



**Western New York Library Resources Council**

**Board of Trustees**

**MINUTES/DISCUSSION RECORD**

**ATTENDING  
 BY ZOOM:**

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

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

**EXCUSED:**

Lisa Erickson (Nioga Library System)

**GUESTS:**

Community Foundation – Aaron Hord

**DATE:**

**Tuesday, March 16, 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 2:04pm		
2. HLSP Budget Proposal – Grace and Olivia	<p>Numbers fluctuated a bit over the last year but HLSP is doing great considering the challenges of the last year and the cuts and restorations.</p> <p>UMMC in Batavia is not renewing this year as they are affiliated with Rochester Regional and have consolidated with them.</p> <p>Grant amount to hospitals increasing due to reduced expenses from pandemic restrictions.</p>		



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	<p>Migration HLO is complete and additional expense of 2 online systems is gone.</p> <p>Book money for hospitals will be increased this year due to the PPP funds.</p> <p><b>Kristine Kasbohm asked for a motion to approve the HLSP Budget.</b></p>	<p><b>Jeannie Doyle made a motion to approve the HLSP Budget, seconded by Deborah Chiarella. Motion passed unanimously.</b></p>	Completed
3. Approval- January 2021 Meeting Minutes	<p><b>Kristine Kasbohm asked for a motion to approve the January 2021 meeting minutes.</b></p>	<p><b>Justin Cronin made a motion to approve the January 2021 meeting minutes, seconded by Jeannie Doyle. Motion passed unanimously.</b></p>	Completed
4. Community Foundation- Aaron Hord	<p>Reviewed organization's investment fund statement for Q4 2020.</p> <p>Provided overview of Community Foundation.</p>	<p>Diversified portfolio – pooled resources</p> <p>Quarterly Investment calls are open to all members. - Aaron invited any of the Board members to participate in quarterly investment meetings. Anyone interested should contact Sheryl or Debbie.</p>	
5. Accounting Mgr/Treasurer's Report	<p>On track with current budgets.</p> <p>Portion of PPP loan assigned to general fund and to RBDB.</p> <p>Switched from paying internet and phone to credit cards to get the cash back from those payments.</p> <p>As of February 28, we have spent 71% of the budget from the general fund.</p>		



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	<p>RBDB budget includes \$52,000 for PPP loan. We have spent 66% of the budget.</p> <p>HLSP includes \$14,000 for PPP loan and we have spent 76% of the budget</p>		
<p>6. New Business</p> <p>a.) WNYLRC Board Responsibilities</p> <p>b.) Member listing on the website proposal</p> <p>c.) EDIAr Standing Committee Charge Request</p>	<p>Going to tie this in with the annual Conflict of Interest forms just to remind members of what is expected of them.</p> <p>Graphic designer developed icons from photographs of the libraries to be a visual representation of the library on the web.</p> <p>Task group looking to become standing committee.</p>	<p>Adding to the Board of Trustees web page</p> <p>Many organizations already have a logo that is part of their brand and are not going to agree to have that supplemented by these icons as it will deviate from the brand and cause confusion.</p> <p>Will ask members for links and logos to use for the member list on the new website.</p> <p>Wording of charge was confusing.</p> <p>Discussion of how committee will operate and how they will be guided.</p> <p>Desire to approve during committee recruitment period.</p> <p><b>Kristine Kasbohm made a motion to approve the creation of the EDIAr Standing Committee with conditions to clarify the wording of their charge, seconded by Alicia Thompson. Motion passed unanimously.</b></p>	<p>Website revamp will take precedence, so this proposal is tabled for now.</p> <p>Diversity statement should be separated from the charge.</p> <p>Suggestions from the meeting to be sent to Jeremy and Justin</p>



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<p>d.) State Budget Update</p>	<p>HLSP 20% cuts were reinstated, and belief is the rest of the funds are on the way.</p> <p>Senate and assembly budget lines were higher than governor's</p>		
<p>7. Executive Director's Report</p>	<p>Format changes for the April plan of service</p> <p>New logo for Professional Development</p> <p>Ask the Lawyer stats have leveled out</p> <p>Ask the HR Expert stats have just started</p> <p>Ask Us 24/7 stats are increasing</p>		
<p>8.) Old Business a.) 2023-2026 Dues</p>	<p>Dues increase 10%</p> <p>New member category added to break up smaller academics</p> <p>Dues would match fiscal year rather than calendar year</p> <p><b>Kristine Kasbohm asked for a motion to approve the dues increase with corrected figures and fiscal year billing proposal.</b></p>	<p>Members would be billed twice – one prorated for January to June and then the second for the full fiscal year or members could pay all 18 months at once.</p> <p><b>Alicia Thompson made a motion to approve the dues increase with corrected figures and fiscal year billing proposal and was seconded by Justin Cronise. Motion passed unanimously.</b></p>	
<p>9. Other Business a.) Executive Session - salary</p>	<p>Motion made to approve cost of living increase of 2%, not to exceed the amount budgeted for 2020 2021 budget for the executive director, Sheryl Knab.</p>	<p><b>Jeannie Doyle made a motion to approve the salary increase for executive director and was seconded by Justin Cronise.</b></p> <p>Discussion ensued about how this should be recorded and discussed going forward.</p> <p>Executive committee is working through new processes and</p>	



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		wanted to ensure the increase was voted on as soon as possible.	
10. Announcements	No announcements		
11. Adjournment	<p><b>All business was concluded and Kristine Kasbohm adjourned the Board Meeting.</b></p> <p><b>The Board Meeting was adjourned at 4:16 pm</b></p>	<p><b>Jeannine Doyle made a motion to adjourn and was seconded Dennis Galucki.</b></p>	