**Youth Services Section**

**Executive Board Meeting**

**March 03, 2020**

The Executive Board met for the second meeting of the 2019-2020 Biennium at the Mountain Island library at 12 noon. Attending were: Chair Lisa Donaldson, Director of Membership and Communications Jen Pace Dickenson, Director at Large Jessica Reid, and Secretary Jewel Davis. Treasurer Helen Yamamoto, NC State Library Liaison Jasmine Rockwell, Vice Chair/Chair Elect Matt Mano, and NC Book Award Rep Janet West attended virtually.

**Agenda**

Meeting called to order at 12:21pm.

**Approval of Past Minutes**

Board reviewed the December 10, 2019 meeting minutes. Motion to approve. Motion seconded. Motion passed.

**NCLA Executive Board Meeting Review**

Lisa provided the below notes from the NCLA Executive Board meeting held on January 31.

Budget

Since NCLA will continue to only have a part time contracted Admin Assistant and now has no physical location, operating expenses will be less this year. Conference profits were more last time than for previous conferences. It was noted that Raffle Baskets at Conference did not make money and how this is run will be revisited for next Conference.

Motions

Web and Technologies Committee submitted a motion to approve a Privacy Policy for NCLA operated websites. There was previously no privacy policy. Motion was approved.

Library Administration and Management Section (LAMS) submitted a motion to enter into an agreement with NC Live to present free workshops across the state. Motion was approved.

New Website

Sections can use Wild Apricot for event registration. Video conferencing from Zoom will be available soon (2 months?) for sections to use.

The Wild Apricot website also has the ability for sections to send members their own newsletters. There was brief discussion/reminders to still send events and info to be featured in NCLA newsletter that is sent to all members, not specific sections.

Someone in our section should be submitting events to the NCLA website calendar and send them in to be in the NCLA newsletter.

Currently Lisa and Jen have access to edit the YSS page on the NCLA website. If we want to change that let Erin Holmes know. We are limited to having 2 individuals appointed from our section to have access.

We also now have access to G Suite for Nonprofits. We can have a section email yss@nclaonline.org address if we want to. We can use that to use drive. If we do this all of our saved info from our old Gmail address should transfer and not be lost.

Treasurer's Info

Check or reimbursement requests should be sent to treasurer@nclaonline.org.

Reminder that if we are paying a speaker over $600 we need a 1099 and W9. Contracts should also be sent to treasurer. Lorrie Russell (president) and Amy Harris Houk (treasurer) have NCLA credit cards if we need them to order something for our section.

NCLA Governance

Sample bylaws available on NCLA website. If/when we update our bylaws, we need to first send a draft to Laura B. Davidson to review for adherence to NCLA Governing Documents. Once we have the document finalized, it needs to be submitted as a motion to be voted on by the Executive Board. Once approved by the Executive Board, YSS members will also need to vote to approve.

Biennium Overview

From Lorrie Russell, president. Currently no one is heading the Continuing Education Committee, all sections should be providing or sponsoring continuing education opportunities. Focus for the Biennium on Education, Leadership, and Advocacy.

Additionally, the board members discussed the following

* The raffle baskets at NCLA which do not bring additional funds to individual sections.
* More information is needed about Wild Apricot’s event registration capabilities and who can access Wild Apricot to set up event registration. Lisa and Jen will view the Wild Apricot training recording to gather more information. Lisa will reach out to NCLA to gain more information about using the platform.
* NCLA will be providing access to Zoom (video conferencing and webinar platform) in the next few months.
* YSS needs to send information to the NCLA newsletter. Rachel Olsen (rcsander@uncg.edu) coordinates the submissions and will contacting Lisa in June for a YSS section highlight. This will be a good platform to reach out to NCLA members who aren’t YSS members.
* NCLA is offering G Suite accounts for sections. It will be more professional to have a domain name in our YSS emails rather than gmail.com. The group agreed to changing over to G Suite and had questions about transferring our current google files into the new account. Lisa will let Erin know about our desire to switch over to the newly offered account type.
* Helen wants to include the electronic versions of the treasurer reports from NCLA in our google account. The financial reports from NCLA should be automatically generated and coming to Lisa from Quickbooks. Lisa will share these reports with Helen when she receives them.
* Helen isn’t receiving consistent information about financials. It has been challenging communicating with past treasurers of NCLA. For example confirmation from the vendor deposit wasn’t received and we don’t have conference budget information available online. Communication procedures need to be refined and the treasurers of each section need to be contacted more consistently – Lisa will provide feedback to NCLA Executive Board and will follow-up especially since our retreat is coming up. Lisa will scan the budget information she has already received and will send to Helen.
* Jen has sent out a save the date for the retreat.

