

**ORANGE LIBRARY ASSOCIATION
DIRECTOR'S MEETING
FEBRUARY 18, 2004**

Attendance:

Florence Brady, Susanne Brahm, Carmela Chase, Carol Connell, Rosemary Cooper, Claudia Depkin, Madelyn Folino, Kevin Gallagher, Pauline Kehoe, Suzanne Skeels, Stephanie Thiel, Muriel Verdibello

Meeting was called to order at 10:30. Motion to accept the minutes of the November 19, 2003 Director's meeting minutes made by Muriello Verdibello and seconded by Carmela Chase.

Treasurer's Report

Suzanne Skeels reported there is a little over \$3,400 in the OLA account. \$1065 has been collected in membership dues for 2004 and \$30 for pamphlet sales. Increased membership is needed. Libraries that have not cashed OLA check for 2003 Orange County money should do so ASAP.

Finance Committee

Theresa Dolch is working on the annual OLA BASH. A trip to the Dyckman House and the Cloisters Museum in New York is being planned. This trip should meet the OLA Bylaws requirement for educational pursuit. Date has not yet been confirmed. Lunch would follow at a restaurant near the Cloisters. Costs are: Dyckman House - \$3.00, Cloisters admissions and tour - \$16.00 and lunch - \$21.00. The total cost will be \$40 for OLA members and \$60 for non-members. The fee for the bus is \$550 and can accommodate 50 people. Motion by Pauline Kehoe that OLA pay the cost of the bus (\$550) and the fee for the Dyckman House (\$3). Seconded by Claudia Depkin. Motion passed unanimously. If the Dyckman House is not available for tour the \$3.00 will be applied to the Cloisters tour.

Membership

The following libraries have not yet paid for membership: Chester, Middletown, Montgomery, Tuxedo Park and Warwick. Some libraries only pay for Director's membership while others pay for all staff memberships. Directors are asked to talk to Trustees and Friends Groups to encourage membership.

Publicity

Our press release regarding County funding was printed in The Times Herald Record (although edited by the newspaper). Goals for this year include working on a website and a Power Point presentation. Dan Hulse of RCLS had done a Power Point presentation for a Legislature pitch several years ago and may be a resource. Tough times are ahead with the County with \$100,000 funding for 2004 anticipated. We could explore other options for funding: Shopping for Libraries, forming a grant writing committee, web development. Options should be discussed at the April 21, 2004 Annual Meeting at Walden library.

Old Business

Our liability insurance will be effective March 1, 2004. The premium is \$170 annually with an additional \$30 per each event rider necessary during the year.

501(c)3 tax filing needs to be done for 2004. Pauline Kehoe will investigate.

Concerning funding for Books for Babies, Stephanie Thiel wrote to Senator Morahan, Senator Larkin and Senator Bonacic (copies on file). Senator Morahan sent Stephanie a member item form to be filled out, and Senators Larkin and Bonacic will also consider funding. Letters from the senators are on file, with copies going to Julie Baxter for CLOUSC.

Carmela Chase thanked Stephanie Thiel for getting all the 2003 County money before the end of the year.

New Business

Hudson Valley Parent Exhibition

The OLA branch of CLOUSC would like to participate in the Hudson Valley Parent Exhibition planned for March 7, at the Galleria at Crystal Run, Middletown, New York and is asking the support of OLA. The cost would be \$275 and a \$30 insurance rider. RCLS felt CLOUSC needed the backing of Orange County Directors. RCLS would provide Randy Enos' time, books and prizes. Randy would have enough volunteers to run the booth. Randy would present a report to OLA. This is a good opportunity to promote OLA. The booth could display our banner, computer booklets and schedule of hour's brochure. A decision is need today concerning OLA support.

Kevin Gallagher motioned that OLA pay the cost of the booth at the Hudson Valley Parent Exhibition. Seconded by Muriel Verdibello. Passed unanimously. Check for the \$275 fee and a letter from Suzanne Skeels will be sent to CLOUSC.

The finance committee is charged with developing procedures on handling requests for funding from other organizations in the future.

Nominating Committee

A nominating committee is needed for President Elect election at April 21 Annual Meeting

According to OLA Bylaws general membership usually elects a nominating committee and the president appoints the chair of the committee. Since there will not be another general meeting before the election for President Elect, the committee was chosen by the directors present today. In the future a general membership meeting should be held in February to form a nominating committee. Nominating Committee members: Carol Connell, Chair, Kathy LaRocca and Diane Loomis. Nominations must be posted to membership 30 days prior to the April 21 Annual meeting.

Other Business

For audit purposes, I9 eligibility for employment form should be on file for every library employee.

Claudio Depkin asked about how to determine replacement value of library collections. Middletown hired Gatsby Industrial Appraisers to do a complete inventory and updates each year. RCLS collection catalog can also be used for inventory purposes.

Motion to adjourn at 12:00 P.M. by Kevin Gallagher and seconded by Carmela Chase.

Respectfully submitted,

Florence Brady
Secretary