## School Library System Council Meeting Minutes
## October 12, 2022
**4:00pm-6:00pm**
**Virtual**

| TOPIC: <br> ● . <br><br> **Zoom Link** <br> Meeting ID: 943 6148 8347 <br> Passcode: 958059 | **Attendees:** | Colleen Sadowski, Sarah Ryan, Molly Ortiz, Debra Visconte, Janet Bird, Miranda Stefano, Melissa Frost, Jennifer Kelly, Jennifer Daly, Lynn Paris, Ryan Hughes |
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| | **Facilitator:** | Sarah Ryan |
| | **Note Taker:** | Jennifer Daly |
| | **Timekeeper:** | Jennifer Kelly |

| **MEETING OBJECTIVES:** Team meeting - information sharing and progress updates |
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| **TO PREPARE FOR THIS MEETING PLEASE:** <br> ● Read the agenda. <br> ● Read the minutes from the last meeting - see those below. <br> ● Submit and read committee reports. As determined at our August meeting: Committee reports need to be submitted by leaders and read by Council members ahead of our SLS meeting for efficiency. |
| Schedule: 120 Minutes |

| **SLS Mission and Vision:** <br> ● **Mission**: The mission of the Rochester City School Library System is to foster a community of learning & literacy that promotes attainment of life-long learning skills necessary for the 21st Century. <br> ● **Vision**: | **Meeting Norms:** <br> ● Take an inquiry stance <br> ● Ground statements in evidence <br> ● Assume positive intentions and take responsibility for impact | ● Stick to protocol and hear all voices <br> ● Start and end on time <br> ● Be here now <br> ● Expect non-closure <br> ● Expect discomfort in the service of learning |
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| TIME | MIN. | ACTIVITY |
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| 4:00 - 4:02 | 2 | Identify/confirm the facilitator, timekeeper, notekeeper for this meeting. |
| 4:02 - 4:03 | 1 | Review plus/deltas from our previous meeting - <br><br> <table><tr><td>**+ Plus +**</td><td>**▲ Delta ▲**</td></tr><tr><td>● The meeting was on zoom</td><td>●</td></tr></table> |
| 4:03 - 4:10 | 7 | Approval of minutes from April 27, 2022 meeting - Minutes were unanimously approved from last meeting. |
| 4:10 - 4:30 | | SLS Director Report - Colleen <br> ● Staffing Update - we have either hired library students or have identified subs for all of our vacancies. We do need to know who your great subs are so we can get them in libraries! <br> ● Purchasing - Please send your $1,000 order to Sue asap. You will receive your regular budget once you have submitted the preliminary order. <br> ○ We can anticipate an early budget close again this year. With all the fulfillment issues last year we definitely want to get orders submitted soon. <br> ○ **Orders get submitted to Susan Lipani as a quote.** Do not send a |

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| | | spreadsheet anymore.  All orders get a PO.  There are no pCard orders. All orders are to include processing - attached or unattached if the time frame is too long.<br>● Superintendent's Conference Day November 8th<br>   ○ Librarians are meeting in person at Hart St room 310-312<br>   ○ AM is at Hart<br>   ○ PM is at Franklin (secondary librarians) or Montessori/25 (elementary librarians) |
| 4:30 - 4:35 | 5 | Rochester Public Library Report - Tonia<br>● Kekla Magoon - November 4th on Zoom<br>● Jason Reynolds - May 2nd in person. 1 session only for 1 hour. Suburbs are included in this visit. We will share details when we know them.<br>● Field trips to central - please contact Tonia to schedule.  They are currently booking 2 months out! |
| 4:35 - 4:40 | 5 | Rochester Regional Library Council Report - Ryan<br>A complete list of CE Opportunities and descriptions is available at https://rrlc.org/events/<br>  * Thursday, October 23 at 1:00pm - Composting and Beyond for Library Staff<br>  * October 20 at 2:00pm - Mastering Uncomfortable Conversations with Library Visitors<br>  * October 27 at 1:00pm - New York Heritage Bits & Bytes: Brandon Fess with Lisa Buda, Rochester Public Library<br>  * October 28 at 10:00am - Ask the Archivist<br>  **\* November 9 at 1:00pm - Big Read NTID: How You Can Participate**<br><br>Technology Lending Program<br>-Meeting Pro Camera (360* view) camera to lend to members for meetings that will give full access of the meeting room. |
| | | Committee Reports & Chairs: |
| 4:40 - 4:45 | 5 | Interlibrary Loan (Miranda)  - no report |
| 4:45 - 4:50 | 5 | CCD / Special Clients (Melissa F. and Teena) - no budget yet |
| 4:55 - 5:00 | 5 | Technology (Sarah R.) - no report |
| 5:00 - 5:05 | 5 | Cataloging (Melissa Frost) - TLC is finishing up the last updates now, duplicate barcodes have been fixed, Follett records are still not importing correctly so do not use Follett at this time, catalog is in the best shape in years |
| 5:10 - 5:15 | 5 | Storytelling (Sarah R. & Molly O.)  / Poetry Slam (Jennifer D.) - Jenn Daly will report poetry slam ideas next meeting |
| 5:15 - 5:20 | 5 | Advocacy (Julianne and Charlie) - no report at this time |
| 5:20 - 5:25 | 5 | Continuing Education (Miranda and Melissa) - request that when PD's are entered if people could let everyone else know they are there when they see them |
| 5:25 - 5:30 | 5 | Literacy Initiatives (Molly & Sarah R) - author visits, reading incentives, district wide reading initiatives |
| 5:30 - 6:00 | 30 | TLC Discussion<br>● Responsible Party-Librarians pull reports, make overdue lists by teacher, etc. Should teachers have access to see their class and how many items are checked out to each patron? Should librarians be able to see the course and class numbers in TLC?<br>   ○ Molly made a motion. Seconded by Jennifer K.. Motion carries |

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| | | <ul><li>Molly made a motion for librarians to see class code and class number. Seconded by Sarah R.   0 yes,  9 no Motion fails.</li><li>Teacher access to TLC PAC<ul><li>Miranda made a motion to have a link on every catalog to the district catalog.  Seconded by Jennifer D.  9 yes 0 no Motion carries</li></ul></li></ul> |
| | | Assess what worked well about this meeting and what we would have liked to change.<br><br>**+ Plus +** / **▲ Delta ▲**<br>● / ● |

**Future Agenda Items:**

- Review Bylaws and update them
- Poetry Slam Ideas

**Action  Items:**

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**Future Meetings:**
November 16th 4:15 - 6:15
January 10th 4:15 - 6:15
March 22nd 4:15 - 6:15
May 3rd 4:15 - 6:15
June 14th 4:15 - 6:15