

**Council Meeting Minutes**  
**11/07/2023**  
**1:00**  
**Virtual & In Person @ Wilson**

<b>TOPIC:</b> General Meeting  <b>Zoom Link</b> Meeting ID: 943 6148 8347 Passcode: 958059	<b>Attendees:</b>	Melissa Frost, Molly Ortiz, Cathy Buyer Davis, Jen Daly, Colleen Sadowski, Julianne Wise, Sarah Ryan, Deb Visconte, Jeremy Crawford, Lynn Paris, Ryan Hughes, Miranda Stefano
	<b>Facilitator:</b>	Molly Ortiz
	<b>Note Taker:</b>	Miranda Stefano
	<b>Timekeeper:</b>	Molly Ortiz

**MEETING OBJECTIVES:** Team meeting - information sharing and progress updates

- TO PREPARE FOR THIS MEETING PLEASE:**
- Read the agenda.
  - Read the minutes from the last meeting. ([https://docs.google.com/document/d/1mt4zDjWTYjAUzCqoBZFZZdS4XOaROrETVLaO9okjEd4/edit?usp=drive\\_link](https://docs.google.com/document/d/1mt4zDjWTYjAUzCqoBZFZZdS4XOaROrETVLaO9okjEd4/edit?usp=drive_link) )
  - Submit and read committee reports. **Committee reports need to be submitted by leaders and read by Council members ahead of our SLS meeting for efficiency.**

Schedule: 120 Minutes

<b>SLS Mission and Vision:</b> <ul style="list-style-type: none"> <li>• <b>Mission:</b></li> <li>• <b>Vision:</b></li> </ul>	<b>Meeting Norms:</b> <ul style="list-style-type: none"> <li>• Take an inquiry stance</li> <li>• Ground statements in evidence</li> <li>• Assume positive intentions and take responsibility for impact</li> <li>• Stick to protocol and hear all voices</li> <li>• Start and end on time</li> <li>• Be here now</li> <li>• Expect non-closure</li> <li>• Expect discomfort in the service of learning</li> </ul>
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TIME	MIN.	ACTIVITY				
<b>Call to Order</b>						
<b>Presentation of agenda</b>						
<b>Attendance</b>						
12:46-12:48	2	Identify/confirm the facilitator (Molly), timekeeper (Molly), notekeeper (Miranda) for this meeting.				
<b>Approval of Minutes</b> (Approved) Jeremy - Motion Jen - Seconded						
12:48-12:50	2	Review plus/deltas from our previous meeting -				
		<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><b>+ Plus +</b></td> <td style="text-align: center;"><b>▲ Delta ▲</b></td> </tr> <tr> <td style="text-align: center;"> <ul style="list-style-type: none"> <li>• Daytime meeting was a plus.</li> </ul> </td> <td style="text-align: center;"> <ul style="list-style-type: none"> <li>• None</li> </ul> </td> </tr> </table>	<b>+ Plus +</b>	<b>▲ Delta ▲</b>	<ul style="list-style-type: none"> <li>• Daytime meeting was a plus.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
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12:50:12:55	5	Approval of minutes from June meeting. <a href="https://docs.google.com/document/d/1mt4zDjWTYjAUzCqoBZFZZdS4XOaROrETVLaO9okjEd4/edit?usp=drive_link">https://docs.google.com/document/d/1mt4zDjWTYjAUzCqoBZFZZdS4XOaROrETVLaO9okjEd4/edit?usp=drive_link</a>				
<b>System Directors Reports</b>						

