



SCSD Libraries

Library Council Meeting

10/24/23 @ 8:00am

| Agenda Item | Notes | Action Items |
|--|---|--------------|
| <p>1. Call to Order</p> <ul style="list-style-type: none"> • Welcome • Attendance | <p>Time: 8:00am</p> <p>Members In Attendance: Emily Zieno (Supervisor of Library Media Services), Caitlin Hodge (Lincoln LMS), Diana Ebner (Frazer teacher representative), Catherine Louer (Frazer LMS), Sarah Marie (Webster LMS), Ryan Perry (Exec. Dir. CLRC), Sue Limpert (MHR LMS), Maggie Foster (OCPL Outreach Coordinator), Jen Montague (Corcoran LMS & Library Council Chairperson), Megan Healy (H.W. Smith LMS)</p> <p>Introductions: Share a favorite Fall activity or recently read book.</p> <p>Create Meeting Norms: Previously agreed upon norms were accepted:</p> <ul style="list-style-type: none"> • Stay muted when not talking on the Teams meeting • Be considerate of others ideas and thoughts • Presume good intent with comments | |
| <p>2. Approve Agenda</p> <ul style="list-style-type: none"> • Agenda was sent via email on <u>10/19/23</u> | <p>Motion to Approve: Jen</p> <p>Second: Cathy</p> <p>Discussion: Agenda modification: Emily suggested we only address items 1-10 on the agenda today since there was so much to talk about and so little time. We agreed to finish the meeting on Monday, October 30 at 8:00 am.</p> <p>Vote: Favor: All Opposed: 0 Abstentions: 0</p> <p>Meeting agenda is approved.</p> | |
| <p>3. Approve Minutes</p> | <p>Motion to Approve: Cathy</p> <p>Second: Cait</p> | |

