 26th. He reported that the Fall Into Books 2016 registration is full. LARC will be offering an FIB scholarship again this year.

Youth Services: D. Connolly reported that the next YS division meeting will be held on September 22nd at the Blauvelt Free Library; there was no meeting over the summer. YS division members have requested more certification classes at meetings.

Advocates: J. Farrell and P. Soto met with M. Gagliardi in August to discuss approaches for advocacy and promoting LARC and conducting trustee workshops. A new trustee (1 year or less on the job) workshop will be held on September 29th at the Pearl River Library from 7-9pm. The workshop will focus on what they might need to know to hit the ground running. M. Gagliardi sent invitations to Rockland County directors.

J. Farrell raised the suggestion of hosting a targeted fundraiser - a golf outing and vineyard/brewery tour. He provided information on previous events he has attended, costs incurred, sponsorship opportunities, prizes, etc. A long discussion ensued about dinner. A committee was formed to scout country clubs (J. Farrell, J. Marino) and another to suggest targets for the funds raised (J. Bowen, C. Connell Cannon). It was agreed that a tag line or motto should be created to use in the marketing of the event. "LARC helps people read!" and "LARC: helping people read" were suggested.

Old Business: None

New Business:

- The 2016 budget was reviewed. There were a number of discrepancies. M. Gagliardi reported that there is \$100,000 in the bank at this time. M. Gagliardi, C. Connell Cannon and J. Marino agreed to review QuickBooks and present their findings at the October meeting, at which time a retro 2016 budget can be passed as well as a budget for 2017. Further review and discussion of the LARC budget were tabled until the October meeting.
- The LARC Non-disclosure Policy was reviewed. A. Hosmer asked for clarification as to why we need this document. M. Gagliardi said it is required by Rockland County. A motion to approve the document was made by J. Marino, seconded by J. Farrell. Approved.
- The LARC Conflict of Interest Policy was reviewed. All Executive Board members need to sign a copy. It is required for our 990 and by Rockland County; we need the whistleblower policy to keep our 990 non-profit status. A motion to approve the document with the changes made to the second page was made by S. Nugent, seconded by J. Marino. Approved.
- The Spanish LARC brochures were distributed by C. Connell Cannon. More are available.
- N. Wendt reported that the Customer Service division will hold their first meeting on September 21st at 9:30am at Suffern Free Library.
- J. Bowen asked for people to join her on the Conference Committee. Currently the committee members are J. Bowen, J. Edwards, M. Gagliardi, and J. Marino.
- S. Nugent asked what the WPLA divisions are. L. Anastasi stated that they are: youth, academic, reference, advocacy, and support staff.

Motion to adjourn made by J. Farrell, seconded by A. Hosmer. Approved.

Next Meeting: Thursday, October 20th at 9:30am at The Nyack Library