

**School Library System Council Minutes**  
**April 10, 2015**  
**RCSD Wilson Commencement Academy**

**Present:** Cathy Buyer-Davis, Susan Reuter, Paula Futrell, Jeanne Robillard, Julianne Wise, David Creek, Colleen Sadowski, Sally Bub, Sr. Anna Derouchie, Molly Ortiz-Brazak, Sarah Boerman, Faith Rogers-Aubel, Nick Taranko

**Absent:** Kathy Miller, Sarah Lydon

**Meeting called to order:** 1:10pm

**1. Welcome by Colleen Sadowski**

**2. November Minutes:** Motion to approve by Molly. Seconded by Cathy. Minutes approved.

**3. Election of Officers:** (Colleen):

Copies of RSLs By-laws which include information about election and duties of Officers were given to each attending member.

Molly nominated Sally to chair current meeting and the next two.

Cathy seconded the nomination. Sally was elected to serve as chair for the remainder of this school year by vote of members.

Faith volunteered to serve as vice chair for the remainder of this year and for next school year.

Co-secretaries, Jeanne and Paula, agreed to continue as secretaries for current meeting and the next two. Molly and Julianne volunteered to serve as co-secretaries beginning next school year.

**4. Reports**

**a) SLS Director (Colleen)**

a. Annual Report—the Annual Report for 2013-14 was approved 2/5/2015 by State. A motion to accept the report was given by Sr. Anna, seconded by Faith and approved by members.

b. Staffing—No new retirements to report. With retirements and school closing, there will be 3-4 positions open for 2015-16.

Faith asked about textbook clerks. No changes to present staffing. Vicki Griffin is in charge of textbooks. Follett did a review of textbook procedures for the District.

c. Budget update

d. By-Laws—We need a subcommittee to review and update so that revised by-laws are in place for next year. Members told to read current by-laws, and we will set up subcommittee at next meeting.

e. Plan of Service—A copy of our 5-year Plan of Service was given to each member. This plan expires in 2016, so a new Plan will need to be developed beginning in fall 2015.

f. Operations Manual—Members agreed that LibGuides be used for the operations manual.

b) RRLC (Kathy)

- No report

c) RPL (David)

- The District gave 10 additional aides to work this summer. There will be 30 total. Tanya will do July training.
- There will be 6 learning labs in branches. A joint letter from RPL and RCSD will be sent to parents.
- They are trying to think of more creative ways to have children sign up and especially working to keep children coming to the programs.
- Urban Library Council is working with RCSD to sign up every first grader for a public library card.
- Molly asked about fine forgiveness and David said individual libraries can delete fines, but patrons must go through transition to obtain full borrowing privileges. Said to tell parents that libraries can work with them if fines are owed.
- Molly suggested that RPL librarians come in to talk about summer programs.
- Faith suggested that flyers be created telling teachers what Literary Aides at RPL to and about other programs.

d) Committees

>ILL (Paula)

Nothing to report.

>CCD (Jeanne)

- Two grants were awarded: at high school to update Science collection and at elementary for Fiction/Nonfiction.

#### >Technology (Julianne)

- Tech committee will work to develop simple step-by-step directions to access and use eBooks.
- LibGuides update: Jon Kelly is adding database info, Julianne is collecting opening/closing procedures, and other librarians are adding lessons.
- Sally is checking on using Open Lab time for librarians to work on lessons and information to add to LibGuides.
- Colleen will explore having Polly Farrington or Melissa Jacobs for summer PD on LibGuides. Sarah stated that preplanning for this is essential to make it a useful PD—Librarians need to gather resources and bring materials to PD so that they are ready to add to LibGuides.

#### >Cataloging (Colleen)

- Colleen did an Alliance Recon, replacing brief titles with more detailed one.
- Melissa and Colleen conferenced called MightyNet to discuss use and cost of their services to clean up Destiny database. This would include RDA conversion and merging of records.

#### >Storytelling (Sarah)

- Storytelling Festival went very well.
- Lauren will continue as chair, and Sarah will be co-chair.
- The committee needs another meeting to discuss next year's place and schedule.

#### >Advocacy (Colleen)

- Vargas is supportive.
- Colleen said that librarians need to show positive work done in and through libraries at Board meetings. Even though there have been no cuts in librarians for several years, we need to remain proactive.

#### >Continuing Education (Sally)

- This year's PDs include: LibGuides, Google Docs, eBooks and Cataloging

- The process for approval of PD needs to be streamlined.
- PDs were approved by Council (which includes District and non-District librarians): *LibGuides*, *eBooks*, *Cataloging*, *August Library Department meeting*, *Google Apps*, *Google & Cloud Computing*, *RIT Strengthening the Foundation: Preparing Students for College-Level Research*, and a summer PD *Research Handbook*.
- PDs focusing on the Listening & Learning domains will be held in the future.

> Special Clients

Nothing to report

>ROCRRead (Colleen)

- Waiting for District to pay First Books so that web page for students to choose books can be accessed.
- Currently no prizes for those who participate in all 3 ROCReads.

### **Good of the Order:**

### **Future Meeting:**

Council will have May and June meetings. Colleen will send Doodle.doc to members to determine dates.

Motion to adjourn by Nick with second by Cathy. Meeting adjourned at 3:35 pm

### **Action Steps:**

Melissa Frost will be invited to next meeting for review of MightyNet and Colleen will present full price quotes from the company.

Respectfully submitted,  
Paula Futrell and Jeanne Robillard