

HFM BOCES SCHOOL LIBRARY SYSTEM
COUNCIL AND COMMUNICATION COORDINATOR MEETING MINUTES
OCTOBER 3, 2019

Present: Kristi Beedon, Carla Bengle-Mackey, Terri Brown, Laura Campagna, Tariyka Chaulk, Sarah Cordts, Dawn Frank, Kathy Gundrum, Karen Johnson, Tammy Jones, Crystal Keck, Bobbie Lindsay, Karen Pelletier, Stacy Silcock, Amber Smith, Christine Suhr, Dan Towne

Absent: Sheila Crouse, Flo Glasser, Eric Trahan, Peggy Trzaskos, Mary VanPatten

College Connection and Evans Library Tour

- Mary Donohue, director of the Evans Library at Fulton-Montgomery Community College, led the group on a tour of the library and welcomed ideas for college and school library collaboration.

Welcome and Introductions

- New Council and Communication Coordinator members were welcomed.
- Everyone in attendance introduced themselves.

What's New?

- Photos of the new OESJ Elementary School Library were shown.
- Information about the new digital audio platform and professional development materials was shared.
- New ELL materials, multi-books, and green screen kits were shown to the group.

Annual Report 2018-2019

- Highlights from the 2018-2019 Annual Report were shared. These included an increase in interlibrary loan, the number of hours of continuing education and staff development.
- The annual report was voted on and accepted.

Annual Budget 2019-2020

- Figures from the annual budgets for the past 3 years were shared.
- The proposed budget for the 2019-2020 school year was broken down and each category was explained.
- Annual budget was voted on and accepted.

Annual Survey 2019

- 24 libraries (63%) responded to the 2019 Annual Survey.
- Responses regarding interlibrary loan were highlighted with 100% of respondents reporting that they participate in ILL.
 - One reason given during the meeting for the increase in ILL participation was that there is now a designated SLS contact person for ILL requests.
- The Coordinated Cooperative Collection Development Plan was also discussed. It was requested that the designated collections and criteria for the CCCD plan be shared with the libraries.
- Ideas for professional development were shared and discussed.

Capital District Library Council Update

- An introduction to CDLC was given. All HFM BOCES member libraries are also members of CDLC and have access to all CDLC programs and resources. CDLC provides cooperation and collaboration among all types of libraries in the Capital District. Programs highlighted included:
 - Empire Library Delivery – All NYS library delivery system for interlibrary loan.
 - CaDiLaC and ILL e-Form – Interlibrary loan catalog and request system.
 - Direct Access Program – Provides high school students with the opportunity to access and borrow physical materials at academic institutions.
 - NYS Heritage website – Provides NYS related primary sources for research.
 - NYS Historic Newspapers – Libraries provide digitized versions of Newspapers from around NY state.

Fulton-Montgomery Community College Update

- The Evans Library has new hours and staff for the Fall 2019 semester.
- They've recently switched to a new library management system, ALMA.
- The library will also be offering a discussion series for faculty and staff to focus on what motivates students to go to college.
- A reminder was given that College in the High School students are students of both the college and high school libraries. If students need assistance with college materials, feel free to reach out to the staff at the Evans library.

Mohawk Valley Library System Update

- Currently running a program (Pen & Ink) at area libraries that provide writing workshops and book discussions.

Library Automation Update

- All school calendars and students have been updated.
- Lists of students, who did not re-enroll this school year, have been sent to librarians to determine whether these students should be deleted from Horizon.
- The SLS will no longer be sending paper copies of records that have been uploaded. Emailed copies will be sent once the MARC records have been processed.
- Horizon video tutorials are being created and added to the online Horizon Manual.

Interlibrary Coordination and Development Committee

- The committee dictates and designates the ICAD allocation from NYS to member libraries.
- The ICAD committee will be looking for ideas for the allocation to elementary schools for the 2019-2020 school year.

Long Range Planning Committee

- This committee updates the five-year plan once every year. A new member volunteered to fill a vacant seat.

Advocacy

- Meeting attendees wrote letters to legislators asking that further action be taken in mandating information literacy instruction and requiring NYS certified Library Media Specialists in elementary and secondary schools.

ILL Handbook Committee

- The committee will meet in December to discuss and revise the current ILL handbook.

Borrower Data Upload

- Would libraries like to be trained on how to pull their own student data to be uploaded into Horizon? It was suggested that libraries request a report from NERIC.

Other Business

- ENYSLMA Update
 - 2 scholarships for the SSL conference in May will be offered in the spring.
 - They will be hosting author Jarrett J. Krosoczka at the NYLA office in Guilderland on Jan 23, 2020, from 6:30-8:00.
 - The COO of We Need Diverse Books, Dhonielle Clayton, will also be speaking on April 22, 2020 time and place to be determined.
- The Annual SLS Awards Luncheon will be held in early April this year.
 - A request for suggestions for future awards ceremonies was posed.
 - Nominations for administrators and collaborators were stressed.
- The status and preparedness of newer library staff was discussed.
 - Providing shadowing opportunities in the fall was suggested.

Upcoming Dates

- Library Boot Camp: October 15, 2019
- ICAD Committee Meeting: Nov 9, 2019
- NYLA in Saratoga: Nov. 13-16, 2019
- ESIFC workshop with Barbara Stripling: Dec. 4, 2019
- Council: Dec. 12, 2019; March 5, 2020; April 29, 2020
- Long Range Planning Committee Meeting: Jan. 24, 2020
- Communication Coordinators: March 5, 2020
- SLS Awards Luncheon: April 8, 2020
- SSL Conference (Verona): May 28-30, 2020