

**ORANGE LIBRARY ASSOCIATION
DIRECTORS' MEETING
NOVEMBER 19, 2003**

Attendance:

Julie Baxter, Florence Brady, Suzanne Brahm, Carmela Chase, Rosemary Cooper, Lynn Coppers, Claudio Depkin, Madelyn Folino, Kevin Gallagher, Marilyn McIntosh, Suzanne Skeels, Stephanie Thiel, Muriel Verdibello

Mary Stewart a representative of RSVP (Retired & Senior Volunteer Program) made a presentation. RSVP has been in Orange County for 23 years and currently has volunteers in the Monroe and Pinebush Library. This is a federally funded program. The only qualification is that volunteers must be 55 years or older. The Orange County Office for the Aging applied for the federal grant to run RSVP. Many RSVP volunteers work at hospitals and Social Security offices throughout the county. Any volunteer at a non-profit or government agency can apply to have RSVP status.

RSVP is a clearinghouse for volunteer prospects. Mary interviews all applicants and tries to match their interest and availability with places to volunteer. Libraries are a good choice since they are often within walking distance for volunteers. Any organization needing a volunteer can apply and interview any prospective volunteer.

For current volunteers to join RSVP fill out the enrollment form. Benefits include: Insurance coverage for their deductible and liability insurance, mileage reimbursement (25 cents/mile up to 70 trip a year), newsletter, free recognition dinner in May. On the library's part it is necessary to fill out a sign up form and submit monthly time sheets. This paperwork is for audit purposes as RSVP must have 600 volunteers and 105,000 volunteer hours to continue funding.

Handouts and sample forms attached.

Meeting was called to order at 11:00 A.M. Motion to accept the minutes of the June 11, 2003 meeting made by Suzanne Brahm and seconded by Kevin Gallagher.

Treasurer's Report

Suzanne Skeels gave the report. There is \$616.84 in OLA account. \$400 was disbursed for participating in the Orange County Expo and \$616 for the printing of the schedule of Orange County libraries. 500 of the hour brochures went to the Expo. Brochures are \$10 per 100. Send check to Stephanie Skeels made out to Orange County Library

Association, Inc. A motion that no free brochures be distributed was made by Lynn Coppers and seconded by Carmela Chase. Motion passed.

Books for Babies

Julie Baxter, representing CLOUSC, handed out a proposal (attached) to partner with pediatricians who would give an RX coupon (sample attached) to each parent of a newborn at their first visit. Coupon would be redeemed at their local Orange County library for a board book and Books for Babies pamphlets. CLOUSC is asking for funding for this project from OLA. However, although this is a worthwhile project, Orange County funding is for automation costs. OLA could be the agency to go for grants or member item. Orange County Pediatric Association would be partners on any grant application. Kevin Gallagher suggested that a member item might be the way to go with 2004 being an election year. Bill Larkin would be a good candidate. Julie will take this discussion back to CLOUSC and let us know how OLA can be involved. Julie will contact Stephanie if a member item request has to be made in November 2003.

OLA Liability Insurance

A quote of \$185 per year has been received from Seeley & Durland. Coverage would be on a per occurrence. The insurance would fulfill future Orange County contract requirements. Motion to approve expenditure for insurance made by Kevin Gallagher and seconded by Marilyn McIntosh. Passed unopposed.

2004 Membership Drive

Dues have been raised to \$15 per year. A cover letter and membership form will be emailed to every OLA member, trustee and friend using RCLS mail groups. A plea made to get all staff involved. Names must be assigned to all memberships and email addresses will be used to distribute all future announcements, minutes, etc.

Finance Committee Report

- **2003 Funding**

Carmela handed out 2 tables: Distribution of Orange County Grant to Orange County Library Association, Inc and Total Anser Charges and Total County Money Due (copies attached). Total County money for 2003 is \$150,000. Each library will contribute \$100 to OLA for operations. First disbursement total is \$75,000: \$5,000 to libraries who operate on a calendar year budget and \$3,700 to libraries operating on another financial year budget. The following motion was made: **The OLA Finance Committee**

recommends the OLA Director's Council adopt the proposal of the Finance Committee to accept the OLA County Legislative Grant disbursement for 2003.

Motion made by Lynn Coppers and seconded by Rosemarie Cooper. Motion passed.

A sign off letter will be sent to each library. The signed letter should be sent to Suzanne Skeels who will then send check. In the second installment everyone will get the remainder of what is due each library (see Distribution handout). Orange County does not want individual receipts; ANSER summary is enough except for 3 libraries. Libraries whose Orange County Grant money exceeds RCLS automation charges will need to produce receipts for staffing and/or training. Paperwork for the 2nd payment is ready and Stephanie will go to David Church's office and sign voucher. Hopefully all monies will be distributed by December 31, 2003. Many thanks to Stephanie for all her hard work.

- **2004 Funding**

Stephanie and Rosemary attended a legislative committee meeting. They fielded many questions from legislators who did not understand that funding for OLA is ongoing. Vote for 2004 funding passed. Thanks to Stephanie and Rosemary for attending and helping to secure 2004 funding. A call should be made to Ed Diana's office to thank him for 2004 funding.

The funding for 2004 from Orange County is expected to be \$100,000 (same level of funding as 2002). The 2002 formula will be used to determine disbursement. Finance committee recommends that libraries contribution to OLA be increased from \$100 per library to 3% of each library's disbursement for 2004. The following motion was made: **The OLA Finance Committee is recommending that OLA member libraries contribute 3% of their share of the county money to go toward OLA expenses for 2004.** Motion made by Marilyn McIntosh and seconded by Muriel Verdibello. Motion passed.

Public Relations Committee

As a result of Stephanie and Rosemary's experience at the legislative committee, OLA needs to step up efforts to educate legislators and the public. A majority of legislators thought OLA funding was a one-time funding. A history of OLA funding will be done by Rosemary and be sent to all Orange County legislators, newspapers, media and Orange library directors stressing the countywide benefits of funding. OLA needs to especially target legislators who will be on the committee to vote on our funding for 2005.

Other

OLA computer booklets that are stored at Greenwood Lake Library will be distributed to each library.

Forms for salary schedule will be sent out soon. Return form to Carmela Chase.

ANSER migration is scheduled for August 12-19, 2004. Training sessions will be announced by RCLS for May, June & July. OLA will sponsor a workshop on Horizon after the migration.

Motion to adjourn at 12:30 P.M.

Respectfully submitted,

Florence Brady
Secretary