12:55- 1:01:	40	<p><b>SLS Director Report - Colleen</b></p> <ul style="list-style-type: none"> <li>● Orders to Sue by Thanksgiving at the latest</li> <li>● Librarians should prep extra orders for potential upcoming</li> <li>● New Librarian starting on Monday (11/13) - School #3 (Kevin Waller)</li> <li>● Colleen proposed to principals to allow librarians to meet for Council during half days. One no response, one 'No', other principals were OK with the proposal. Dates are: <ul style="list-style-type: none"> <li>○ Dec 8</li> <li>○ March 1</li> <li>○ May 23</li> </ul> </li> <li>● Discussion about stop circulating books at the elementary level to close the libraries early to prepare for building shuffling. This is proposed because this year only has 2 days at the end of the year.</li> <li>● Discussion of talking to RTA about renegotiating the structure of the 5 days at the start and end of the year. (Melissa)</li> <li>● Conferences: No grant monies for conferences. Colleen is not sure about general budget monies for conferences. The district is pushing that we don't roll over monies anymore. This will make it more difficult to fund conferences. <ul style="list-style-type: none"> <li>○ Remember RTA has monies for conferences available (due by March 31st from school RTA rep. RTA pool money afterward)</li> </ul> </li> </ul>
	5	<p><b>Rochester Public Library Report - Tonia</b></p> <p>I don't have a lot to share, Children's Book Festival was a success. It would be great to set up author visits for next year ahead of time. I tried this year with a PreK author, but it didn't come together on time. Central can pay for an author visit if schools can bring students here, we cannot pay for an author to visit a school.</p> <p>Lincoln Library has reopened! Rosa Diaz is now the Children's Librarian with Griffin Van Ostrand as a part time librarian. The toy library and children's space are now merged and there is a glass wall and doors to separate the spaces from the adult area. Field trips for Lincoln are being booked for Friday mornings before the library opens to the public. Contact Rosa for more information; <a href="mailto:rosa.diaz@libraryweb.org">rosa.diaz@libraryweb.org</a></p> <p>We have a new and easy way to request Rochester Public Library attend events at your schools, it's our Event Outreach Request form:  <a href="https://roccitylibrary.org/event-outreach-request/">https://roccitylibrary.org/event-outreach-request/</a>  This allows anyone to put in a request and ensure it is seen and responded to without worrying about getting the right staff person. This has been helpful with our staffing shortages but also will help us as a system better ensure we are reaching all service areas and not just concentrating on one or two neighborhoods. 😊</p> <p>How can we better support your work? Please let me know if you have anything we can help with.</p>
1:02-1:07	5	<p><b>Rochester Regional Library Council Report - Ryan</b></p> <p><b>RRLC Grant Updates</b>  Collection and Access Grant and Action and Innovation Grant Invitations to apply will be sent out today.</p>

	<p><b>Other</b></p> <p>New York State Historic Newspapers - <a href="#">new website</a></p> <ul style="list-style-type: none"> <li>• Full text search</li> <li>• Full text downloads</li> <li>• Ability to save resources</li> </ul> <p>Upcoming continuing education opportunities are available <a href="#">here</a>.</p> <p>November 16 @ 2:00 pm - 3:00 pm  <a href="#">How (and Why) to Do a Simple External Communications Audit</a></p> <p>November 17 @ 8:30 am - 10:00 am  <a href="#">Library Legislative Event 2023</a>  Henrietta Public Library 625 Calkins Rd., Rochester, NY, United States</p> <p>December 6 @ 2:00 pm - 3:30 pm  <a href="#">Bedbugs in the Workplace</a>  Webinar  RRLC also offers self paced online learning opportunities via Treehouse and Skill Share. More information is available <a href="#">here</a></p> <p>Treehouse &amp; Skillshare via RRLC</p> <p>Melissa &amp; Ryan will discuss future dates for him to come present to librarians</p>
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**Committee Reports**