| <ul style="list-style-type: none"> Minutes for 5/30/23 meeting were sent on <u>10/19/23</u> | <p>Discussion: None Vote: Favor: All Opposed: 0 Abstentions: 0</p> <p>Meeting minutes are approved.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>4. Council Membership, By-Laws and 90.18 Regulations</p> | <p>Notes:</p> <ul style="list-style-type: none"> 10 voting members <ul style="list-style-type: none"> 3-year terms 4 meetings per year (minimum) Planning, budgeting, plan of service (current plan 2021 – 2026), annual reporting... Communication Coordinators will share meeting information with their groups and bring concerns from their groups: <ul style="list-style-type: none"> K – 8: Cathy Louer 6 – 8: Cate Hodge 9 – 12: Thad Sohoski Private Libraries: Sue Limpert <table border="1" data-bbox="625 913 1312 1312"> <thead> <tr> <th>2023-2024 Library Council Members</th> <th>Position</th> <th>Organization</th> </tr> </thead> <tbody> <tr> <td>Megan Healy</td> <td>LMS (Pre-K-8)</td> <td>SCSD</td> </tr> <tr> <td>Sarah Marie</td> <td>LMS (Elementary)</td> <td>SCSD</td> </tr> <tr> <td>Cathy Louer</td> <td>LMS (Pre-K-8)</td> <td>SCSD</td> </tr> <tr> <td>Caitlin Hodge</td> <td>LMS (6-8)</td> <td>SCSD</td> </tr> <tr> <td>Jennifer Montague, Council Chairperson</td> <td>LMS (9-12)</td> <td>SCSD</td> </tr> <tr> <td>Thad Sohoski</td> <td>LMS (9-12)</td> <td>SCSD</td> </tr> <tr> <td>Diana Ebner</td> <td>Teacher</td> <td>SCSD</td> </tr> <tr> <td>Sue Limpert</td> <td>LMS</td> <td>Private School (MHR)</td> </tr> <tr> <td>Maggie Foster</td> <td>Programming and Outreach Coordinator</td> <td>Onondaga County Public Library System (OCPL)</td> </tr> <tr> <td>Ryan Perry</td> <td>Executive Director</td> <td>Central NY Library Resources Council (CLRC)</td> </tr> <tr> <td>Emily Zieno (ex-officio)</td> <td>Supervisor of Library Media Services</td> <td>SCSD</td> </tr> </tbody> </table> | 2023-2024 Library Council Members | Position | Organization | Megan Healy | LMS (Pre-K-8) | SCSD | Sarah Marie | LMS (Elementary) | SCSD | Cathy Louer | LMS (Pre-K-8) | SCSD | Caitlin Hodge | LMS (6-8) | SCSD | Jennifer Montague, Council Chairperson | LMS (9-12) | SCSD | Thad Sohoski | LMS (9-12) | SCSD | Diana Ebner | Teacher | SCSD | Sue Limpert | LMS | Private School (MHR) | Maggie Foster | Programming and Outreach Coordinator | Onondaga County Public Library System (OCPL) | Ryan Perry | Executive Director | Central NY Library Resources Council (CLRC) | Emily Zieno (ex-officio) | Supervisor of Library Media Services | SCSD | |
| 2023-2024 Library Council Members | Position | Organization | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Megan Healy | LMS (Pre-K-8) | SCSD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sarah Marie | LMS (Elementary) | SCSD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cathy Louer | LMS (Pre-K-8) | SCSD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Caitlin Hodge | LMS (6-8) | SCSD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jennifer Montague, Council Chairperson | LMS (9-12) | SCSD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thad Sohoski | LMS (9-12) | SCSD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Diana Ebner | Teacher | SCSD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sue Limpert | LMS | Private School (MHR) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Maggie Foster | Programming and Outreach Coordinator | Onondaga County Public Library System (OCPL) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ryan Perry | Executive Director | Central NY Library Resources Council (CLRC) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Emily Zieno (ex-officio) | Supervisor of Library Media Services | SCSD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>5. SCSD Libraries Information & Updates (E. Zieno)</p> | <p>Notes:</p> <ul style="list-style-type: none"> Battle of the Books <ul style="list-style-type: none"> OCM BOCES is hosting Each school can enter teams of four students (grades: 1 & 2, 3 & 4, 5 & 6, 7 & 8 and 9 – 12) by December Each team must read 8 books Schools should hold competitions at the school level (if they have multiple teams at a level) A super regional battle will be held in February. 5 SCSD LMSs have agreed to coach teams We discussed how to expand the event. It seems intimidating. Could practice during | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>lunch or after school. It would help to know the book selections over the summer.</p> <ul style="list-style-type: none"> ○ Emily will order books for teams • 20 book challenge <ul style="list-style-type: none"> ○ For staff and students ○ Materials available: bookmarks, worksheets and posters to track progress ○ Enter books read on website including thumbs up or down • AASL Conference sharing • New Library website is up and running • Libraries are fully staffed including four new library assistants in the high schools to help with 1 to 1 laptop implementation (future library assistants for middle school 1 to 1 laptop implementation?) • Libraries will be getting 3D printer and button makers with training for use • ILLs need to be fulfilled in a timely manner (can nonpublic schools participate in ILL?) | |
| <p>6. OCPL Information & Updates (M. Foster)</p> | <p>Notes:</p> <ul style="list-style-type: none"> • Can come to schools to sign students up for library cards • Will give presentations about databases they offer | |
| <p>7. CLRC Information & Updates (R. Perry)</p> | <p>Notes:</p> <p>Take advantage of services offered: Cultural Heritage Services CLRC</p> <ul style="list-style-type: none"> • Traveling exhibits • Will set up in your library • https://clrc.org/exhibits <p>Grants & Awards CLRC</p> <ul style="list-style-type: none"> • https://clrc.org/grants-awards/ <p>New York Archives JR! Consider The Source Online https://considerthesourceny.org/</p> <ul style="list-style-type: none"> • https://considerthesourceny.org/new-york-archives-jr • Articles from main publication • Can request copies of the magazine to use with classes • Come with lesson plans and activities | |

