



SCSD Libraries

Library Council Meeting

10/21/24 @ 8:30am

Agenda Item	Notes	Action Items
1. Call to Order - Welcome - Attendance	Time: 8:36am Members In Attendance: Elizabeth Jovinelly, Emily Zieno, Rebecca Shaffer Mannion, Maggie Foster, Colleen Shiel, Catherine Louer Introductions Create Meeting Norms: Keeping same as last year	
2. Approve Agenda Agenda was sent via email on <u>10/15/24</u>	Motion to Approve: Catherine Louer Second: Colleen Shiel Discussion: Proposed change to agenda to postpone Annual Report Review to later date Vote: Favor: All Opposed: 0 Abstentions: 0	

3. Approve Minutes Minutes for 5/30/24 meeting were sent on <u>10/15/24</u>	Motion to Approve: Catherine Louer Second: Rebecca Shaffer Mannion Discussion: Vote: Favor: All Opposed: 0 Abstentions: 0	
4. Council Membership, By-Laws and 90.18 Regulations (E. Zieno)	Notes: 10 members (9 voting members), must meet 4 times a year, Meeting minutes and bylaws found in SLS link on SCSD library page, Jen Montague is chairperson, bylaws dictate specific council memberships, reviewed current council members and communications coordinators	
5. Review SLS Evaluations (E. Zieno)	Notes: 29 responses Website improvement feedback was taken this year during our library department meeting and via email in the past week ILL process- positive feedback Database feedback and suggestions PD feedback and suggestions JSTOR and LibraryTrac will likely be purchased- process started	
6. SCSD Libraries Information/Updates (E. Zieno)	Notes: Battle of the Books update Light a Candle for Literacy 20 Book Challenge Conferences LMS meetings- resume in-person, full-day meetings PD opportunities Summer reading survey Mentoring, Impact Coaching	
7. SCSD SLS Grant Budget (E. Zieno)	Notes: Reviewed proposed budget and proposed changes	

	Motion to Approve: Rebecca Shaffer Mannion Second: Maggie Foster Discussion: Vote: Favor: All Opposed: 0 Abstentions: 0	
8. Annual Report (E. Zieno)	Notes: Postponed for future meeting	
9. CLRC Information & Updates (R. Perry)	Notes: Ryan was unable to attend so there were no CLRC updates provided	
10. OCPL Information & Updates (M. Foster)	Notes: Librarians can come to you and help get students signed up for a library card, they also have a “What you can get for free with your library card presentation” 13 and up can sign up for library cards independently; younger students need parent signature on a form they can take home and return; Discounted hockey tickets (\$16 normally discounted = \$10) to Crunch game (competition for what library has most people going) on MLK day	
11. Questions	Notes: N/A	
12. Adjourn	Time: 9:18am Motion to Approve: Catherine Louer Second: Colleen Shiel Discussion: Vote: Favor: All Opposed: 0 Abstentions: 0 Next meeting: 1/7/2025 at 8:30am	



SCSD Libraries

Library Council Meeting

11/25/24 @ 8:30am

Agenda Item	Notes	Action Items
12. Call to Order - Welcome - Attendance	Time: 8:34am Members In Attendance: Cathy Louer, Rebecca Shaffer-Mannion, Maggie Foster, Ryan Perry, Sue Limpert, Elizabeth Jovinelly, Jennifer Montague, Emily Zieno	
13. Review Annual Report	Notes: Emily Zieno reviewed annual report. Highlights discussed included: - website that houses relevant SLS documentation such as Plan of Service, Library Council meeting minutes and membership info - Personnel information (# staff) - Number of participating LMCs - Catalog information (titles, holdings) - Visits to SLS website, which tripled for the 23-24 school year - ILLs loaned and received - Finances- revenues and expenditures - Continuing Education/Staff Development sessions - System Accomplishments for various categories	

	There were some questions posed by council members, and they were answered.	
14. Vote on Annual Report	Motion to Approve: Ryan Perry Second: Jen Montague Discussion: None Vote: Favor: All Opposed: 0 Abstentions: 0 Motion to approve 2023-2024 SLS Annual Report passes.	
12. Adjourn	Time: 9:03am Next meeting: 1/7/25 at 8:30am	



SCSD Libraries

Library Council Meeting Notes

1/7/2025 @ 8:30am

Agenda Item	Notes	Action Items
15. Call to Order - Welcome - Attendance	Time: 8:36am Members In Attendance: Colleen Shiel, Elizabeth Jovinelly, Ryan Perry, Maggie Foster, Rebecca Shaffer-Mannion, Jen Montague, Emily Zieno	
16. Approve Agenda Agenda was sent via email on <u>1/2/25</u>	Motion to Approve: Jen Montague Second: Ryan Perry Discussion: n/a Vote: Favor: All Opposed: 0 Abstentions: 0 Motion: Passes	
17. Approve Minutes Minutes for 10/21/24 meeting were sent on <u>1/2/25</u>	Motion to Approve: Jen Montague Second: Rebecca Shaffer-Mannion Discussion: n/a Vote: Favor: All Opposed: 0 Abstentions: 0	

