

# 2007 Trustee Institute



Presented by the  
New York State  
Association of Library Boards

May 4th & 5th

at the  
Crowne Plaza New York  
Laguardia Hotel  
Queens, New York



**NYSALB**

Linking Libraries with their Communities

# The Institute

This is the 11<sup>th</sup> Annual Institute hosted by NYSALB. This conference is for library trustees and directors. There are sessions for all levels of trustees with opportunities to gain valuable information on trustee roles and responsibilities.

**Become a Certified Trustee!** Introduced at the 2006 Institute, trustees can earn credit toward becoming a Certified NYS Trustee by attending this year's Institute.



[nysalb@nycap.rr.com](mailto:nysalb@nycap.rr.com)

888-469-7252

PO Box 11048 Albany, NY 12211

*NYSALB wishes to extend its gratitude to Queens Library and the staff for their involvement in planning the 2007 Institute. They have been instrumental in securing speakers and with details of our arrangements.*

## Friday Evening Speakers:

**Thomas Galante**, *Director of Queens Library*

Mr. Galante has been part of the organization that has been serving a population of more than 2 million through 63 branches for more than 20 years. Queens Library has managed to attract and grow the interest of its constituency with outstanding facilities, programs, and services. Mr. Galante will provide welcoming remarks for our guests.

**Assemblywoman Catherine Nolan**,  
*Chair Education Committee*

Catherine Nolan represents the 37th Assembly District in Queens County, which includes the historic New York City neighborhoods of Sunnyside, Ridgewood, Astoria, Woodside, Long Island City, Maspeth, Queensbridge, Ravenswood, Dutch Kills and Blissville. She was first elected to the Assembly in 1984. A resident of the district for most of her life, Ms. Nolan graduated from New York University cum laude with a B.A. degree in Political Science.

In January 2006, Speaker Sheldon Silver appointed Ms. Nolan to chair the Assembly's Committee on Education. In addition, she serves on the Ways and Means Committee, the Veterans' Affairs Committee and the Corporations, Authorities and Commissions Committee. She also serves on the Assembly Rules Committee and the Assembly Majority Steering Committee.

## Saturday's Main Speaker:

**The Role of the Trustee  
in Protecting Intellectual Freedom**

**Robert Hubsher**,

*Director of Ramapo Catskill Library System*

What is your role in protecting intellectual freedom? Are you ready to enforce the right of every individual to both seek and receive information from all points of view without restriction? Libraries have long been viewed as a place that should provide free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored. Mr. Hubsher will share with you the significance of this topic for library trustees.

**Mr. Hubsher** is the director of Ramapo Catskill Library System, which serves Orange, Rockland, Sullivan, and South Ulster Counties in New York. He is also an American Library Association State Library Associations Intellectual Freedom Committee chair.

**Register online at [www.nysalb.org](http://www.nysalb.org)**

## Scholarships being offered

***Is your library a NYSALB member with a budget under \$50,000 and are you paying for your own registration?***

Be sure to check the box on the registration form to become eligible for one of two scholarships being offered for this year's Institute. Each scholarship is for Saturday's program, breakfast, and lunch (a value of \$90). Only NYSALB member library trustees are eligible. Winners to receive a refund after the Institute.

## Hotel Accommodations:

***Attendees are asked to make reservations directly with the hotel by April 5.***

- Host hotel and suggested room accommodations are at the *Crowne Plaza NY LaGuardia*, located at 104-04 Ditmars Blvd., East Elmhurst (Queens, NY).
- For reservations call the hotel at 718-457-6300 or 800-692-5424 or visit the website at: [www.cplaguardia.com](http://www.cplaguardia.com)
- Reserve by April 5 for the special room rate of \$129 per night (taxes additional). After this date the price increases to \$399. Please use room block code NYS Association of Library Boards. The special rate is available for evenings of **May 3, 4, 5 and 6**.
- Hotel front desk can be reached at (718) 269-1724.
- Both the airport and train stations are nearby, with a complimentary shuttle from the LGA airport.
- Parking available for \$5 per car, per night.
- Hotel Location:

Located two blocks from LaGuardia Airport and eight miles from JFK International, the Hotel is mere minutes from mid-town Manhattan. From Grand Central Parkway, Exit at 94th Street and follow the signs to Ditmars Boulevard. The hotel is on the right side of the street directly across from LaGuardia Airport. Best to visit a mapping website to get detailed direction from your location.