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| 8. Review SLS Evaluations, 5 Year Plan of Service, Goals, Annual Report, etc. | Agenda items postponed to 10/30 meeting | |
| 9. Questions | Notes: None | |
| 12. Adjourn | Time: Next meeting: 10/30/23 at 8:00am | |



SCSD Libraries

Library Council Meeting

10/30/23 @ 8:00am

| Agenda Item | Notes | Action Items |
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| 10. Call to Order <ul style="list-style-type: none"> Welcome Attendance | Time: 8:06am Members In Attendance: Diana E, Ryan P, Maggie F, Cathy L, Jen M, Thad S, Megan H, Emily Z | |
| 11. Approve Agenda <ul style="list-style-type: none"> Agenda was sent via email | Motion to Approve: N/A Second: Discussion: Vote: Favor: | N/A Continued on with second part of 10/24 agenda |

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| <p>on <u>10/24/23</u></p> | <p>Opposed: Abstentions:</p> | |
| <p>12. Review SLS Evaluations, 5 Year Plan of Service, Goals, Annual Report, etc.</p> | <p><i>Review NYS Annual Report (E. Zieno)</i></p> <ul style="list-style-type: none"> • Reviewed entire report <ul style="list-style-type: none"> • 42 libraries in the system • 10 voting library council members • 367,975 holdings in union catalog • 1547 ILLs filled • PD offerings coded in the annual report categories • SLS grant – explanation of expenditures • Reviewed SLS accomplishments, related to the Plan of Service goals (which can be found on SLS website) including <ul style="list-style-type: none"> • ILL training and resources • Books in native languages of our students on SORA • List of vendors providing books in native languages compiled • PD opportunities during the workday, after school and during the summer • Student 1:1 laptop initiative • Co-planning and co-teaching opportunities with SS, CTE, DEB departments • Instructional vision rewritten • Collaborations with OCPL and OOCM BOCES <p>Motion to Approve SLS Annual Report: Thad S. Second: Maggie F. Discussion: Vote: Favor: All Opposed: 0 Abstentions: 0 Unanimous YES vote to approve 2022-23 Annual Report</p> | |

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| | <p><i>SCSD SLS 2023-24 Budget (E. Zieno)</i></p> <ul style="list-style-type: none"> • EZ does not have a complete budget to present yet. • When budget is finalized, it will be used for specific professional memberships, conferences, and extension of service hours for librarians as well as salary/benefits • Unanimous YES to approve these items <p><i>SLS Evaluation (E. Zieno)</i></p> <ul style="list-style-type: none"> • 22 questions • 29/32 LMS's responded • Responses were overall positive • Reviewed general feedback • EZ will continue working on analyzing responses and creating a plan for change, where necessary, based on LMS feedback <p><i>Plan of Service Goals (E. Zieno)</i></p> <ul style="list-style-type: none"> • Located on SCSD SLS website • Reviewed information | |
| <p>13. Questions</p> | <p>Notes:</p> | |
| <p>12. Adjourn</p> | <p>Time: 8:58am Next meeting: 1/22/24 at 8:00am</p> | |



SCSD Libraries

Library Council Meeting

1/22/24 @ 8:00am

| Agenda Item | Notes | Action Items |
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| <p>14. Call to Order</p> <ul style="list-style-type: none"> Welcome Attendance | <p>Time: 8:11am</p> <p>Members In Attendance: Ryan P. (CLRC), Megan H. (Elem LMS), Caitlyn H. (Secondary LMS), Maggie F. (OCPL), Thad S. (Secondary LMS), Jen M. (Secondary LMS & Council Chairperson), Emily Zieno (SLS Supervisor)</p> | |
| <p>15. Approve Agenda</p> <ul style="list-style-type: none"> Agenda was sent via email on <u>1/19/24</u> | <p>Motion to Approve: Maggie Second: Megan Discussion: None Vote: Favor: All Opposed: 0 Abstentions: 0 Motion passes</p> | |
| <p>16. Approve Minutes</p> <ul style="list-style-type: none"> Minutes for 10/24/23 meeting were sent on <u>1/19/24</u> | <p>Motion to Approve: Ryan Second: Caitlyn Discussion: None Vote: Favor: All Opposed: 0 Abstentions: 0 Motion passes</p> | |
| <p>17. Approve Minutes</p> <ul style="list-style-type: none"> Minutes for 10/30/23 meeting were | <p>Motion to Approve: Megan Second: Maggie Discussion: None Vote: Favor: All</p> | |

