

# 2010 Trustee Institute



Presented by the  
New York State  
Association of Library Boards

April 30th & May 1st

Melville, New York

at the

Long Island Melville Marriott Hotel



# The Institute

This is the 14<sup>th</sup> Annual Institute hosted by NYSALB. This conference is for library trustees, staff and directors. There are sessions for all levels of experience with opportunities to gain valuable information on your roles and responsibilities.

**New this year!** The Institute has always taken the time to recognize those who have provided extraordinary service to libraries by providing the Distinguished Service and the Velma K. Moore Awards. This year we have added the Outstanding Trustee Award and the Outstanding Friends Award.



[nysalb@nycap.rr.com](mailto:nysalb@nycap.rr.com)  
888-469-7252  
PO Box 11048 Albany, NY 12211

## Hotel Accommodations:

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

- Host hotel and suggested room accommodations are at the Melville Marriott, located at 1350 Old Walt Whitman Road (zip 11747).
- Reserve by **April 21 for the special room rate of \$109 per night** (taxes additional).
- Call 631-423-16000 or 800-228-9290 for reservations or
- Visit the website at: Melville Marriott Long Island
- Our code for the room block: NYSNYSA. The special rate is available for evenings of April 30 and or May 1st
- Long Island Railroad is 7 miles away. Use the Farmingdale Station stop. JFK and LaGuardia Airports are both 30 miles away. It is recommended that guests take the train into Farmingdale and then seek a cab to the hotel. Parking is complimentary.

## 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. Visit our website to get an application [www.nysalb.org](http://www.nysalb.org) or call 888-469-7252 to learn more.

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**LTA** | LIBRARY TRUSTEES  
ASSOCIATION  
OF NEW YORK STATE

## NYSALB has changed its name!

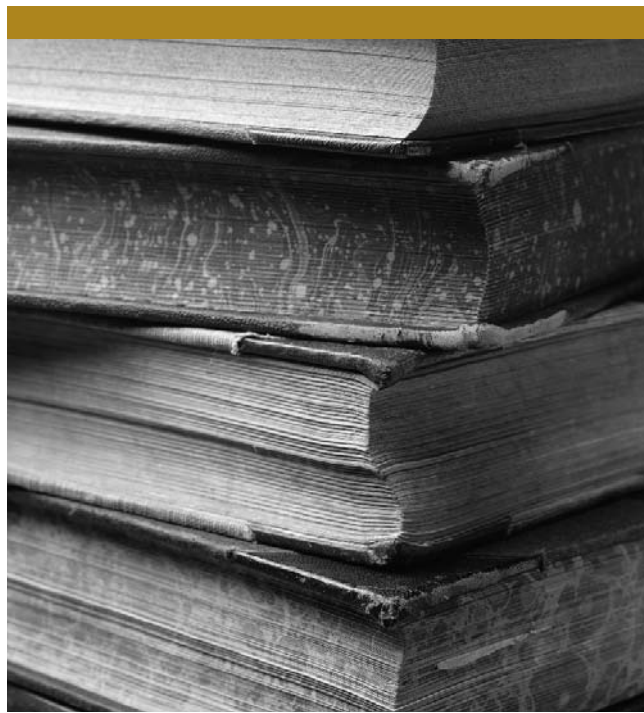
Look for more information on our name change and new look in the Spring 2010 newsletter and on our website. Why change? Same great purpose but our name will now more clearly define who we are. With our name change will come a much improved website too. These improvements will initially be cosmetic and ease navigating all that we have planned. Plus, later this year, we will announce links that will share library policies from across the state allowing trustees and staff to research policies of like libraries based on budget and geographic location.

# Program Descriptions & Our Presenters

## **Trustees' Top Ten: The Best practices of Successful Boards**

Editor of the *Handbook for Library Trustees of New York State*, this session for attendees will discuss the key traits of successful public library boards and how you can follow their example. All attendees will receive the newly revised handbook.

Presented by **Jerry Nichols**, Director of the Palmer School of Library and Information Science



## **Holding Effective Library Board Meetings**

What makes a meeting successful? This session will discuss the roles of trustees and executive committee, what your financial reports should share, need for personnel reports, value of collective authority, meeting agendas and minutes, Open Meetings Law, and best practices.