**State Library Update**

Jasmine provided the following updates

* At the PLA conference, Tutor.com announced that they are working with NCLive to make the product available across the state.
* *My NC from A to Z* written by Michelle Linear and illustrated by Dare Coulter is a new board book that celebrates the contributions of North Carolina African Americans. All profits of the book go back to the NC African American Heritage Commission. Jasmine is purchasing a copy for every public library branch in NC. They are also creating a twin braille version with braille overlays and providing a copy to every NC public library. The book pairs well with this year’s summer reading theme. Jasmine is also working with a committee to bring specific programming to Lenoir and Madison counties to help launch the book. This will be a program in a box that can be sent around to different libraries. Jasmine will send a link out to educational guides for the book with NC Anchor content on all of the alphabet letters.
* Taking Autism to the Library workshops are being scheduled. Two workshops have already happened. Two more will be scheduled for both March and April in Madison County and Elizabeth City. The workshops so far have been well attended and received positive feedback. The workshops provide practical ideas on incorporating these topics into programming and creating welcoming spaces for patrons. Workshop dates are listed on the NC Train Station Calendar (<https://statelibrary.ncdcr.libguides.com/trainstation/trainstationcalendar>).
* The State Library listservs aren’t being whitelisted in local IT departments. Let Jasmine know if you aren’t receiving emails from NCKids.
* YALSA train the trainer T3 workshops are gearing up this month in Kernersville. The next workshop is April 21 in Polk County. Encourage people to come. Various topics are covered including the Ages and Stages component, what being a teenager is like, connected learning, and computational thinking. More workshops will be offered throughout the year. Jasmine would possibly like to add some of this content to the YSS retreat program.
* Summer learning summit is in September. Summer learning burn out, adult programming, and marketing will be covered. There are no dates yet, but travel assistance may be provided. They will be inviting library directors to come to the summit to have separate conversations with them on summer learning burn out. The separate session will be advertised at the spring meeting of the NC public library director’s association.
* State library travel scholarships are still available. There are two guaranteed spots per library and is currently not a very competitive process/pool.

**Retreat Planning**

* The retreat theme is Create, Connect, Collaborate, and the hashtag is #NCLAYSS2020
* The schedule format from last retreat was discussed and updated below
  + Thursday
    - 12-12:30 Check in
    - 12:30-1:15 Lunch
    - 1:15-1:30 Welcome
    - 1:30-2:15 Session 1
    - 2:30-3:30 Session 2- Grant Recipients?
    - 3:30-4:15- Session 3- Posters?
    - 4:15-5 Session 4
    - 5:15-6 Session 5 Crowdsourcing? (SRP burnout)
  + Friday
    - 8-8:45- Breakfast
    - 8:45-9 Checkout
    - 9-10 Session 6
    - 10:15-11:15- Session 7- Breakouts session?
    - 11:30-12:30 Session 8 – Author?
    - 12:30-1:15 Lunch
    - 1:15-2 Session 9
    - 2:15- 3 session 10
    - 3:00-3:30- Jasmine

A more up to date schedule is available through this link: <https://docs.google.com/document/d/1toOULodzZjtKPjaDgeUoNgqjn8bjrR7Mn38p_leOfsc/edit?usp=sharing>

