

**Oneida/Herkimer BOCES
School Library System Council Meeting
Information and Technology Division
502 Court St., Utica
MINUTES**

Kathy Caruana, Utica
Mary Lou Caskey, Mid York
Mary Pat Connors, New Hartford
Krista Hartman, MVCC

Nancy Howe, CLRC
Janet Joslyn, Herkimer
Arnold Kaye, Whitesboro
Ken Long, Ilion
Mary Mandel, Holland Patent

Mary Mullin, HCCC
Joy Patterson, Little Falls
Patricia Skelly, O/H SLS
Mary Sundberg, Poland
Frank Sutliff, West Canada

Monday, May 12, 2008

Absent: Mary Pat Connors, Krista Hartman, Nancy Howe, Ken Long, Arnold Kaye – Wendy Egresits was present as his alternate,

Meeting followed lunch with the SLS/Media Liaison Committee at Babe's on Genesee St. Retirees Mary Lou Caskey and Joy Patterson were recognized and presented with gifts. Council members returned to Court St. for the business portion of the meeting.

- I. Meeting was called to order at 1:29 p.m.
- II. **Approval of Minutes** for March 18, 2008– moved by Frank Sutliff, seconded by Mary Lou Caskey, approved.
- III. **Review of By-Laws:**
 - A. Note was taken of the fact that the document under review is titled Council Policies and Procedures not “by-laws” nor was any document found with that title. Sample by-laws will be made available at the September meeting for comparison with our current document and a name change will be considered.
 - B. Pat Skelly reviewed each section commenting on where we have fallen away from the approved procedures.
 - a. In September we will elect a chair and vice-chair. Have not had a vice chair for many years.
 - b. Discussion held on meaning of “quorum” as it relates to this committee. Clarification of wording will take place when we review sample by-laws in the fall.
 - c. Notification and/or approval will be given to the council when major budgetary changes occur throughout the school year regarding state grant money.
- IV. **Review of Cooperative Collection Development (CCD) Policy**
 - A. Copies of the current CCD document were distributed and reviewed. Pat Skelly will collect policies from other School Library Systems around the state for September meeting. Council will review samples and decide if the current CCD policy is adequate or if we will pursue rewriting it. No corrections were made to the coser policy at this time.
 - B. Recommendation was made to do a study of the Regional Union Catalog to find weaknesses in the overall collection to help guide purchases by districts in the upcoming budget year.
 - C. Liaison Committee was given a form for recommending people to serve on the Council as stated in the Council Policy & Procedures.

V. Terms of Office for Council Members

A. Council members continuing

- a. Kathy Caruana – SLMS – Utica – 2010
- b. Director or Assistant Director – MidYork - 2012
- c. Karen Cronkhite – teacher - Waterville – 2010
- d. Krista Hartman – LMS – MVCC – 2010
- e. Nancy Howe – Assoc. Dir. – CLRC – 2011
- f. Mary Mandel – Assistant Superintendent for Business – Holland Patent – 2011
- g. Mary Mullin – LMS – HCCC – 2010
- h. Mary Sundberg – SLMS – Poland – 2010
- i. Frank Sutliff – Principal – West Canada Valley – 2010
- j. Mary Pat Connors will be asked if she is stepping down or continuing as a Council member

B. Council members to be replaced for the 2008-2009 school year

- a. Arnold Kaye – Superintendent - Whitesboro
- b. Janet Joslyn – Teacher - Herkimer
- c. Ken Long – Business Administrator - Ilion
- d. Joy Patterson – SLMS – Little Falls

VI. SLS Coordinator’s Report:

A. LMS Advocacy Brochure shared (created by a subcommittee of the Liaison Committee) 25 full-color brochures will go to each building. District information for each district will be on the front to personalize brochures. An eFile available for librarians to print black and white copies of their own.

B. Summer Events – flyers shared

- a. Administrators’ Workshop – ½ day
- b. Computers and Information Workshop – 1 week
- c. Cataloging Workshop – 1 day
- d. Make-and-Take: Booklets, Bangles and More – 1 day
- e. Toni Buzzeo Collaboration Workshop – 2 days

VII. Move to Adjourn – Mary Sundberg moved that the meeting be adjourned; Mary Mullin seconded the motion. Meeting adjourned at 2:56 p.m. **A list of meeting dates for the ’08-’09 school year will be sent as soon as it is set.**

cc: Building Principal/Supervisor
Mary Beth Farr Ken Ford Penelope Klein
Sandra Simpson Howard Mettelman