## What to do while in New York the weekend of May 4th:

The Crowne Plaza Hotel is central to everything that makes New York City one of the world's most exciting destinations. The hotel is near mid-town Manhattan, Shea Stadium and the U.S National Tennis Center. Yankee Stadium, Madison Square Garden, Rockefeller Center, the Broadway theater district, Belmont Race Track and Jacob Javits Convention Center are all easily accessible by cab and subway. Moonlight Cruises around the Statue of Liberty depart right near the hotel. (There is even time after Friday evening's program for this activity.)

## Baseball Anyone?

The Yankess are in town and are playing the Mariners. NYSALB can arrange for group tickets at a very affordable price. This will be for a Saturday late afternoon or evening game. If you are interested in learning more, please email [nysalb@nycap.rr.com](mailto:nysalb@nycap.rr.com).

## Not Yet a Member of NYSALB?

A library's membership in NYSALB qualifies all trustees and the library director for membership. The membership cost is based on the library budget. Individuals are invited to at the rate of \$10. Visit our website to get an application [www.nysalb.org](http://www.nysalb.org) or call 518-445-9505. Not sure if your library is a member? *Your library and trustees are members of NYSALB if above your name and mailing address there is a line showing: NYSALB members welcome!*

## Our Mission

The New York State Association of Library Boards, NYSALB, is a statewide organization that represents, assists, educates and honors public library boards and their trustees as providers of free and universal library service. The core activities include:

- Advocating support of library programs;
- Communicating with library trustees to inform them of issues affecting libraries and library service;
- Educating trustees about their role in the library;
- Recognizing and celebrating the accomplishments of library trustees.

# Program Descriptions & Our Presenters

## Critical Partnership between Library Boards and Library Directors

Libraries that provide tremendous services are the result of outstanding leadership. Having a Board of Trustees that is involved and works with their Library Director produces positive results. This training module created by PULISDO, Public Library Systems Directors Organization, will provide critical guidance in this area.

**Jackie Thresher**, presenter, is the Director of Nassau Library System.

## Library Design and Budgeting

Creative programs and services have elevated the way libraries serve our communities. Thoughtful attention should be given to how your library space functions (or should function) to allow library staff and volunteers to best serve its constituency. This session is helpful to those reviewing current space use, considering additions or a new facility, and construction of a 'green library'.

Presented by **Peter Magnani**, the Director of Capital & Facilities Management and **Anthony Romeo**, the Director of Capital Management, both of Queens Library.

## Teens: Everything (Almost) You Wanted to Know About Our Future Taxpayers, But Didn't Know How (or Who) to Ask

Make room in your budgets for teens! Learn the ways and strategies for attracting and keeping teens as

library patrons. Hear from a Young Adult/Teen Services Librarian to better understand what your libraries should be looking for in a Young Adult/Teen Specialist and why it is so important to have one!

Presented by **Stephanie Squicciarini** of Fairport Public Library, which is located in Fairport, New York (Monroe County).

## Serve a Diverse Public: The Queens Model

Learn how to determine who lives in your community and how to reach those populations with collections, programs and services.

**Fred Gitner**, is the Coordinator of New Americans Program at the Queens Library.

## Is Your Library Properly Insured?

It is the trustees' responsibility to ask what type of insurance the library has, is the coverage adequate, does it include errors and omissions coverage for your Board, and more. Become familiar with the basics of library insurance needs and costs. Feel free to bring a copy of your library's policy to have your questions addressed.

**Janet Steggles**, presenter, is an Account Executive with of Utica National Insurance and First Niagara Risk Management.

# 2007 Conference Agenda

## Friday, May 4th

**Tour of the Queens Library** 4:00 – 6:00 PM,  
*Bus departs front of the hotel at 3:45*

The Queens Library serves a book-hungry population of 2.2 million from 63 locations plus 6 Adult Learning Centers in the most ethnically diverse county in the U.S. It has one of the highest circulations of any public library in the world, and in 2006, Queens Library set a new national circulation record with 20.2 million items loaned. Thomas Galante, Director of Queens Library has generously offered to lead participants on a tour of two branch libraries, Flushing and Corona. A shuttle is offered from the hotel at a nominal charge of \$5 per passenger. If you plan on meeting the tour at the library, your RSVP is still requested and we will begin at Flushing.

*After the tour all Institute activities will be held at the Crowne Plaza Hotel*

**Registration Opens** 6:00 PM

**Welcoming & Dinner** 7:30 – 9:30 PM

*Thomas Galante, Director of Queens Library  
Assemblywoman Catherine Nolan,  
Chair Education Committee*

*Entertainment provided by Angela Calderella,  
Professional Storyteller and Children's Librarian  
at New York Public Library*

### **Success Stories over Dinner**

Share your library success story with trustees in attendance. This is an informal opportunity to learn how other trustees have solved problems, developed programs, and expanded services within their communities.

