

**Meeting Agenda**  
**January 18th 5:00 - 6:30**  
**Virtual**

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| <b>TOPIC:</b><br>General Meeting<br><br><b>Zoom Link</b><br>Meeting ID: 943 6148 8347<br>Passcode: 958059 | <b>Attendees:</b> Lynn, Paris, Miranda Stefano, Tonia Burton, Sarah Ryan, Ryan Hughes, Debra Visconte, Melissa Frost, Jennifer Daly, Janet Bird, Charlie Kelly (Colleen Sadowski - Late) |
|   | <b>Facilitator:</b> Sarah Ryan   |
|   | <b>Note Taker:</b> Miranda Stefano   |
|   | <b>Timekeeper:</b> Sarah Ryan  |

**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/1L7GneJGgBvPAjFT\\_SR-1dXPd9QMId6ZMWaCWY4w5eEE/edit?usp=sharing](https://docs.google.com/document/d/1L7GneJGgBvPAjFT_SR-1dXPd9QMId6ZMWaCWY4w5eEE/edit?usp=sharing))
  - 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.**
  - Review Bylaws and update
    - **Everyone should read and comment on the by laws by January meeting.**  
<https://www.rcsdk12.org/cms/lib/NY01001156/Centricity/Domain/6272/Council%20By-Laws%202011-2012.pdf>
    - State Feedback on Council
      - Too many people
      - Appointments & nominations vs Elections

Schedule: 120 Minutes

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| <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  |                  |                  |         |         |
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| <b>Meeting Setup</b>     |         |   |                  |                  |         |         |
| 4:00 - 4:02              | 2       | Identify/confirm the facilitator, timekeeper, notekeeper for this meeting.  |                  |                  |         |         |
| 4:02 - 4:04              | 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;">• None.</td> <td style="text-align: center;">• Note.</td> </tr> </table> | <b>+ Plus +</b>  | <b>▲ Delta ▲</b> | • None. | • Note. |
|                          |         | <b>+ Plus +</b>   | <b>▲ Delta ▲</b> |                  |         |         |
| • None.                  | • Note. |   |                  |                  |         |         |
|                          |         |   |                  |                  |         |         |
| 4:04 - 4:10              | 5       | Approval of minutes from previous meeting.<br>Motion To approve minutes: Sarah Ryan - Passes  |                  |                  |         |         |
| <b>Directors Reports</b> |         |   |                  |                  |         |         |

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| 4:10 - 5:00                           | 40 | <p>SLS Director Report - Colleen<br/> We have almost a dozen RCSD staff attending FETC next week! Sheldon Cox is joining the librarians - Melissa Frost, Miranda Stefano, Sarah Ryan, Molly Ortiz, Jen Daly, Janet Bird, and Deb Visconte. We are looking forward to learning about new technologies that we can bring back and hope to be able to turnkey what we learn there. Colleen and Melissa are presenting twice, and then Colleen, Melissa and Miranda are presenting in the OverDrive booth.<br/> Melissa and Colleen are staying on for ALA LibLearnX. We will be back in office on February 1st.</p> <p>Dry run of presentation at Embassy Suites on Sunday or Monday during reception.</p> <p>I am scheduling observations, we have a new system that you might have noticed in ROConnect - TeachBoost. We can now do digital signatures which is great.</p> <p>Discussion on RFID Process<br/> -A few libraries are almost done stickering.<br/> -Some libraries are choosing to encode as they sticker</p> |
| 5:00 - 5:05                           | 5  | <p>Rochester Public Library Report - Tonia</p> <p>Jason Reynolds Registration form will be emailed to school librarians soon. Tonia has set aside 600 tickets for RCSD. May 2nd. 10:30-12:30 with questions and autographs.</p> <p>Children's Book Festival - Asking for names of authors to bring for next festival. The focus is on bringing new and diverse authors to the festival. Please email tonia with suggestions and she will forward to the committee.</p>  |
| 5:05 - 5:10                           | 5  | <p>Rochester Regional Library Council Report - Ryan</p> <p>RRLC's Library of the Year and Library All Star voting will run during National Library Week, April 23-29. More information about voting and our annual meeting is forthcoming.</p> <p><a href="#">New York Heritage</a> has a growing collection of online exhibits on a number of topics, including immigration, Women's Suffrage movement in New York State, the census, Erie Canal and more. View the online exhibits <a href="#">here</a>.</p> <p>Upcoming continuing education opportunities are available <a href="#">here</a>.</p> <p>RRLC also offers self paced online learning opportunities via Treehouse (Technology focus) and Skill Share. More information is available <a href="#">here</a>.<br/> -Ryan will look up the CTLE status.</p>   |
| <b>Committee Reports &amp; Chairs</b> |    |   |
|                                       |    | <p><b>Interlibrary Loan (Miranda)</b><br/> Document Link:<br/> <a href="https://docs.google.com/document/d/15u3O0_6Y--a_GjUsTvujDNk9ABParEvYE8vCbNw_q4Q/edit?usp=sharing">https://docs.google.com/document/d/15u3O0_6Y--a_GjUsTvujDNk9ABParEvYE8vCbNw_q4Q/edit?usp=sharing</a><br/> Vote for approval on Monday January 30th.</p>   |
|                                       |    | <p>CCD / Special Clients (Melissa F. and Teena)</p>   |

