

**Information Services Communication Coordinators Committee**  
**Minutes for January 18, 2012**

**Present:**

Michelle Babbie	Kristin Dardano	Anne Reilly	Valerie Witte
Scott Burgess	Ken Ford	Jill Schaal	Karen Zaleski
Linda Chesebro	Steve Inzer	Susan Scheu	Helen Zyma
Jim Cichon	Katie Parker	Cindy Staley	
Sharon Crowe	Karen Pelletier	Crystal Sweet	

**Absent:**

Dick Axt, Sue DeLuco, Leeann Dooley, Wendy Egresits, Paul Girsdansky, Tom Giammaria, Vicky Greenman, Sarah Indermill

**I. Instructional Support Services Updates:**

- A. The SLS Plan of Service is being rewritten for the 2011-2016 time period. It must be submitted to the state by April 1. Input from LMSs will be sought through the C<sup>3</sup> group and through Survey Monkey.
- B. Sue Palmieri, LMS at Whitesboro Sr. High School, is coordinating the support and promotion of the OH! eLib (OverDrive virtual library). Sue will be doing training and sharing ideas for promoting the service with others. Contact Sue or Aileen Sweeney for assistance with OH! eLib.
- C. Pat Skelly stressed the importance of using the EILL service, particularly as a resource for Common Core K-12 research projects. Contact Kenn Runinger for all EILL service.
- D. The CIDER database tool, which will allow access to all databases (purchased, supplied by the state, and purchased by SLS) with one click, is ready to be launched. Look for more information on this very soon. Pat Skelly will hold trainings through Webex once the account is activated.
- E. The SLS is going to establish a common area for shared documents. People will be able to contribute documents of interest to others; we are currently exploring the use of Google Docs as a means of sharing. **IF YOU HAVE A GOOGLE ACCOUNT ALREADY, SEND US THE EMAIL ADDRESS ASSOCIATED WITH THAT ACCOUNT.** If we send the link to your work email and it is not the one associated with your Google account you will not be able to access the documents.
- F. Engageny.com is a resource area for Common Core information. Set up an account to access this website's resources. All LMSs should be very familiar with this site and able to direct teachers/administrators to it when info is needed about Common Core.
- G. The Media Services Department is striving to increase the Common Core exemplar books. We are looking a eBooks that will allow unlimited access since cost of supplying enough books through multiple book option would be cost prohibitive.
- H. eTextbooks are now included in our co-ser. Contact Mary McCormick for information on pricing.
- I. Learn 360 – A&E programming is now available. Programs can be streamed, or copies can be made and sent to schools. Contact Kim Casselman if you have questions or issues following their directions. You do need to download Microsoft Silverlight for this to work.
- J. WebEx – BOCES has acquired a Webex site. People who might be interested in doing workshop teaching, particularly during the summer, can now do so through WebEx. Please contact Pat with ideas for workshops. If you're not sure what teaching through WebEx would entail give Pat a call for further details.

**II. Project Enable –** Jim Cichon, LMS at Westmoreland High School, presented a project he completed through a grant with Syracuse University on increasing accessibility of the library and library resources to disabled students. Jim worked with two classroom teachers on this project. He shared a Power Point Presentation, which is available on the SLS website.

**III. Gale eBook Training –** Stacey Knibloe, trainer for GaleNet did a demonstration of the new Gale interface. Schools are being migrated to the new interface now, and any not done immediately will be moved by this summer. Customized promotional materials, with your library's information on the materials, are available from Gale.

**IV. Committee Member Sharing –** each person present at the meeting was asked to share information on something good that was happening in their school this year. Projects, people interactions, new programs were shared.

- V. Silver Light – Kim Casselman demonstrated Silver Light, which is needed to access A & E content. If there are questions about how to download this, please contact Kim in Media Services, 793-8515, or [kcasselman@oneida-boces.org](mailto:kcasselman@oneida-boces.org).
- VI. Sue Palmieri – Sue will be responsible for promotion of the eLibrary, powered by OverDrive. She can get statistics for each school, and will send those on a quarterly basis. Sue will also be sending out tips on how to use and promote the service about twice a month.
- VII. Small Group Work – members split into small groups to work on the Plan of Service. A working copy of the Plan of Service was distributed so that members could make notes. Those sheets were then collected, and the suggestion and comments will be used to modify the Plan of Service.
- VIII. Ken Ford – Ken spoke about the eRate Service. eRate is a federal program that distributes funds to schools based on their level of need and technology use. The funding is collected from every phone bill, as an access charge. Our consortium has a roughly 50% rate of return on funds. In order to be in compliance with eRate stipulations, all school owned electronic devices that can access the internet (computers, tablets, e-readers, etc.) must be filtered for acceptable content. This applies to school owned devices on or off campus. Ken has been working to develop an Acceptable Use Policy, in conjunction with lawyers and advisors. This was presented to area superintendents in draft form, and will be shared with library media specialists. One aspect of the Acceptable Use Policy is that student owned devices will be considered in essentially the same manner as a student's locker is presently.

**Next Meeting is: March 20, 2012**

Information & Technology Center  
502 Court Street 3<sup>rd</sup> floor  
Utica, NY 13502

cc: Council Members  
Dr. Angela Elefante  
Howard Mettelman

Frances Roscello  
Linda Todd  
Mark Vivacqua

Superintendents of Schools