

Youth Services Section
Executive Board Meeting
August 15, 2018

The Executive Board met for the fourth meeting of the 2018-2019 Biennium at the Iredell County Public Library in Statesville at 12 noon. Attending were: Vice Chair Lisa Donaldson, Past-Chair Tanika Martin, Sec/Treasurer Helen Yamamoto, NCCBA Chair Janet West, Director Julianne Dunn, Director Jen Pace, Director Pat Moussa, and State Youth Services Consultant Jasmine Rockwell.

Agenda

Helen called the meeting to order at 12:12 p.m. Helen moved that October minutes be approved, and Pat seconded. The motion passed.

Budget

Helen reported the YSS account balance is \$7,082.14. Though lower than typical for YSS, this is still a very strong balance going into our biggest revenue builder of the biennium.

YSS Retreat

Review of Proposals

After reading over and discussing the two proposals for YSS Retreat presentations submitted by YSS members, the Board selected Sheila Ryder's "Are You Telling Me How to Raise my Child?" Lisa and Helen commented that the topic applies to many staff across all areas of service and types of libraries. Julianne has seen the presentation before and says it is high quality. **Meg** will contact Sheila Ryder to tell her we have accepted her proposal and let her know that she has the 4:15-5 p.m. time slot on Thursday.

The Board voted for **Meg** to ask Deanna Lyles to present a poster session on her proposal topic "Engaging Community Partnerships", since it has a narrower focus. **Jen** will compose an RFP for additional poster sessions and send it to the Board members for approval by the end of the week. Once approved by the Board, **Jen** will send the Poster Session RFP out with a notice extending the due date for scholarship applications.

Janet will provide a poster session on NCCBA.

The Board voted to conduct a 25/10 Crowdsourcing activity during the 5:15-6 p.m. Thursday time slot, which will encourage mixing right before dinner. This is an interactive activity that promotes idea sharing and gets people up and moving around the room. **Jasmine** will write the description for this activity and send to Helen to update the agenda. **Who will lead this activity?**

The remaining empty slot 11:45-12:30 Friday will be a breakout session to allow program sharing by age level (young child, school age, teen).

Campfire time (“Wine and S’mores”) will be an informal sharing of favorite storytime songs. **Tanika** will ask Pete Turner to bring his guitar to encourage singing around the campfire.

Scholarships

We did not receive any scholarship applications by the deadline date. The Board voted to extend the scholarship deadline to the same date as the registration deadline: Thursday, September 6.

Promoting YSS Retreat

Jasmine will email the NC Library Directors listserv about the Retreat. **Helen** will send last year’s attendee list to **Jen** who will email to ask them to recommend the YSS Retreat scholarship to a first time attendee within their library/system. **Jen** will also send Poster Session RFP and Scholarship deadline extension out on NCKids and to NCLA email list.

T-shirts and Flashdrives

Tanika will have the Retreat logo to Helen by Monday. **Helen** will arrange the t-shirt sales through the Bonfire website.

Helen will send information about t-shirt purchase and program submission along with registration confirmations. **Helen** will ask attendees to send a pdf of their favorite program for any age level to the ncla.youthservices@gmail.com email address. **Julianne** will sort submissions into folders on our Google Drive. We will send a link to the program folder to attendees and include the link on our YSS Retreat web page. We will not order flash drives.

Deadline for ordering t-shirts will be the same as the registration deadline to allow time for attendees to receive their purchase before the event. We will have a limited number of t-shirts for sale at the retreat. Registration confirmation emails will encourage attendees to wear their t-shirts on Friday for a group photo. **Shall we build the photo time into the agenda?**

Packet Contents

Agenda - **Pat** (**Helen** will update agenda with new info and send to Pat for formatting and printing)

Contact List - **Helen**

Index Card - **Helen**

NCLive sticky notes and pens - **Janet** (**Helen** will send contact info)

Notebooks 5x7 - **Helen**

Nametags - **Helen**

State Library Folders - **Jasmine**

Raffle tickets - **Lisa**

Other supplies:

Markers - **Jasmine**

Stapler/staples - **Pat**

Post-it notes for “Wall of Diversity” - **Helen**

Helen and Jasmine will shop for snacks at Cosco the week before the retreat to pick up snacks and supplies for campfire:

Wine & S’mores
Graham crackers
Chocolate bars
Marshmallows
Wet wipes
Hand sanitizer
Cups
Paper towels

Each Board member will bring at least one bottle of wine.

Attendees will assemble their own s’mores.

Helen will contact the YMCA to ask the following:

How much space is available for poster sessions?
Spaces for conducting breakout sessions?
Snack tables for back of room
Set up room with rows of tables
Sticks for s’mores at campfire
Table or two for campfire
Trash can at campfire

Raffle Items

Helen and Jasmine will bring the swag they have collected. **Other Board members** should continue to look for swag for the raffle.

Helen will ask Keith Hayes to provide a flannel board for the raffle, as well.

Retreat Responsibilities

Timekeeper - **Julianne**

Packet Pickup - **Jasmine and Pat**

Contact for Presenters - **Meg and Tanika**

Raffle Caller - **Lisa**

Jasmine, Lisa, and Jen will meet at the YMCA at 10 a.m. to start setting up the room. **Jasmine** will bring the supplies from the Raleigh area. **The rest of the Board** will arrive at 11 a.m. to help assemble packets.

State Library Update

Starlabs came in and will launch around September 1 from Braswell Memorial Library, Fayetteville, Asheville, and Gaston. Users will check them out for a month and are responsible for picking the Starlab up from the previous user. Training will be available through web training and is best used in conjunction with the Macbook that goes with the Starlab.

Summer Learning Summit filled up very quickly and has a waiting list. It has a new format including leadership and problem-solving and will be held at the Holly Springs Library.

Diverse Books Grant

Helen has an interest in promoting this grant at the YSS Retreat. The Board fleshed out the details with the following grant requirements:

Describe how you will innovate programming using these titles? Provide 2-3 program ideas. Describe how you will include partnerships with other community organizations? How will you provide outreach using the books you receive?

The Board discussed the goals we hope to accomplish by offering this grant, including developing an understanding and appreciation of diverse experiences, cultures, and abilities.

Julianne will create a rubric and send to the Board for input. This will be a general outline to generate interest in the grant and may be developed further before we put out the RFP.

The Board agreed that we will provide a core list of diverse titles we will award to grant recipients. We will also provide a list of titles for grant recipients to choose from to spend the rest of the \$1,000 grant. This will allow them some flexibility in programming. **Janet will make a “Wall of Diversity” sign that we will have up during the entire retreat, and we will encourage attendees to share their favorite diverse titles for all ages published within the past 3-5 years.** We will compile and share the list on our Google Drive after the retreat.

Defining Board Member Roles

Helen asked all Board members to keep a list of everything they do over the biennium on a Google doc on the ncla.youthservices@gmail.com drive to ease the transition for new Board members.

Helen called for adjournment at 3 p.m. and Pat seconded.

Upcoming Meeting Dates:

Meetings are usually held quarterly on the 2nd Tuesday of the month, from 12 to 3 p.m.
December 11 – Bordeaux Branch Library, Fayetteville (confirmed by Julianne)

Respectfully submitted

Helen Yamamoto, Secretary Treasurer