



**WNYLRC Committee Chairs Fall 2021 Meeting**  
**Monday, October 18, 2021**  
**Via Zoom**  
**Meeting 11:00 am**

**Minutes**

1. Call to order – Sheryl Knab – 11:00 AM
2. Introductions
  - a. Present: Shanley Olszowy, Erin Vest, Jay Barone, Michelle La Voie, Sheryl Knab, Grace DiVirgilio, Heidi Ziemer, Adrienne Doepp, Debbie Porter, Mandi Shepp, Barbara Biljan, Jessica Gavin, Kristine Kasbohm, Danielle Ptak, Andrew Johnston, Alison Farinacci, Olivia Helfer
  - b. Absent, excused: Caitlin Kenney, Hope Dunbar
3. New Business
  - a) Committee Funding Update – Debbie Porter
    - i. Individual committee funds
      1. Debbie put each committee fund balance in the chat
      2. Chia has \$1,077.35
    - ii. Committee Recruitment
      1. For committees with openings, you can recruit at any time of the year. A new person can fill an existing term and then apply to formally be added to the committee at the next round of recruitments.
  - b) Committee Chair Responsibilities
    - Chairs can delegate to their committees to complete tasks the committee chooses to take on. See the committee guidelines for more details.
    - All minutes from regular meetings must be posted to WNYLRC internal drive.
  - c) Discord – Danielle Ptak
    - Comparing Discord and Slack.
    - Danielle did a short demo for Discord.
    - There was some positive feedback in the chat, but it is realized that this shouldn't just become one more communication channel to monitor. SO
  - d) Committee Charge Template
    - All committee chairs should look at their charge and adhere to new template.
    - Charges must be in line with WNYLRC's strategic principles.
    - Most committees need to add a scope statement, something that details their purpose as a committee as well as which principles are met by the committee.
    - Kristine said she recognizes the Board should have given this information to the committees before September, when committees review their charges. She apologized on behalf of the Board and thanks all committee chairs.



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- Updated charges should ideally be submitted by the January 2022 board meeting.

- Motion: Erin Vest, Seconded: Mandi Shepp

#### 4. WNYLRC update

##### a) Ask Services- Sheryl Knab

###### a. Lawyer

i. Stephanie is going through the RAQs and will update them to keep them current w/ any changes in the law

###### b. HR Expert

i. Another session will be held today at 2 PM, topic: leadership

##### b) Ask Us 24/7- Caitlin Kenney

a. SUNY Plattsburg and SUNY Erie have joined

##### c) Continuing Education Offerings – Caitlin Kenney

a. Access and Innovation Grants workshop – tips on how to write these grants

b. StoryBridge workshop is Oct 27<sup>th</sup>

c. Robert's Rules workshop is Nov 9<sup>th</sup>

d. INALJ webinar sponsored by ESLN on Nov 15

e. Happy Hour on Nov 17<sup>th</sup>

##### d) ESLN Digital Services – Jason Barone

a. ESIE – more training to get more people adding their content

i. Preparing for another round of grants – camera grants (4-5)

ii. Forming an advisory group so previous grantees can bring their experience into the mix and help evaluate this project going forward

b. Empire ADC – migration to Archipelago is complete

i. Our users will be billed soon – billed through WNYLRC

c. NY Heritage – new website

d. NYS Historic Newspaper – minor update done last week, site is up and running fine now though

i. Projects that were delayed by Covid are now continuing

e. New exhibit on immigration is now available

i. Physical exhibits can be requested, and they complement the digital exhibits

##### e) Advocacy -Heidi Ziemer

a. Still recruiting for the LEAP committee – if you know anyone tell Heidi

##### f) Health Literacy Initiative-Heidi Ziemer/Olivia Helfer/Grace Di Virgilio

a. The Prendergast Library just recently received their pod and will begin promoting it to the public. Hoping for an official launch near the beginning of November. The Coles branch will officially launch their pod to the public after a brief construction project is finished at the branch library.