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| <p>sent on <u>1/19/24</u></p> | <p>Opposed: 0 Abstentions: 0 Motion passes</p> | |
| <p>18. SCSD Professional Development (E. Zieno)</p> | <p>Notes:</p> <ul style="list-style-type: none"> • PD plan developed using multiple data points (surveys, requests, initiatives, etc.) • Emily provided a review of the survey analysis (overview) including: PD requests/ideas, trends for how Emily can provide effective support, trends for what LMS identified they need to have a successful year • Emily reviewed changes to after school PD sessions this year (shorter sessions, variety of presenters and topics, department collaborations) • After school PD session list was reviewed • Participation was discussed for after school PD sessions- number of participants has increased this year • Summer PD sessions were reviewed | |
| <p>19. SCSD SLS Grant Budget Updates (E. Zieno)</p> | <p>Notes:</p> <ul style="list-style-type: none"> • SLS Grant Funding- review of the budget, expenditures, and total funds currently available | |
| <p>20. SCSD Libraries Information & Updates (E. Zieno)</p> | <p>Notes:</p> <ul style="list-style-type: none"> • Literacy Night- 2/29/24 from 5-7:30pm at ITC HS- planning event with other SCSD departments- looking for LMS volunteers to help run our stations- demonstrate Sora/MyOn, perform read-alouds, and show how to create cozy reading areas • Battle of the Books- LMS have received books and students are reading. Survey recently went out to participating LMS to help identify dates for building and district battles- likely happening in April/May, prior to the Super Regional battles • Newsletter- Monthly Library newsletter with department updates, information, | |

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| | <p>etc. Ryan asked if the newsletter could be shared with council members and Emily agreed to share that</p> <ul style="list-style-type: none"> • CLRC exhibit- started to rotate among some school buildings/libraries • Advocacy Day- coming up 2/7/24 • Legislator’s Breakfast- Emily attended last month- discuss current topics related to libraries with legislators • Emily reviewed established department goals and instructional priorities for 23-24 school year | |
| <p>21. OCPL Information & Updates (M. Foster)</p> | <p>Notes:</p> <ul style="list-style-type: none"> • Updated list of SCSD LMS was shared and it has been very helpful • Maggie discussed the SCSD Winter Wonderland event this past weekend- the OCPL table saw about 300 students and families • Solar eclipse in April- let OCPL know how they can support, including small number of glasses available for LMS to demonstrate what proper glasses look like and proper use, etc. • Summer reading- hoping to share items sooner this year; Emily confirmed that OCPL had reached out to start the process | |
| <p>22. CLRC Information & Updates (R. Perry)</p> | <p>Notes:</p> <ul style="list-style-type: none"> • Advocacy work Legislator’s Breakfast, December Advocacy Day- 2/7, RSVP form shared, going to Albany talking to legislators about library funding, policies, etc. • Good news about NOVEL NY- included in Governor’s budget – slight increase for library aid, encouraging • PD- offerings, sessions are recorded, also sessions available from partner councils; link to current PD listings shared | |
| <p>23. Questions</p> | <p>Notes: None</p> | |
| <p>12. Adjourn</p> | <p>Time: 8:37am</p> | |

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| | Next meeting: 3/12 at 8:00am | |
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SCSD Libraries