	<p><b>Interlibrary Loan (Miranda)</b></p> <p>Reminders on Processes</p> <ul style="list-style-type: none"> <li>• Process poster: Pick up from Melissa</li> <li>• Decline button coming via TLC</li> <li>• Recruit Members for the committee and have agenda item where people can come for assistance.</li> <li>• Aquinas is having troubles with transport of ILL. Colleen will be reminding DC that ILL is a priority.</li> <li>• Ideas: <ul style="list-style-type: none"> <li>• Not request holiday books via ILL during holidays (agreed upon previously)</li> <li>• Create guides and references available for anyone to access</li> <li>• Emails are not the best way to remind staff about processes</li> <li>• Next get together - Demo ILL process for everyone.</li> </ul> </li> </ul> <p><b>Motion (Jeremy): Turn off ILL for students until the decline button is released by TLC. (Jenn - Seconded) Motion Carries</b></p>
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	<p><b>CCD / Special Clients (Melissa F., Jeremy)</b></p> <p>Two \$1,500 grants available this year.</p> <p>If a recipient is in a library that will be closed, the collection will be moved as a whole to a new location as determined by council.</p> <p>Applications will be sent to Colleen.</p>
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		<p><b>Technology (Sarah R.)</b></p> <p>New public website is being developed.</p> <p>Sarah will look into developing a section of the website that houses materials meant only for librarians.</p>
		<p><b>Cataloging (Melissa Frost)</b></p> <p>TLCU is this week</p> <ul style="list-style-type: none"> <li>● Genrefication Session <ul style="list-style-type: none"> <li>○ Deb is genrefing her Biography session</li> <li>○ Melissa mentioned that an overall genrefication is usually not successful.</li> <li>○ District Position on Genrefication: Speak to Melissa FIRST. <ul style="list-style-type: none"> <li>■ It was noted that some librarians are thinking about doing it.</li> </ul> </li> <li>○ Request for Genre Stickers <ul style="list-style-type: none"> <li>■ Demco/Library Store</li> </ul> </li> </ul> </li> </ul> <p>Stamping Books</p> <ul style="list-style-type: none"> <li>● Some books have as many as 7 school stamps in a book. Proposal to either not stamp or use a general district stamp has been made. Council will wait to hear about state or local requirements.</li> <li>● Colleen will see if there are any state or local requirements regarding stamping books.</li> </ul> <p>New version is upcoming</p> <ul style="list-style-type: none"> <li>● Site preferences are improving</li> <li>● Timing will be over Thanksgiving</li> </ul>
		<p><b>Storytelling (Sarah R. &amp; Molly O.)</b></p> <p>April 24th. 5:30-8pm @East  Communications have been sent to all librarians</p>
		<p><b>Poetry Slam (Jennifer D.)</b></p> <p>We will advertise the committee and gauge interest to see if we can move forward.</p>
		<p><b>Advocacy (Julianne)</b></p> <p>Gumdrops is willing to make professional videos to be used for advocacy. (Molly)</p>
		<p><b>Continuing Education (Miranda and Melissa)</b></p> <p>OPL has requested four sessions (each repeated) for each department Upcoming include:</p> <ul style="list-style-type: none"> <li>● Cataloging</li> <li>● Project Look Sharp</li> <li>● Charlies Book review</li> <li>● Local resources tours</li> </ul>

		<ul style="list-style-type: none"> <li>Yearbooks</li> </ul> <p>BOCES joint PD coming this summer</p> <p>Makerspace Day PLE coming up this summer</p> <p>To request a PLE for an online (outside district) event, staff must fill out an OPL form and submit to the committee for approval.</p>				
		<p><b>Literacy Initiatives (Molly &amp; Sarah R)</b></p> <p>None</p>				
<b>Good of the Order</b>						
	5	<p>Good of the Order -</p> <ul style="list-style-type: none"> <li>None</li> </ul>				
<b>Old Business</b>						
	5	<p>Old Business</p> <ul style="list-style-type: none"> <li>Updated Bylaw Document:  <a href="https://docs.google.com/document/d/14vyE0_quHRP2fAHIMKyBdxj6eb1GA7Z-sjXdmrUs9RQ/edit?usp=drive_link">https://docs.google.com/document/d/14vyE0_quHRP2fAHIMKyBdxj6eb1GA7Z-sjXdmrUs9RQ/edit?usp=drive_link</a> </li> <li>Find out if stamping books is something that is required by a law.</li> </ul>				
<b>New Business</b>						
2:00	5	<p>New Business</p> <ul style="list-style-type: none"> <li>None</li> </ul>				
		<p>Assess what worked well about this meeting and what we would have liked to change.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">+ Plus +</th> <th style="text-align: center;">▲ Delta ▲</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>In person meeting</li> <li>On time</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>None</li> </ul> </td> </tr> </tbody> </table>	+ Plus +	▲ Delta ▲	<ul style="list-style-type: none"> <li>In person meeting</li> <li>On time</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
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<b>Adjournment</b>						

**Future Agenda Items:**

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**Action Items:**

- Confirm By-law document as current. (Everybody from 2022-2023 Council)
- Send committee sign up (Sarah)
- Determine if stamping is required for state or district (Colleen)
- Determine if we can make a section of the site accessible only to librarians (Sarah)

**Future Meetings:**

- Dec 8, 2023
- March 1, 2024
- May 23, 2024