###### b. ARPA funds

i. Public library systems

ii. Museum systems

iii. School library systems

##### g) Digital Inclusion/Broadband-Heidi Ziemer



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- a. On a task group who is trying to identify where there is digital literacy training in WNY -- <https://wnydigitalequity.org/>
- b. Working with Mission Ignite to offer digital literacy training as well as distribute refurbished devices to those who complete the training
- h) Internship/Mentoring Program – Sheryl Knab
  - a. Next step: creating an application process through member libraries
    - i. Wanting libraries to be a partner in finding students to fill these internship opportunities
  - i) Social Work interns – Sheryl Knab
    - a. Working w/ Fredonia, who has placed a social work intern into the James Prendergast Library. Annie Greene, the director, has an MSW and she is able to supervise the student. This type of oversight is needed for BSW students, and Fredonia said they would be willing to work w/ us on this since most libraries do not have an MSW on staff to supervise these students.
- 6. Update of Committee Accomplishments to date
  - a) Committee for Health Information Access – Shanley Olszowy/ Olivia Helfer
    - a. Committee members are working to develop a professional development fund that reimburses library workers for health-related continuing education opportunities.
    - b. They are finalizing a Wufoo application form that will be accessible at the beginning of 2022. After about 6 months, the committee will reevaluate the process and make changes as needed.
  - b) Continuing Education Committee – Erin Vest and Brian Sajecki/Caitlin Kenney
    - a. Intersect Unconference: Resilience, Renewal, and Beyond was a success.
      - i. Offered a plenary this year which was successful, as was the craft activity offered during the lunch hour.
      - ii. All sessions were recorded, and attendees can access all sessions they may have missed.
      - iii. Attendance was about the same as last year.
      - iv. Formal evaluation is still being collected.
      - v. Hopefully next year, the event can be held in person.
  - c) Equity, Diversity, Inclusion and Anti-racism – Taheera Shaheed – Sonubi/Grace DiVirgilio and Caitlin Kenney
    - a.
  - d) High School to College Continuum – Andrew Johnston/Heidi Ziemer
    - a. Redeveloping the committee charge and will fit this to the new template
    - b. Wanting to use some funds to create a diversity collection award.
      - i. Creating an award for K-12 libraries to promote/create diversity in their collections.
    - c. Want to create and keep up-to-date an Information Literacy Skills checklist so that graduating seniors can feel more prepared going into their freshman year of college.
  - e) Preservation Committee –Mandi Shepp and Jessica Gavin/Heidi Ziemer



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- a. Planning for Preservation Institute in the spring 2022 – focusing on sustainability in preservation.
  - b. Working on preservation brochures: quick-reference literature guides for institutions to get quick information.
  - c. Who's Who at WNYLRC is continuing. Sign up to be interviewed here: <https://wnylrc.wufoo.com/forms/k1kykp010alhkf4/>.
  - d. Podcasts from the Past – readings from archival materials that are WNY-centric
    - i. Suggestions can be submitted here: <https://wnylrc.wufoo.com/forms/kx15sfb0aff2f2/>
  - f) Regional Advisory Committee –Hope Dunbar and Alison Farinachi/Sheryl Knab
    - a. Approved \$123,000 in digitization projects
      - i. Wanting to focus on smaller repositories in the coming cycle
      - b. Working to create a rubric to evaluate these submissions
  - g) Resource Sharing Committee –Danielle Ptak and Barbara Biljan/Sheryl Knab
    - i. AcademicShare/InfoPass
      - 1. Able to get the annual renewal forms up online for both of these services.
      - 2. Not as much activity in AcademicShare due to Covid, so they will be reevaluating going forward
    - ii. LibWizard
      - 1. Not as much interest as was hoped for, so this project may be sunsetted. WNYLRC will see what is feasible in terms of offering a discount to other interested parties going forward.
    - iii. Trialing Discord and continuing to work through how to build community among the committees.
  - g) WNY Library Assistants Committee – Caitlin Kenney
- 7. Other Business
  - 8. Spring 2022 meeting
  - 9. Adjournment