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|             |    | NA  |
|             |    | Technology (Sarah R.) - No report<br>NA   |
| 5:10 - 5:45 | 10 | <p><b>Cataloging (Melissa Frost)</b></p> <p>Some librarians are still attempting to add short barcodes. Melissa is training librarians on a case by case basis.</p> <p>Junior Library Guild Problems - Records not coming in correctly, duplicated, missing, etc. Missing RFID stickers. This seems to be a persuasive issue.</p> <p>New Science Curriculum is being processed and cataloged in RM. Each building has a person trained on the new science materials. There has been some issues with staff separating materials.</p>  |
|             |    | <p><b>Storytelling (Sarah R. &amp; Molly O.) -</b></p> <p>Date is set - April 26th at East<br/>Names due one month before event.</p>  |
|             |    | <p><b>Poetry Slam (Jennifer D.)</b></p> <p>Jen will contact Sarah to get guidance on event planning.</p>  |
|             |    | <p><b>Advocacy (Julianne and Charlie)</b></p> <p>Twitter accounts being created to share library stories.</p>   |
|             |    | <p><b>Continuing Education (Miranda and Melissa)</b></p> <p>Makerspace is scheduled for February 11th (9-11) at school 9. People can stay after to work on RFIDing.</p> <p>Charlie's new book PLE has been rescheduled.</p> <p>1 hour webinar on TLC reporting and Q&amp;A forthcoming.</p>   |
|             |    | Literacy Initiatives (Molly & Sarah R) - No report<br>NA  |
|             |    |   |
| 5:45 - 5:50 | 5  | <p>Good of the Order -</p> <ul style="list-style-type: none"> <li>● 20 Hour PLE - Melissa is going to create a standard form for librarians to report their time.</li> </ul>  |
| 5:50 - 5:55 | 5  | <p>Old Business-</p> <ul style="list-style-type: none"> <li>● Bylaw Review <ul style="list-style-type: none"> <li>○ Janet: Suggests having 'consultants' on council that would be willing to consult with council, but wouldn't be required to attend all. Colleen confirmed that guests are welcome anytime.</li> <li>○ Lynn: Clarification on plan of service. Colleen: Annual review of plan of service is done every 5 years. We should be reviewing it at least once a year to make sure we are on track.</li> <li>○ Melissa: Quorum is set to <math>\frac{2}{3}</math>. Have we been meeting that? Colleen, state believes the council is too large.</li> </ul> </li> </ul> |

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|  |  | <ul style="list-style-type: none"> <li>■ Colleen is not a voting member</li> <li>■ 2/3 of filled seats (not total open seats)</li> </ul> <p>Potential Bylaw Changes</p> <ul style="list-style-type: none"> <li>● Change School Administrator = District Administrator ??</li> <li>● Change <ul style="list-style-type: none"> <li>○ Public School Library Media Specialists (9)</li> <li>○ Non-public School Library Media Specialists (1)</li> <li>○ Community of Greater Rochester Professionals (2-3)</li> <li>○ Users of Library Services: Students, Teachers, &amp; Parents (1-2)</li> <li>○ School Administrator (1-2)</li> </ul> </li> </ul> <p>Next meeting (First part of meeting)</p> |
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| 5:55 - 6:00 | 5 | <p>New Business</p> <ul style="list-style-type: none"> <li>● <b>Resource Manager Inventory Process Adjustment</b> (Miranda) <ul style="list-style-type: none"> <li>○ <b>Proposal:</b> Move equipment to its own Library site in RM. Use the Home Location to designate school buildings.</li> <li>○ <b>Rationale:</b> This will allow Vicki to close out textbook inventories without needing to trackdown equipment mid-year. This will also allow for an easy report to be run at the end of the year to encourage teachers to return equipment EOY.</li> <li>○ <b>Discussed Solution:</b> <ul style="list-style-type: none"> <li>■ Set up for site would be extensive. Other equipment is in there is not just for librarians.</li> <li>■ Move equipment to the proper equipment area and make sure person running inventory with ONLY textbooks selected.</li> <li>■ To do: Make sure equipment is in the correct place in RM.</li> </ul> </li> </ul> </li> </ul> |
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|          |                             | Assess what worked well about this meeting and what we would have liked to change.  |          |           |   |                             |
|          |                             | <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">+ Plus +</td> <td style="text-align: center;">▲ Delta ▲</td> </tr> <tr> <td style="text-align: center;">●</td> <td style="text-align: center;">● Starting at 5pm is rough.</td> </tr> </table> | + Plus + | ▲ Delta ▲ | ● | ● Starting at 5pm is rough. |
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| <p><b>Future Agenda Items:</b></p> <ul style="list-style-type: none"> <li>● Bylaw review</li> </ul> | <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>● Sarah will make a google document for the Bylaw review.</li> </ul> |
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| <p><b>Future Meetings:</b><br/> March 22nd 4:15 - 6:15<br/> May 3rd 4:15 - 6:15<br/> June 14th 4:15 - 6:15</p> |
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