

**ORANGE LIBRARY ASSOCIATION
EXECUTIVE MEETING
JULY 30, 2003**

Attendance:

Florence Brady, Carmela Chase, Rosemary Cooper, Suzanne Skeels, Stephanie Thiel

Stephanie Thiel, President at 10:00A.M. in Greenwood Lake, called the meeting to order.

Update on County Contract

Regarding the County money for 2003, the County has requested an insurance certificate from Orange Library Association before completing the contract. A new Orange County lawyer wrote new language into the contract requiring proof of liability insurance for Orange Library Association. Stephanie noted that Richard Trelevan reported that the Library Association of Rockland County has two million in liability insurance. Stephanie spoke to the insurance company Seeley and Durland of Warwick. They can provide one million dollars in personal injury and property damage general liability insurance for approximately \$500 per year. Seeley & Durland will be sending an official quote. Carmela reports that David Church is trying to change the language in this year's contract so we can get our 2003 funding before providing insurance certificate. After the contract is rewritten, it has to be approved and signed by the legislature.

Carmela received a letter from County Executive Diana. Diana hopes to maintain our funding at \$150,000 although prior discussion had promised a \$50,000 increase for 2004. Stephanie will answer the letter from Diana thanking him for past support and hoping for increased funding for 2004, with a cc: to Carmela.

OLA needs funding to operate. In 2003, each Orange County library is contributing \$100 to OLA. Additional funding is needed in 2004 as OLA is now assuming all administrative duties for the Orange County funding. We need to educate member libraries about the need for administrative funding for OLA. The Finance Committee will be putting together a tentative budget on Quicken by categories. Under revenue are: memberships (due notice to be sent in November), grants, publications, program fees and donations. Under expenses are: programs, publicity, professional fees, publications, administrative expenses, and misc.

Liability Insurance

The committee agreed that liability insurance is needed for OLA. Stephanie will find out what general liability covers. Do Officers need liability protection or since incorporation does only the organization need coverage?

Recommendation to Finance Committee:

The Executive Committee recommends that the Finance Committee approve expenditure of funds to purchase liability insurance for Orange Library Association.

Membership

Stephanie is working on updating the RCLS Email Group ola@rcls.org. Stephanie will be asking Directors who should be on this email group. Self-subscription is currently allowed to this list but we may want to have that changed to reflect OLA membership.

The next membership drive will begin in November. Publicity is needed to get increase in membership: employees of Orange County Libraries, Trustees, Friends of Libraries, etc. All memberships must be in a person's name. No general memberships for individual libraries.

It was decided that we need a person to update and maintain the email group list and do publicity for membership. Carmela will ask Diane Loomis of Tuxedo Park Library who currently does publicity for Tuxedo to take on this position. Diane would work with Suzanne Skeels on the membership drive, maintain the email group list and post any additional publicity to the email group. Suzanne would OK all emails. The Publicity Committee could also work toward an electronic newsletter.

After the email group list is correct, agendas and minutes would be sent via email. General meeting agendas and minutes would be sent to ola@rcls.org with the note "In an effort to save money and be more efficient, all agendas, notices and minutes will be sent by email. Please provide this information to any OLA staff member without email." Director's agendas and minutes would be sent to ocd@rcls.org. Florence will create a group for Executive Committee agendas and minutes.

Update on Liberty Mutual

Stephanie signed the contract with Liberty Mutual and returned it. Ian Prastien will come to the next general meeting and make a presentation. We can also send promotion letter through the OLA email.

Correspondence

Stephanie sent a card to Washingtonville Library with a donation in memory of Tony Knipp from OLA. A thank you letter was received from Washingtonville.

Orange County Expo

The Orange County Expo will take place at Anthony's Pier 9 on September 9 and 10, from 12:00 to 8:00 P.M. The fee for a booth for OLA is \$400. Possible idea for theme for booth: Orange Library Association...Working with the Orange County Business Community. We will need to staff the booth in four-hour shifts. Rosemary will send out an email to OLA directors asking for volunteers. Duties would involve "working" the crowd. The booth will have Internet hookup and we will be able to demonstrate library databases, or other Internet sites, including library homepages, catalogs, etc. We will ask each Orange County Library to consider providing either a Friends of the Library Book bag with items relating to the town or library, or some other type of giveaway. These are important to have to attract people to our booth so we can talk with them about our libraries. We need a sign identifying OLA and member libraries and a thank you to Orange County Legislature and Ed Diana for their funding to Orange County libraries. We can also have a supply of the OLA hour's brochure as well the 2002 Complete Quick Reference Guide OLA prepared last year. Stephanie will update the OLA hour's brochure and print as many copies as a \$600 budget allows. Another suggestion was to provide OLA stickers to put on letters libraries could mail asking people to attend the EXPO.

Recommendation to Finance Committee

The Executive Committee recommends Finance Committee approval of the participation of OLA in the Orange County Expo and approval of \$400 expenditure for our booth.

Publicity Committee

The Publicity Committee would focus on reaching out beyond OLA - perhaps a newsletter linking to an OLA website in the future. A power point presentation could be created for use at Orange County Legislature breakfast, EXPO and other events. The committee would prepare future press releases about Orange County Funding. Carmela will fax Rosemary past information on OLA/County Funding.

Joining the Orange County Chamber of Commerce was discussed. The cost to join is about \$400. We would have to be committed to active participation. Idea was tabled for now.

Other

An agenda was set for the Fall General Meeting and dates picked for the coming year for meetings and programs. Stephanie will confirm dates and locations. Tentative Calendar:

Orange County Expo – September 9 & 10 – Anthony’s Pier 9 – 12:00 P.M. – 8 P.M.
OLA General Meeting – October 8 - Greenwood Lake – 10:00 A.M. – 12:00 P.M.
Executive Committee Meeting – November 12 – Monroe – 9:30 A.M. – 10:30 A.M.
Directors Meeting – November 12 – Monroe – 10:30 A.M. – 12:00 P.M.
Workshop – February 18, 2004 - RCLS – time and topic to be decided
Executive Committee Meeting – March 24 – Warwick - 9:30 A.M. – 10:30 A.M.
Directors Meeting – March 24 – Warwick - 10:30 A.M. – 12:00 P.M.
General Meeting – April 21 – Walden – 10:00 A.M. – 12:00 P.M.
Bash – May – date and place to be decided

Stephanie will create a new Committee list with members. Tentative List:

Executive Committee: Stephanie Thiel, Rosemary Cooper, Carmela Chase, Suzanne Skeels, Florence Brady

Finance Committee: Carmela Chase, Pauline Kehoe, Suzanne Skeels, Marilyn McIntosh

Program Committee: Doris Callan?, Ginny Neidermier ?, Theresa Dolch (Bash)

Publicity Committee: Rosemary Cooper, Theresa Dolch, David Hulgren, Suzanne Brahm

By Laws Committee: Madelyn Folino, Carol O’Connell

Standardization Committee: Marilyn McIntosh, Stephanie Thiel

Membership Committee: Suzanne Skeels, Diane Loomis, Rosemary Reilly (?)

The meeting was adjourned at 2:30 P.M.

Respectfully submitted,

Florence Brady
Secretary

