

## **SCHOOL LIBRARY SYSTEM OF THE GENESEE VALLEY EDUCATIONAL PARTNERSHIP**

### **SLS Council Minutes - November 25, 2013**

#### Conference Call

Present: Kristie Miller (Chair), Joan Ellison, Renee Burns, Matthew Perry, Nichola Lerczak, Christopher Harris (SLS)

Meeting was called to order at 3:03 by Kristie Miller

#### A. Confirmation of Election Results

1. Jill Feine elected Secretary for the 2013-2014 school year
2. Joan Ellison elected as Communication Coordinator Meeting Facilitator and Vice-Chair elect upon ratification of the position by the Council planned for the December meeting.

#### B. Discussion of proposed Bylaws changes to be brought forward for December meeting.

Kristie presented the draft proposals for discussion. Additional discussion was added by Kristie from emailed remarks.

1. Revised draft for III.3 Nominations for Council Membership: When there is a regular opening on Council for a school librarian from a member district, nominations will be solicited from the Communication Coordinators group at the last meeting of the year. Nominations will be collected by the SLS director and compiled into an email ballot that will be sent to all member librarians. Voting will conclude no later than the last Friday in May. External representatives will be selected by the sitting Council members through discussion at the final meeting of each year.

The group supported this language as clarifying that nominations will be solicited from Comm Coord members at the last meeting. Non Comm Coordinators are welcome and should submit their nomination via their Comm Coord. Ballot will be via email, not at the meeting, so that all members can vote. Finish the process by the end of May to avoid June craziness.

2. Addition of III.4 Filling of mid-term vacancies: If a Council member is unable to complete the three year term, a replacement will be selected by the SLS Director and Council Chair based on a review of interested parties to fill the remainder of the term following appointment by the governing board.

The group felt that this was a fair and appropriate way to fill openings in an efficient way. The Council Chair will be responsible for seeking interested parties. Final selection to be made through consensus between the Chair and the SLS Director.

3. Addition of items under V.A to clarify the officer positions and duties:

- a. Chair: The Chair of the Council is responsible for setting the agenda for Council meetings along with the SLS Director and then conducting the Council meetings. The Chair should work closely

with the SLS Director to provide input, feedback, and recommendations from the system membership.

- b. Vice-Chair: The Vice-Chair's primary duty is to work with the SLS Director and a committee of system members to develop the agenda and programming for the Communication Coordinator meetings. The Vice-Chair will then facilitate the Communication Coordinator meetings. The Vice-Chair will conduct Council meetings in the absence of the Chair or will take minutes in the absence of the Secretary.
- c. Secretary: The Secretary will take minutes during the Council meetings and then review them with the SLS Director within two-weeks of the meeting. The Secretary will publish Council minutes to the SLS email list and the SLS Director will post them on the SLS website.

#### C. Budget

Christopher Harris presented the CoSer budgets for library services as approved by the CSOs. There will be minor increases of 2% or less in these programs. The only change of real note is the addition of a 2% surcharge to every database in the electronic resources service. There has been a great deal of growth in this service, a trend that is expected to continue. Adding a small surcharge to every purchase is a more equitable way of raising a small amount of additional funding to support increased staff time. This change is projected to bring in roughly an additional \$3,500 in revenue.

There was also a discussion of the SLS budget based on questions submitted and a request for line item review of the budget by the SLS Council. Christopher Harris explained that even though all budget information is absolutely open for anyone to review, any sort of official oversight by the SLS Council would not be an appropriate function of the group. Budget auditing and close review is undertaken by the business office and administration at the Partnership. All expenditures are approved at multiple levels as being appropriate and necessary.

The SLS budget is roughly 90% salaries and benefits. The GVEP SLS, based on the Partnership practices and administrative directives, fully meets the state staffing requirements for a SLS. 85% of the director and program assistant salary are included in the SLS budget. Additional salary and benefits for other SLS staff are also taken from the state funding to help maintain lower CoSer costs. This is an intentional fiscal decision made by the Partnership as part of the regional dedication to helping our districts address difficult financial situations.

After required expenditures, there is usually about \$5,000 remaining in the SLS budgets. The Council was enthusiastically invited to assist in planning for these funds. In the past, expenditures have included the ALA Award books (about \$2,500 - \$3,000), travel awards, and other programs.

Renee Burns asked about reviving the travel award program and perhaps re-working it to focus on offering more, smaller awards to encourage additional participation. To help move this discussion forward, Kristie Miller appointed Renee as chair of an ad-hoc Council Committee on Travel Awards. Renee will seek additional interested members with a planned report and recommendations delivered at the February meeting for implementation in the 2014-2015 school year.

#### D. Communication Coordinator Meetings

Joan Ellison will begin chairing the Comm Coord planning group and will be facilitating the meetings beginning Dec. 10. Kristie Miller began the planning for the Dec. 10th meeting to ensure timely identification of a morning workshop. Sue Bartle, SLS Director for Erie2/et.al. BOCES will present on weeding and non-fiction in the Common Core.

Joan Ellison will ask for volunteers from the Comm Coord group to take minutes.

Christopher Harris asked for feedback and input on lunch planning. The Council recommended that instead of spending system or speaker funding, that members be asked to pay \$5 for a communal lunch order. Lunch will be dedicated to discussion among different groups of librarians; for example by grade band - elem, middle, high, K-12.

E. A motion to adjourn was made by Matthew Perry and seconded by Joan Ellison at 3:54.