## Saturday, May 5th

**Registration** 8:00 - 9:00 AM

**Buffet Breakfast  
and Trustee Networking** 8:00 - 8:45 AM

**Concurrent Session One** 9:00 - 10:15 AM

*Attendees are asked to choose one of the following  
three concurrent sessions*

### **Critical Partnership between Library Boards and Library Directors**

Having a Board of Trustees that is involved and works with their Library Director produces positive results. This training will provide critical guidance in this area.

*Presented by Jackie Thresher, Director of Nassau  
Library System*

### **Library Design and Budgeting**

Thoughtful attention to function and design of your library space will allow your library to best serve its community.

*Presented by Peter Magnani, Director of Capital  
& Facilities Management and  
Anthony Romeo, Director of Capital Management,  
both of Queens Library*

### **Serve a Diverse Public: The Queens Model**

Learn how to determine who lives in your community and how to reach those populations with collections, programs and services.

*Fred Gitner, is the Coordinator of New Americans  
Program at the Queens Library.*

**Break** 10:15 - 10:30 AM

**Concurrent Session Two** 10:30 - 11:45 PM

*Attendees are asked to choose one of the following  
two concurrent sessions*

### **Teens: Everything (Almost) You Wanted to Know About Our Future Taxpayers, But Didn't Know How (or Who) to Ask**

Make room in your budgets for teens! Learn the ways and strategies for attracting and keeping teens as library patrons.

*Presented by Stephanie Squicciarini, Fairport Public  
Library of Fairport, New York*

### **Is Your Library Properly Insured?**

It is the trustees' responsibility to understand library insurance coverage — get the basics here.

*Presented by Janet Steggles of Utica National  
Insurance and First Niagara Risk Management*

**Lunch and Program** 12:15 - 3:00 PM

### **NYSALB Annual Meeting**

### **Presentation of the Velma Moore Award**

### **The Role of the Trustee in Protecting Intellectual Freedom**

Robert Hubsher, Director of Ramapo Catskill  
Library System

# 2007 NYSALB Trustee Institute

May 4th & 5th

Crowne Plaza New York  
Laguardia Hotel



April 15th deadline for registration by mail (with this form).

Or register on-line at [www.nysalb.org](http://www.nysalb.org) anytime or if registering after April 20th, Closed May 1st.

Director or Trustee name(s) \_\_\_\_\_

Library name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Phone (     ) \_\_\_\_\_ Email \_\_\_\_\_

**NYSALB underwrites 20% of the cost of the Institute for members and 8% for non-members.  
All charges for Institute attendees are kept at the lowest cost possible.**

### Is your library budget under \$50,000 and are you paying for your own registration?

Check here to become eligible for one of two scholarships being offered for this year's Institute. Each scholarship is for Saturday's program (\$90 value). Only NYSALB member library trustees are eligible. Winners will be mailed their refund after the Institute.

	# of persons		per head	Subtotal
Shuttle from hotel to Queens Library for guided tour of Flushing and Corona Branch Libraries (RSVP for tour required)	_____	x	\$ 5	\$ _____

### Friday Evening Dinner and Program

rate for <b>NYSALB members only</b> <i>Your library and board are members of NYSALB if above your name &amp; mailing address (on the cover), there is a sentence: NYSALB members welcome!</i>	_____	x	\$ 40	\$ _____
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**OR**

rate for <b>trustees whose libraries are not yet members of NYSALB</b> <i>Please mark dinner selection using numeric value</i>	_____	x	\$ 45	\$ _____
_____ Grilled Filet of Salmon      _____ Roast Prime Rib of Beef au Jus				

### Saturday's Buffet Breakfast, Lunch and Program

rate for <b>NYSALB members only</b> <i>Your library and board are members of NYSALB if above your name &amp; mailing address (on the cover), there is a sentence: NYSALB members welcome!</i>	_____	x	\$ 90	\$ _____
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**OR**

rate for <b>trustees whose libraries are not yet members of NYSALB</b> <i>Please mark lunch selection using numeric value</i>	_____	x	\$ 105	\$ _____
_____ Marinated Chicken Salad      _____ Penne Pasta with Grilled Vegetables				

**Total amount enclosed**      \$ \_\_\_\_\_

### Did you remember to:

- completely fill out the form above and enclose a check made payable to NYSALB?
- contact the hotel to make hotel a reservation? 800-692-5424, block for NYS Assoc Library Boards by 4/5/07.
- encourage other trustees from your board and your library director to attend?

**Please mail this completed form and payment to:** NYSALB Institute PO Box 11048 Albany NY 12211

**Questions?** Call 518-445-9505 or email us at [nysalb@nycap.rr.com](mailto:nysalb@nycap.rr.com)