Library Council Meeting

3/12/24 @ 8:00am

| Agenda Item | Notes | Action Items |
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| <p>24. Call to Order</p> <ul style="list-style-type: none"> Welcome Attendance Review meeting norms | <p>Time: 8:05am</p> <p>Members In Attendance: Diana Ebner, Maggie Foster, Cathy Louer, Ryan Perry, Jen Montague, Cait Hodge, Thad Sohoski, Megan Healy</p> | |
| <p>25. Approve Agenda</p> <ul style="list-style-type: none"> Agenda was sent via email on <u>3/5/24</u> | <p>Motion to Approve: Jen Second: Ryan Discussion: Vote: Favor: All Opposed: 0 Abstentions: 0 Motion passes</p> | |
| <p>26. Approve Minutes</p> <ul style="list-style-type: none"> Minutes for 1/22/24 meeting | <p>Motion to Approve: Jen Second: Cait Discussion:</p> | |

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| <p>were sent on <u>3/5/24</u></p> | <p>Vote: Favor: All Opposed: 0 Abstentions: 0 Motion passes</p> | |
| <p>27. SCSD Libraries Information/Updates (E. Zieno)</p> | <p>Notes:</p> <ul style="list-style-type: none"> • March into Reading- different sessions around reading and our digital resources • Battle of the Books- 17 teams participating from 6 different schools • Summer Reading- 5 books, 5 think sheets, colored pencil set, postcard journal- all grades • 3D Printer- within next month have program to use with the 3D printers • NYLA SSL Lake Placid- a few LMSs are attending, will have them share out of what they learned during conference • CLRC exhibit- going well, traveling amongst schools • ILL- going well this year, not a lot of issues reported. MHR has been added to our ILL • Library Scope & Sequence- identify priority skills with contents and curriculums. Helpful document to provide guidance where skills would fit in with content area curriculums throughout the year. Hoping to launch in fall of 2024 • PBL- making connections within curriculums for project based learning • Library website- continue to work on improving- some structural issues identified- working through restructuring. • Summer summit call for proposals- proposals are due 3/30 • Social Media Highlights- reading and library activities | |
| <p>28. SCSD SLS Grant Budget (E. Zieno)</p> | <p>Notes:</p> <ul style="list-style-type: none"> • specific purposes for funding • Reviewed expenditures | |
| <p>29. Council Membership (2024-25) (E. Zieno)</p> | <p>Notes: Council By laws-</p> <ul style="list-style-type: none"> • 3 elementary LMS • 3 secondary LMS • 1 teacher representative • 1 private school LMS • 1 representative from OCPL • 1 representative from CLRC • 1 SLS Supervisor (ex-officio) | |

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| | <ul style="list-style-type: none"> • 2 members hold expiring positions- will need to fill one elementary and secondary LMS positions • Chair person- annual position | |
| 30. Review SCSD 5 Year Plan of Service (2021-26) (E. Zieno) | Notes: <ul style="list-style-type: none"> • 8 components • All goals were reviewed and progress to date | |
| 31. Current Legislation (E. Zieno) | Notes: <ul style="list-style-type: none"> • NYLA website for information: https://www.nyla.org/2024-legislative-initiatives • Reviewed legislation and budget priorities • Discussed Advocacy Day reports from attendees | |
| 32. CLRC Information & Updates (R. Perry) | Notes: <ul style="list-style-type: none"> • Advocacy is important- if able to get LMSs to Albany it can be powerful • Hoping for an on time budget (April 1st) • Positive and hopeful for proper funding • CLRC- offering an eclipse grant- any programing around the eclipse there is a \$500 grant available/ quick application. Re-imbursement grant Grant link: https://clrc.org/grants-awards/eclipse-grants/ • Exhibit link- https://clrc.org/resources/cultural-heritage-services/#exhibits | |
| 33. OCPL Information & Updates (M. Foster) | Notes: Resource that may be helpful for access to books for students: Students can apply for the talking braille library Can get certification from school librarians. Maggie would be contact- she is the coordinator https://www.nysl.nysed.gov/tbbl/apply.htm Libraries are preparing for Eclipse- most programing will happen before There is a website that has all the Eclipse programing https://www.onlib.org/events/2024-eclipse-programs-and-events-ocpl Libraries are walking in St. Patrick's Day parade- looking for people to walk with them All librarians are invited to join them | |