* The group discussed the grant recipients’ presentations structure. It was suggested to give them a set amount of time to present, have a moderator to keep them on track. and ask questions at end of all the presentations. We will have them send their Google Slides prior to the retreat so that we can ensure a smooth transition between each presentation. We could have them go before the poster session and they will have more time to answer questions or provide handouts. We can give them the option to have a poster/table space. Helen will contact the venue to see if we can have additional space for poster sessions. At the last retreat we had 3-4 poster sessions in the back of the room. We could get more posters into the back of the room, use a separate room, and/or use the hallway space as overflow. We will wait to see how many poster proposals we get before deciding on space needs. Helen will contact grant folks to let them know about the presentation and poster requirements
* Author options
  + Megan Shepherd can come as our author. We don’t have her specific price yet, but her fee is usually $2500. She does live in Western NC so she may not charge that much. She is also interested in being part of an author panel. The group discussed doing an author panel/luncheon at the conference instead because authors at the retreat are not as big of a draw as it could be at the conference.
  + The State Library can help support an author at either the retreat or the conference.
  + Bringing *My NC from A to Z* author Michelle Lanier and illustrator Dare Coulter for the retreat is another option. They could provide a session on the creation of the book. This would replace Megan Shepherd and would be cheaper. Jasmine will contact the author and illustrator to see if they are interested. We will hold off of on contacting Megan until we know about Michelle and Dare.
* Additional session options included
* Jasmine and/or Emily can do a connected learning session. A one hour slot is needed at the retreat or they could offer a preconference at one of the public libraries and do a longer presentation. Computational thinking is a good one hour session with the biggest impact. Ages and stages is also important, so they could possibly offer a session each day or start earlier. The group decided to hold on this decision until we see how many program proposals we get.
* Jasmine has contact info from DPI presenters on the summer food programming. If we want this session, she can get in touch with them.
* For the hour long breakout sessions we will offer three age group options with attendees signing up for two age groups at registration. Depending on the various age groups participants sign up for, we will run six breakouts in two 30 min slots. Each breakout will be moderated and organized by age groups with no more than 15 registrants per breakout. Moderators will help facilitate discussion and take notes. We will share breakout grouping information on a slide before the breakout session on the second day. Helen will communicate this set up to venue.
* Crowdsourcing session
  + Past feedback on this session was that participants wanted more information, wanted an opportunity to chat with people about the programs, and wanted more time for conversation.
  + One idea for modifying the session was to conduct a speed dating programs activity. We would give 3-5 mins for people to pair up and explain their program. Participants would then choose their favorite date/program and write it down on their dating cards. There could be four big groups running simultaneously with the winners from each group presenting out. We could collect the speed dating cards and compile the ideas and send them out. We could facilitate folks filling out speed date cards by providing the cards in the registration packet and letting registrants know to come prepared to the session with a filled out card.
* Possible Storytime 101 program with Sarah Lyons as a half day training. She may not be able to do the whole training, but she did provide a condensed version to managers. Maybe she can provide an adapted shortened training.
* The evening campfire social option was not accessible last year. If the venue can’t offer the physically closer campfire, we don’t want the option we had previously. Bingo and wine could be a fun alternative or a scavenger hunt.
* The group discussed additional retreat planning including:
  + Specifying parameters for the presentation call and making sure it relates to the retreat theme.
  + Clarifying that we can only pay honorariums to invited speakers who are non NCLA members. If you are an invited speaker and are a member of NCLA, YSS can only provide the registration and lodging fee (which includes the meals).
  + Clarifying that grant recipients are not paid to come present.
  + Creating a sample presentation and poster call for the board to review. Jessica will mockup a call and send out next week for review. YSS will send out the call before the end of March and will have an April 30 deadline. YSS will review proposals and submit top choices by email. We will notify presenters by mid-end May.
  + Promoting the retreat on the directors listserv.
  + Helen will ask Erin Holmes about wild apricot registration for retreat

**Retreat Pricing Structure**

At the 2018 retreat, participants were offered the following pricing options

|  |  |  |
| --- | --- | --- |
|  | Member | Non member |
| Double room | $179 | $199 |
| Commuter with dinner | $109 | $129 |
| Commuter without dinner | $99 | $119 |

The actual cost for the 2018 retreat was

* Double $105.50
* Single $138 (not offered as an option)
* Commuter $23

The current pricing structure for the 2020 retreat

|  |  |  |
| --- | --- | --- |
|  | Member | Non member |
| Double room | $199 | $219 |
| Single room | $249 | $119 |
| Commuter (2 lunches) | $99 | $119 |

The actual cost for the 2020 retreat is

* Double $115
* Single $164
* Commuter $28

**Upcoming Meeting Dates**

June 2nd Meeting

Forsyth County Central Library

660 West Fifth St.

Winston-Salem, NC 27101

Dudley Conference Room, 12-3pm

Sept. 1st Meeting

Iredell Public Library

201 N Tradd St.

Statesville, NC 28677

12-3pm

Helen to check on December 8th meeting at Wake County West Cary location

Meeting adjourned at 3:05pm

Minutes submitted by Jewel Davis