Presented by **Kevin Verbese**, Director, Suffolk Cooperative Library System. Chair, NYS Library Association Legislative Committee

## **Positioning for Long Term Success with Strategic Planning**

Strategic planning is a powerful tool for your roadmap to success; ensuring that your library has a strategic plan is one of the primary duties of a Board. In this session, learn about: what strategic planning is and the board's role in this plan, benefits of strategic planning, organizing the strategic planning process, importance of environmental scans and the SWOT analysis, how to incorporate patron needs into your planning, and creating accountability for implementation of a strategic plan.

Presented by **Jon Allen**, Management Consultant & Adjunct faculty member at Dowling College Graduate School of Business

# 2010 Conference Agenda

## Friday, April 30th

**Check-In and Cocktail Reception** 6:00 PM

*Cash bar and complimentary hors d'oeuvres*

**Welcoming & Dinner** 7:00 – 9:30 PM

**Mary Ellen O'Connor**, *President of the Library Trustees Association of New York State*

**Kevin Verbese**, *Director, Suffolk Cooperative Library System*

**Presentation of the 2010 Distinguished Service Awards**

- **Gerald (Jerry) Nichols**, *Director, Palmer School of Library & Information Science*
- **Herbert Biblo**, *Director, Long Island Library Resources Council*

**Presentation of the 2010 Outstanding Service Awards**

- **Outstanding Trustee Award**
- **Outstanding Friends Award**

**Keynote**

**Carol Nersinger**, *Executive Director, Albany Public Library*

## Saturday, May 1st

**Registration and Check-In** 8:00 - 9:00 AM

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

**Session One** 9:00 - 10:30 AM

*All attendees are asked to join in this session*

**Trustees' Top Ten: The Best practices of Successful Boards**

Presented by Jerry Nichols, *Director of the Palmer School of Library and Information Science*

Editor of the *Handbook for Library Trustees of New York State*, this session for attendees will discuss the key traits of successful public library boards and how you can follow their example.

All attendees will receive the newly revised handbook.

**Break** 10:30 - 10:45 AM

**Concurrent Session Two** 10:45 - 12:15 PM

*Attendees are asked to attend one of the following:*

**Effective Board Meetings**

Presented by Kevin Verbese, *Director, Suffolk Cooperative Library System*

Your library programming and effectiveness is as good as your board. Your board is as good as its leaders and how well prepared they are for each year and each meeting. In this session learn how and what your meetings should cover and how best to prepare for them.

**Positioning for Long Term Success with Strategic Planning**

Presented by Jon Allen, *Management Consultant & Adjunct faculty member at Dowling College Graduate School of Business*

Strategic planning is a powerful tool for your roadmap to success; ensuring that your library has a strategic plan is one of the primary duties of a Board. In this session, learn about: what strategic planning is and the board's role in this plan, benefits of strategic planning, organizing the strategic planning process, importance of environmental scans and the SWOT analysis, how to incorporate patron needs into your planning, and creating accountability for implementation of a strategic plan.

**Lunch and Program** 12:15 – 2:30 PM

Unveiling of Library Trustees Association of New York State, *our new name*

**Presentation of the Velma Moore Award**

Presented by Suzanne Stockman, *Trustee for Library Trustees Association of New York State*

**Keynote Speaker**

David M. Steiner, *Commissioner, New York State Education Department & President of the University of the State of New York*

## Friday Evening Keynote Speaker:

### Carol A. Nersinger,

*Executive Director of Albany Public Library*

Carol Nersinger has led libraries for more than 20 years. She has directed public libraries in New York and New Jersey, directed a statewide library development bureau, and led a regional library cooperative. During her tenure at East Brunswick Public Library, Nersinger has expanded hours without increasing expenditures, expanded programming to reflect a diverse constituency, developed a leading-edge teen center, developed a comprehensive strategic plan, and increased the library's public awareness initiatives.

### The Distinguished Service Award will be presented to two outstanding individuals for 2010.

### Gerald (Jerry) Nichols

*Director, Palmer School of Library & Information Science*

With over three decades of regional, state and national leadership in library services, legislative activities and governance issues, Jerry Nichols is considered one of the state's most experienced consultants in library management, finance, law and construction. He currently serves as the Director of the Palmer School of Library and Information Science at the C. W. Post Campus of Long Island University. A graduate of Long Island University, he is the former Director of the Suffolk Cooperative Library System, one of the nation's busiest and most innovative cooperative library systems. He is noted for the implementation of technological innovations and expansion of numerous public library facilities during his tenure. He is the editor of the *Handbook for Library Trustees of New York State*, a member of the New York State Regents Advisory Council on Libraries and is a past recipient of NYLA's Outstanding Service to Libraries Award.