	Motion: Passes	
18. Approve Minutes Minutes for 11/25/24 meeting were sent on <u>1/2/25</u>	Motion to Approve: Jen Montague Second: Colleen Shiel Discussion: n/a Vote: Favor: All Opposed: 0 Abstentions: 0 Motion: Passes	
19. SCSD Libraries Information/Updates (E. Zieno)	Notes: - Battle of the Books - Conferences - LMS Meetings - Summer Reading - SCSD Literacy Event (May)	
20. Review 5 Year Plan of Service and current progress (E. Zieno)	Notes: - Reviewed location of Plan of Service - Reviewed 8 elements - Highlighted specific areas of focus and goals	
21. Review PD plan and current progress (E. Zieno)	Notes: - LMS Meetings - Science of Reading state-wide PD - After School Optional PD sessions - Requested topics	
22. Budget Status Update (E. Zieno)	Notes: Reviewed budget and all budget expenditures	
23. Review SLS Council Bylaws (E. Zieno)	Notes: - Reviewed location of SLS info, including by-laws - Reviewed by-laws - Asked for feedback and if any changes are currently needed to by-laws - No one present responded that changes are needed currently	

24. CLRC Information & Updates (R. Perry)	Notes: • CLRC has chartered a bus for Library Advocacy Day on February 5th • Legislative Breakfast • Importance of advocacy-legislation and budget • PD grant funding	
25. OCPL Information & Updates (M. Foster)	Notes: • Participation in SCSD's Winter Wonderland event • Outreach opportunities • Summer reading • City branch monthly newsletters shared with SCSD is great • OCPL and school partnerships	
26. Questions	Notes: • None	
12. Adjourn	Time: 9:04am Motion to Approve: Ryan Perry Second: Rebecca Shaffer-Mannion Next meeting: March 20, 2025 at 8:30am	



SCSD Libraries

Library Council Meeting

3/20/2025 @ 8:30am

Agenda Item	Notes	Action Items
27. Call to Order - Welcome - Attendance	Time: 8:34am Members In Attendance: Maggie Foster, Sue Limpert, Colleen Shiel, Rebecca Shaffer-Mannion, Ryan Perry, Elizabeth Jovinelly, Cathy Louer, Emily Zieno	
28. Approve Agenda Agenda was sent via email on <u>3/17/25</u>	Motion to Approve: Cathy Louer Second: Colleen Shiel Discussion: None Vote: Favor: All Opposed: 0 Abstentions: 0	
29. Approve Minutes Minutes for 1/7/25 meeting were sent on <u>3/17/25</u>	Motion to Approve: Cathy Louer Second: Rebecca Shaffer-Mannion Discussion: None Vote: Favor: All Opposed: 0 Abstentions: 0	

30. SCSD Libraries Information/Updates (E. Zieno)	Notes: • Battle of the Books updates, planning for next year • NYLA SSL conference • Review of February LMS meeting • Summer Reading – collaboration with OCPL- will require additional meeting(s) • Upcoming SCSD and community events with department involvement • Digital Content Review process • Super Librarian award	
31. Review Proposed Budget (E. Zieno)	Notes: • Will present proposed budget at May meeting • Reviewed change in percentage of SLS director salary coming from SLS grant	
32. Review Evaluation Questions (E. Zieno)	Notes: • 31 questions • Reviewed topics included in survey and number of correlating questions • No council members had suggested changes to current survey	
33. PD Plan 25-26 (E. Zieno)	Notes: • Reviewed PD Plan, including continuation of PD needs assessment in September, quarterly LMS meetings, participation in SLISA state-wide PD, and after-school/optional PD	
34. SLS Council Membership & Roles (E. Zieno)	Notes: • Terms ending for Jen Montague (secondary), Sarah Marie (elementary), and Cathy Louer (elementary/ PK-8) • Nominations for new chairperson	

	• Volunteer for Notetaker and Timekeeper	
35. Next Plan of Service (E. Zieno)	Notes: • Reviewed 8 elements of Plan of Service • Discussed process and general timeline for creating new Plan of Service	
36. CLRC Information & Updates (R. Perry)	Notes: • Discussed detailed updates on state budget • Times for final state budget varies • Legislative Breakfast • Upcoming conference – hs to college transition for k-12 educators and academic librarians on July 11th (online) • CLRC traveling exhibits	
37. OCPL Information & Updates (M. Foster)	Notes: • New Executive Director of OCPL • Strategic Pathways- highlights partnerships with school districts • Contact Maggie for outreach as needed • Hiring for some open positions • Summer reading- Color Our World- booklet and bookmarks will be available for SCSD, will include updates map of city branches • Discussed process for sending/receiving materials throughout city/county	
38. Questions	Notes: • Would OCPL be interested in attending future SCSD CTE Fairs? Maggie responded yes, and council discussed some details of this	
12. Adjourn	Time: 9:18am Next meeting: May 29, 2025 at 8:30am	

June 16, 2025 Library Council meeting minutes awaiting Council review and approval at upcoming Library Council meeting on October 21, 2025.