

Meeting Minutes - Literacy Coalition Steering Committee meeting 7/7/2016

Attendees: Katie -Mid York Library, Karen-RCIL, Dave- RCIL, Michele S - BOCES, Sarah L - MVCC, Patrice V- Neighborhood Center, Ann M - MVILR, John R - SUNY Poly, Wendy S - WIB, April B - Dunham Library, Marj M, HCCC

- **Updates given on Projects to date**
 - **Dolly Parton Imagination Library (DPIL):** Ann M gave an update, with verification from Patrice that the transfer of finances is moving forward. There are many documents and logistics to be put into place so that all legal and procedural issues are correctly addressed. Brief discussion was held about how the Performance Measurement Team will track progress of project; how can it be linked to the readiness survey being done in Herkimer County (and planned for Utica Schools?) to create a strong data profile? Patrice brought up the question of financial sustainability for assurance of the program's continuity; Ann briefly described the Rotary Club's involvement with the project and after reviewing the notes from last month's steering committee, Ann will update and expand the accepted Project Proposal to include more detail on budget and plans for sustainability.
 - Michele OMH reported that th BOCES "**Transportation for Career Readiness Summer Program**" Project is successfully underway.
- **EZ Read Community Bookshelves Project Proposal** was reviewed and discussed. Joanna wrote the proposal but was unable to attend the meeting, so Michelle presented it and discussion ensued. Most of the discussion was around the budget, and how compensation for mileage submitted by guardians would be handled. (The group remembered that Joanna is using a Google form to keep track of progress.) A motion was made to accept the proposal for the full budget amount of \$3,000.00, with further discussion to be held about individual budget line amounts. Motion was seconded and after discussion, passed unanimously.
- **Communications Team Task List** was presented and discussed. Katie McCauley will continue to take the lead on website maintenance; Wendy Stevens volunteered to work with Ann Maher on Constant Contact communications and the LitCo Face book page. Wendy will contact Brenda Episcopo to be added as an administrator for the FB page; Ann and Wendy will meet next week to work on Constant Contact together. Media and print communication needs still need more discussion. Jennifer Recht has volunteered to write press releases but is now a member of the Adult Team so her time may be limited. Michelle suggested using a method similar to the successful LMV project this past year that revitalized the Resource Development Team.
- **The Resource Development Team** will be important in finding funding streams for projects as we move forward. Michelle asked that someone from the RDT speak briefly at next week's LitCo meeting; John Reale agreed to do so (with support from SC members).
- **The Agenda for the full Coalition meeting on July 15** was quickly reviewed.

- The meeting concluded at 10:10. The next Steering Committee meeting schedule is **8/11/16** at 8:30 am **(at the Community Foundation?)**