### Herbert Biblo

*Director, Long Island Library Resources Council*

A graduate of the University of Chicago Graduate Library School, Herbert Biblo has enjoyed a long and distinguished career in libraries. Much of this time has been with the Nassau County Library community but his reach extends throughout the state and the nation. He has contributed significantly to leadership in library service design and legislative initiative nationally, statewide, and locally in Suffolk County. He has served as director of the Long Island Library Resource Council (LILRC), President of the Nassau

County Library Association, and has held numerous responsibilities both within the American Library Association (ALA), New York State Library Association (NYLA), and other professional organizations, statewide and nationally.

## Saturday's Keynote Speaker:

### David Milton Steiner,

*Newly appointed Commissioner, New York State Education Department & President of the University of the State of New York*

Formerly the Dean of the Hunter College School of Education at the City University of New York, Commissioner Steiner is best known for his leadership of the national effort to transform teacher preparation and improve teacher quality.

On July 27, 2009, the New York State Board of Regents voted to elect Dr. David Milton Steiner as New York State Education Commissioner and President of the University of the State of New York. Commissioner Steiner assumed his post on October 1, 2009.

As Commissioner of Education, Steiner serves as chief executive officer of the State Education Department and as President of the University of the State of New York (USNY). USNY is comprised of more than 7,000 public and independent elementary and secondary schools; 270 public and independent colleges and universities; 7,000 libraries; 900 museums; 25 public broadcasting facilities; 3,000 historical repositories; 436 proprietary schools; 48 professions encompassing more than 761,000 licensees plus 240,000 certified educators; and services for children and adults with disabilities.

Steiner stated in a summary of Education Reform in New York State (December 2009): When I was given the task of being Education Commissioner this October by the Chancellor and the Board of Regents - they gave me a very clear charge: raise the quality of education in our state, and work to transform the New York State Education Department into a hub of innovation and best practices. To make good on that charge means getting the fundamentals right: a demanding, clear curriculum, reliable assessments, high standards, effective teachers in every classroom, and great school leadership. It also means understanding those fundamentals in practice. Convinced that our current system leaves far too many students falling short of those goals we all share, the Board of Regents and I are dedicating ourselves to a comprehensive, integrated and innovative education reform agenda for our state.

# 2010 NYSALB Trustee Institute

April 30th & May 1st

at the  
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**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 15th.**

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

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

Home Address (or library if employee) \_\_\_\_\_

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

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

**# of persons                      per head                      Subtotal**

### *Friday Evening Dinner and Program*

*Please mark number of dinner selections needed using numeric value*

\_\_\_\_\_ Steak Au Poive

\_\_\_\_\_ Vegetable Mediterranean Couscous

\_\_\_\_\_ Chicken Wellington

rate for **NYSALB members only**                      \_\_\_\_\_ x                      \$ 75                      \$ \_\_\_\_\_

**OR**

rate for **trustees whose libraries are not yet members of NYSALB**                      \_\_\_\_\_ x                      \$ 90                      \$ \_\_\_\_\_

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

*Please mark number of lunch selections needed using numeric value*

\_\_\_\_\_ Chicken Cardinale

\_\_\_\_\_ Grilled Fillet of Salmon

rate for **NYSALB members only**                      \_\_\_\_\_ x                      \$ 150                      \$ \_\_\_\_\_

**OR**

rate for **trustees whose libraries are not yet members of NYSALB**                      \_\_\_\_\_ x                      \$ 175                      \$ \_\_\_\_\_

**DISCOUNT - Signing up for both days? Subtract \$20 per**                      \_\_\_\_\_ x                      \$ 20                      - \$ \_\_\_\_\_

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

### *Did you remember to:*

- completely fill out the form above and enclose a check made payable to NYSALB.
- contact the hotel by April 21 to make a hotel reservation? 800-228-9290. Please use room block code NYSNYSA.
- 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 888-469-7252 or email us at [nysalb@nycap.rr.com](mailto:nysalb@nycap.rr.com)