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| | https://www.signupgenius.com/go/10C0E49A5AE29A7FAC16-47168549-stpatricks Putting together bookmarks to go along with Summer Reading- will have before the end of school | |
| 34. Questions | Notes: None | |
| 12. Adjourn | Time: 8:47am Next meeting: 5/30 at 8:00am | |



SCSD Libraries

Library Council Meeting

5/30/24 @ 8:00am

| Agenda Item | Notes | Action Items |
|--|---|--------------|
| 35. Call to Order <ul style="list-style-type: none"> Welcome Attendance Review meeting norms | Time: 8:05am Members In Attendance: Maggie Foster, Megan Healy, Cathy Louer, Ryan Perry, Thad Sohoski, Jen Montague, Emily Zieno | |
| 36. Approve Agenda <ul style="list-style-type: none"> Agenda was sent via email on <u>5/28/24</u> | Motion to Approve: Megan Healy Second: Jen Montague Discussion: Vote: Favor: All Opposed: 0 | |

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| | <p style="text-align: center;">Abstentions: 0</p> <p>Motion passes</p> | |
| <p>37. Approve Minutes</p> <ul style="list-style-type: none"> Minutes for 3/12/24 meeting were sent on <u>5/28/24</u> | <p>Motion to Approve: Jen Montague Second: Megan Healy Discussion: Vote: Favor: All Opposed: 0 Abstentions: 0</p> <p>Motion passes</p> | |
| <p>38. SCSD Libraries Information/Updates (E. Zieno)</p> | <p>Notes:</p> <ul style="list-style-type: none"> -TLC meeting, a lot of interesting new features that will be shared out soon -Battle of the Books: a great experience, already preparing for next year. Ideally librarians will expand participation and be more of a building liaison, with teachers as coaches. -Superintendents Conference Day was a success, and there will be a more hands-on Makers Empire training to come. -Some changes will be made to the new library logo due to constructive feedback at the meeting. -Summer reading – new bundle this year -NYLA SSL: a document with conference highlights will be shared with librarians soon -End of Year tasks approaching, such as high school device collection -Next year will begin work on a new 5-year plan of service | |
| <p>39. SLS Member Evaluation (E. Zieno)</p> | <p>Notes: Discussed evaluation questions</p> | |
| <p>40. SLS Grant Budget (2024-25) (E. Zieno)</p> | <p>Notes:</p> <p>Discussed this year’s expenditures Discussed next year’s proposed budget</p> <p>Motion to Approve: Thad Sohoski Second: Cathy Louer Discussion: Vote: Favor: All Opposed: 0 Abstentions: 0</p> | |

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| | Motion passes | |
| 41. Council Membership (2024-25) (E. Zieno) | Notes: 3 spots to fill, proposed members: R Shaffer-Mannion, C Shiel, and E Wymbs | |
| 42. Elect Council Officers (2024-25) (E. Zieno) | Chairperson: Jen Montague Motion to Approve: Megan Healy Second: Thad Sohoski Discussion: Vote: Favor: All Opposed: 0 Abstentions: 0 Motion passes | |
| 43. 2024-25 PD Recommendations (E. Zieno) | Notes: -Discussed benefit of tech updates from IT, and brainstormed ideas for a more regular communication - AI training | |
| 44. 2024-25 Library Council Meeting Dates (E. Zieno) | Notes: Meeting dates proposed for next year, will be shared out soon. | |
| 45. CLRC Information & Updates (R. Perry) | Notes: -a trauma informed course available -exhibits available on women's suffrage and the Erie Canal- sign up on clrc.org | |
| 46. OCPL Information & Updates (M. Foster) | Notes: -They would like to come to schools in September to sign kids up for library cards - If the local branch of the library isn't already involved in a summer reading promotion at the school, let's make it happen - all schools have gotten bookmarks to distribute | |
| 47. Questions | Notes: | |
| 12. Adjourn | Time: 8:51am | |

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| | Next meeting: 6/13/24 (cancelled) | |
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