



**WNYLA Meeting Minutes**

**MINUTES/DISCUSSION RECORD**

**COMMITTEE:** Western New York Library Assistants Committee

**ATTENDING:** Caitlin Kenney, Naciah Bell, Emily McDonald, Dawn Stanton, Ashley Pietrzykowski, Rose LaJudice, Sui Mei Grierson, Paul Whiting, Sarah Patton

**EXCUSED:** N/A

**ABSENT:** Susan Jaworski

**DATE:** June 10, 2021

**LOCATION:** Zoom

**RECORDED BY:** Caitlin Kenney

<b>TOPIC</b>	<b>DISCUSSION/ CONCLUSIONS</b>	<b>RECOMMENDATIONS/ ACTION/ EVALUATION/FOLLO W-UP</b>	<b>RESPONSIBILITY &amp; TARGET DATE</b>
Introduction	Meeting started at 10:00 am		
New members	Both new members attended today's meeting, so current members introduced themselves.		
Chair	This is Naciah's last term as Chair, which ends June 30. The committee needs a new chair who will begin July 1 <sup>st</sup> . Naciah mentioned that the Chair is expected to attend the Fall and Spring Committee Chairs Meetings (only twice a year) and deliver a report on the committee's current activities. The Chair is also responsible for scheduling the meetings, providing a meeting agenda, and assigning a notetaker for meeting minutes.	Dawn recommended Rose for Chair.	Rose will consider it and let Caitlin know by the end of June.
WNYLA listserv/committee promotion	Rose has been updating the current listserv information and removing old addresses. Rose would like to be able to reach current and retired library assistants. A flyer	Rose will work on creating a flyer. Caitlin will create a form for people to input their information for the listserv and share the	Ongoing.



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	<p>should be created that can then be sent out to all institution lists, WNYLIB, and any other places we can think of. Mei suggested creating a private Facebook group for library assistants so people could share tips, chat, and post job openings. Paul suggested putting more promotion on the WNYLRC website that's front and center, for example, a banner promoting the committee on the scrolling carousel.</p>	<p>link to the form with Rose. Caitlin will also create the private Facebook group and can put the banner up on the website.</p>	
Rebranding	<p>Mei suggested that the term "library assistants" is limiting and makes people think they are not qualified, since "library assistant" is also used as a job title. So clerks and other support staff with different titles don't think they can participate. "Library Support Staff" was suggested and everyone preferred that. It is more general and welcoming.</p>	<p>A proposal will need to be submitted to the WNYLRC Board of Trustees to approve the name change. All promotion and branding will refer to library support staff, rather than library assistants.</p>	Not yet determined.
Workshops and future programming	<p>Mei suggested connecting with library students and encouraging them to join the listserv. Caitlin mentioned that she is working on a series about specific careers within the library profession and that she would like to run one focused on library support staff, with a panel of stuff who will discuss the different things they do. Can be promoted specifically to library students.</p> <p>Emily gave an update on the future Getting to Know You Event. She connected with the Niagara Falls</p>	<p>We debated whether we want to do an in-person or online event. Emily reminded everyone that previously, our in-person GTKYs averaged 20 or fewer people, whereas our April online lunchtime event had around 42 attendees.</p> <p>Rose will look into what it might take to organize a mixer.</p>	<p>Will need to determine whether we want to do an in-person GTKY or have it online and schedule the program.</p>



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	<p>Underground Railroad Center. They are able to run a Zoom meeting, but would need 2 weeks. Notice. They require a 50% deposit upon booking. They are available Tuesday-Friday, 10am-6pm, so it would be easy to do another lunchtime meeting. They currently are not offering a docent for an in-person tour. If we wanted to do a tour in-person, we could meet there, but we would be given audio devices.</p> <p>It was also suggested we have a separate in-person event with a mixer or networking event after sometime in the late summer or fall.</p>		
Budget	We have \$1,143.31 in current funds and will receive an additional \$500 in July, bringing the total to \$1,643.31 so we certainly will have money to spend.		
Dismissal	Meeting ended at 10:45 am.		