

LIBRARY ASSOCIATION OF ROCKLAND COUNTY

Minutes

Executive Board Meeting

December 3, 2009 10:00 AM

Suffern Free Library

Present: Ruth Bolin, Jack Brand, Jill Gross, Anthony Hosmer, Amelia Kalin, Janet Lukas, Sara Nugent, Joanne Sininsky, and Melinda Watkins

1. CALL TO ORDER 10:05 by S. Nugent
2. MINUTES OF October, 2009- will be emailed.
3. TREASURER'S REPORT—2010 Budget meeting held. YS, SS, and ADV divisions all same as last year. A. Kalin motion to accept. J. Sininsky 2nd. Unanimously approved.
4. DIVISION REPORTS
 - Adult Services- Working on the “Job Readiness Day” project. There will be 4 libraries hosting- Spring Valley, Nyack, Suffern, and Haverstraw. It will be the 2nd week of March. There will be 5 tables set up for 3 hours and includes reps from the dept. of labor. They'd like to do a brochure with lists of each library's job databases, local resources, and quick resume tips. Brochure for libraries and handed out at event. Going to try different advertising techniques- ie. News 12, newsletters. Annual meeting- looking for author. J. Sininsky motion to spend up to \$1000.00 for an author. Unanimously approved. Also AS is trying to bring in outside speakers from Veteran's Affairs and Cornell Co-operative Extension.
 - Advocates – no report. Send suggestions to J. Sininsky.
 - Youth Services- Fall into Books was successful and rewarding. November 10 meeting was about Facebook. Veronica Rutter from New City was guest speaker and was very informative. Dec. 1 meeting we had a guest speaker from ARC of Rockland to discuss how to better serve disabled adults in the library. Also we collected over 300 children's books with Give-A-Kid-A-Book. They were delivered to the Jewish Family Services, Rockland Family Shelter, and People to People. We are working on the graded booklists. Mock Caldecotts/ Newbery will be in January. We will do 2 color bookmarks.
 - Support Services- No representative
5. COUNTYWIDE PROJECTS
 - Rockland Images-status – Christy Blanchette's Report:
 - HRVH Digitization Project Progress Report 2 - November 1, 2009
On October 7, 2009, I attended the Introduction to Scanning Workshop presented by SENYLRC staff member Jennifer Palmentiero. During this course, the issues of access vs. preservation were discussed as major factors when deciding scanning variables. The various file formats (.tiff, .jpeg, .jpeg200) were discussed and the pros and cons of each. In addition, photo editing (cropping, rotating, color enhancing) were illustrated.

The aim of SENYLRC's HRVH project is for user access to the images and this should be kept in mind when making scanning decisions.

- On Wednesday, October 21, 2009 I attended the Metadata Workshop again presented by SENYLRC staff member Jennifer Palmentiero. This workshop got into the heart of the project. All of the decisions that are necessary to be made in the metadata creation were investigated and each of the 15 fields that are possible to include for each image were discussed at length. The industry standard for the completion of each digital record is one half-hour. I certainly have a good awareness of the intensity and scope of the project now.
- The final course to be offered was on the ContentDM software and was given on Wednesday, October 28th by SENYLRC staff member Jennifer Palmentiero. This course focused on the mechanics of the software, as well as how to administer controlled vocabulary with the ContentDM environment.
- I began right away applying the knowledge I learned. Haverstraw Kings Daughters Public Library is the next project. This project has a total of 221 images. Many of the images are of Haverstraw houses and buildings, and no additional information is provided with the images. I am planning to spend time working at the Haverstraw library to determine if there is information to correlate with these images. In at least two circumstances, the image does not provide clear enough resolution for me to properly add the metadata - one image is a handwritten letter which is not clear enough to fully transcript from the image - the other is a class photo with the names printed on the picture. I cannot adequately zoom in on the image to read the names. One hundred and fifty-nine of the images are of Haverstraw houses or buildings. Context as to what these buildings are will provide necessary information to make these images relevant. I hope to plan my field trip to Haverstraw in the coming week.
- Before my first images are loaded 'live' onto the HRVH webpage - Jennifer Palmentiero will review approximately the first 30 records for quality control. I will report to you all when the first images are posted live which I hope to be in the next week or two.
- FOLLOW UP...
- *The first photos from the Haverstraw collection have been completed and are now posted on the www.hrvh.org website. I was able to spend several hours at the Haverstraw Library and gathered tons of useful information from the backs of the photographs. This was extremely beneficial -- for example, what was once an unknown Greek Revival building was identified as the Garnerville YMCA and a unknown man with a steam shovel turned out to be Frank DeNoyelles. So, the field trip gave me tons of useful info!*

The second folder of Haverstraw images is photographs of local buildings. There are 161 images in this folder. I plan to spend the next several weeks working to complete these images. I will post images in batches as I complete them.

As of this moment, the Haverstraw collection has 58 images on the www.hrvh.org website

- J. Sininsky motion to spend up to \$1500.00 on a newer Rockland Images laptop and \$100.00 for software. J. Lukas 2nd. Unanimously approved.

6. OLD BUSINESS

- Ecommerce- J. Sininsky motion to spend up to \$57,000.00 to pursue an e-commerce solution through Comprise Technologies. This will cover all initial fees and associated costs. Ongoing cost of \$2000.00 per year on license and RCLS fees will be absorbed into the LARC annual budget. Individual library licenses in the amount of \$375.00 will be the responsibility of each participating library. J. Lukas seconds the motion. Unanimously approved.

7. NEW BUSINESS

- LARC Membership- J. Lukas motion to open scholarships to LARC members only. Current recipients will have membership through 2010. A. Hosmer 2nds. Unanimously passed.
- Rockland Bus Ads. Report from R. Bolin. J. Sininsky motion to spend up to \$3500.00 on bus ads. Do 100 ads, 50 in Spanish, 50 English. J. Brand 2nds. Motion passed unanimously. Also we need to put new bus schedules out at the libraries 2-3 times yearly.
- I& R-discussion of meeting between organizations. Tabled for next meeting or until further info.
- Warren Graham- Black Belt librarian. Real World Customer Service for Circ staff and he also does one for directors. J. Sininsky motion to contract Warren Graham for full day program- circ. R. Bolin 2nd. Passed unanimously.
- Annual Meeting Dates/ Budget/ location- last week may, first week June. Suffern or Haverstraw.

8. NEXT MEETING – January 21 at 10am in Suffern.

9. ADJOURNMENT motion to adjourn by A. Hosmer. J. Lukas 2nd.

Respectfully Submitted,

Melinda Watkins
Secretary, LARC