



**Western New York Library Resources Council**

**Board of Trustees**

**MINUTES/DISCUSSION RECORD**

**ATTENDING  
 BY ZOOM:**

Dan Albertson (UB-LIS), Donna Berryman (UB-HSL), Timothy Binga (Center for Inquiry Library), Deborah Chiarella (UB), Paul Cieslik (Lipsitz, Green et. al), Justin Cronise (SUNY Erie), Janice Dekoff (Chautauqua-Cattaraugus Library System), Jeannine Doyle (BECPL), Lisa Erickson (Nioga Library System), Cece Fuoco (CA BOCES SLS), Dennis Galucki (Founder & Director, Center for the Study of Art, Architecture, History, and Nature), Kristine Kasbohm (Canisius College), Kathryn Leacock (Buffalo Museum of Science), Alicia Thompson (Erie 1 BOCES SLS)

Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (Accounting Mgr.-WNYLRC)

**EXCUSED:** Jeremy Lyman

**GUESTS:**

**DATE:** Tuesday, May 18, 2021 2:00 pm

**LOCATION:** Zoom Meeting

**RECORDED BY:** Ashley Pietrzykowski (Office Coordinator-WNYLRC)

**MINUTES/DISCUSSION RECORD**

<b>TOPIC</b>	<b>DISCUSSION/ CONCLUSIONS</b>	<b>RECOMMENDATIONS/ACTION/ EVALUATION/FOLLOW-UP</b>	<b>RESPONSIBILITY &amp; TARGET DATE</b>
1. Call to Order	Kristine Kasbohm called the meeting to order at 2:03 PM		
2. Approval- January 2021 Meeting Minutes	<b>Kristine Kasbohm asked for a motion to approve the March 2021 meeting minutes.</b>	<b>Motion: Kathy Leacock Second: Alicia Thompson Passed: unanimously as edited</b>	Attendance and guest updated in corrected minutes.
3. Guest: Marc Panaro – Lincoln Investment	Marc gave an overview of the investments and the performance of the investments.  He suggested not making too many adjustments as growth has been steady	Asked about suggestions for changes and Marc will work directly with Business & Finance Committee and then Business & Finance Committee will present	Debbie to provide Marc with Finance Committee's information.



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		Board with report and suggestions for changes they feel are appropriate.	
4. Accounting Mgr./Treasurer's Report	Budget had some changes due to the 20% cuts being re-added WNYLRC staff payroll adjustments – COLAs, part-time to full-time Part of unspent 2020 RBDB budget will be used for invitational grants 90k not currently allocated to budget. \$40,000k set aside for diversity interns for 2022. \$49,000 reserved for 2022-2023 fiscal year in case of state funding challenges		
5. New Business:			
a) Committee nomination/recruitment	Cece motioned to approve committee nominations as discussed. Justin Second. All approved	All nominations were approved, and new members will attend committee orientations	
b) Reasonable Accommodations Policy	<b>Action item</b>	<b>Motion: Kathy Leacock Second: Jeannine Doyle Passed: tabled</b>  No legal requirement for coordinator to have additional training but there is recorded training available.  Should name be replaced with generic titles for ease of transitions when roles change?  Does appeals process need to include additional timeframes?	Not needed. Names can be updated without Board approval.  After discussion, Jeannine is going to revise the policy and will bring revised policy to the board for approval in June.
c) Code of Conduct	<b>Action item</b>	<b>Motion: Alicia Thompson</b>	Remove Sheryl's name, add



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<p>d) WNYLRC Budget</p> <p>e) Auditor for 2022</p>	<p><b>Action item</b></p>	<p><b>Second: Deborah Chiarella</b> <b>Passed: unanimously as edited</b></p> <p><b>Motion: Jeannine Doyle</b> <b>Second: Jan Dekoff</b> <b>Passed: unanimously</b></p> <p>Access &amp; Innovation grants are within this budget year but just need to be allocated in this fiscal year and then used by the end of 2022.</p> <p>Sheryl and Debbie hope we are not required to pay back second PPP loan but have set aside funds for that.</p> <p>Reviewed line items and movement of some funds to other areas of the budget.</p> <p>Action grants funded and being distributed.</p> <p>Policy needed for investment minimum balance and what to do with funds and interest earned over that minimum balance.</p> <p>WNYLRC staff changes part-time to full time, COLAs, merit increases.</p> <p>Personnel Committee met for discussion of Executive Director review process. Going forward there will 2 separate salary adjustments: COLA and merit. Committee is giving COLA now and 2022 merit process will start in January.</p>	<p>“registrant/participant” to clarify to whom policy is directed</p> <p>Sheryl will get a meeting on the calendar to discuss with the Business &amp; Finance Committee.</p> <p>Jeannine to send letter to Kristine for her signature.</p> <p>Committee to present new Executive Director review guidelines at June meeting.</p> <p>Debbie Porter to ask about 3-year quote</p>
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		<p>Single year proposal \$6700 submitted by current auditor Bob Sendziak. Same price as last 5 years.</p> <p>Discussion of due diligence to get quotes from other agencies for price. Need to ensure quotes match services currently provided.</p> <p>Will go with 3-year contract from Bob Sendziak and then request other quotes when that contract nears end.</p>	to see if any cost savings.
6. Executive Director's Report		Report reviewed.	Report has been added to the Board page.
7.) Old Business  a.) EIDAr Standing Committee Charge Revision	<b>Action item</b>	<p>Revision of committee charge presented to Board.</p> <p><b>Motion: Justin Cronise</b> <b>Second: Kristine Kasbohm</b> <b>Passed: unanimously</b></p>	
8. Other Business	None		
9. Announcements	<p>Dennis Galucki – attended 2-day virtual conference with Sustainable Business Roundtable. They are going to have a 9-week session in partnership with UB to talk about 9 of the sustainable goals and how people are working towards them.</p> <p>Justin Cronise – Board Nomination Committee going to review their charge and will present at later meeting.</p> <p>Kathy Leacock was promoted, and she is looking for a</p>		



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	<p>librarian/archivist to back fill her position.</p> <p>Social work interns at libraries pilot to move forward.</p> <p>Mary Jean Jakubowski, Library System Director for the Buffalo &amp; Erie County Public Library, is retiring – low key for leaving. Suggestion is to send card or email to Mary Jean directly.</p>		
10. Adjournment	<p><b>All business was concluded and Kristine Kasbohm adjourned the Board Meeting.</b></p> <p><b>The Board Meeting was adjourned at 4:03 PM</b></p>	<p><b>Motion: Jeannine Doyle</b> <b>Second: Justin Cronise</b> <b>Passed: unanimously</b></p>	