

Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

ATTENDING: Heidi Julien (UB/DLIS), Deb Chiarella (UB-HSL), Michael Cambria (Buffalo School Library System), John Hood (Ecology & Environment), Charles Lyons (UB-University Libraries), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), Barbara Kane (Southwestern High School), Ann Tenglund (St. Bonaventure University), Eli Guinee (Chautauqua Cattaraugus Library System), Lindsay Delaney (Orleans Niagara BOCES SLS) Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC)

EXCUSED: Mary Jean Jakubowski (BECPL), Lisa Erickson (Nioga Library System)

ON POLYCOM: Kerrie Fergen Wilkes (State University of NY at Fredonia)

ABSENT: Paul Cieslik (Lipsitz, Green et. al), Timothy Binga (Center for Inquiry Library)

GUESTS:

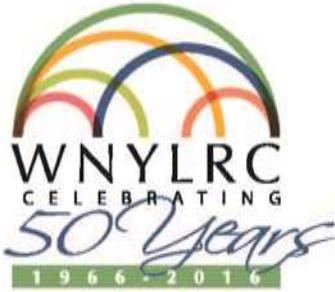
DATE: **Wednesday, November 9, 2016 2:30 pm**

LOCATION: **WNYLRC Board Room**

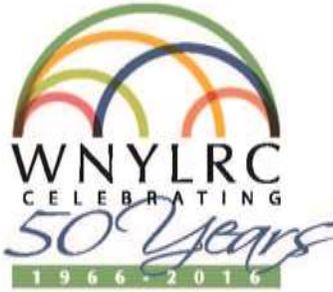
RECORDED BY: Pat Klaybor (WNYLRC)

MINUTES/DISCUSSION RECORD

TOPIC	DISCUSSION/ CONCLUSIONS	RECOMMENDATIONS/ACTION/ EVALUATION/FOLLOW-UP	RESPONSIBILITY & TARGET DATE
1. Call to order	Heidi Julien called the meeting to order at 2:32 pm.		
2. Approval of Sept 2016 Meeting Minutes	Heidi Julien asked for a motion to approve the Sept. 13, 2016 meeting minutes.	Ann Tenglund made a motion to approve the Sept. 13, 2016 meeting minutes. John Hood seconded. Motion was unanimously approved.	
3. Accounting Manager's /Treasurer's	Tim Binga was not in attendance at this meeting so Debbie Porter gave the report. Debbie Porter gave the		



<p>Report</p>	<p>Accounting Manager's/Treasurer's Report towards the end of this meeting. She informed the board that the format of this report is now based on the State Report, with columns representing Internal, State Aid, RBDB and Total Funds. She pointed out the percentages expended in the General Fund, which are appropriate since this is three months of reporting. All income and expenses are in line with the budget. In the HLSP budget report, they are also in line and encompass six months of the HLSP budget year. In the investment report, we have just moved some funds to the Legend Group.</p>		
<p>4. New Business a.) Board Officer Election</p>	<p>There was a discussion around the table as to who was eligible to serve as officers. Some members have already served as President; some member's terms will be up by 2018, which is the year that the incoming President-Elect, Vice President becomes the Board President. Lindsay Delaney has volunteered to be the President Elect, Vice President for the 2018 year.</p> <p>Heidi Julien asked for a motion to approve Lindsay Delaney as the President Elect, Vice President for 2018.</p> <p>Since the other two board officers were not present at this meeting, and cannot be asked if they will serve again, the slate of nominations will be voted on at this meeting, and a vote will be taken electronically at a later date. The two board officers are Tim Binga who holds the office of Treasurer and Mary Jean Jakubowski who</p>	<p>John Hood made a motion to approve Lindsay Delaney as the incoming President Elect, Vice President for 2018. Barbara Kane seconded. Motion was unanimously approved.</p>	

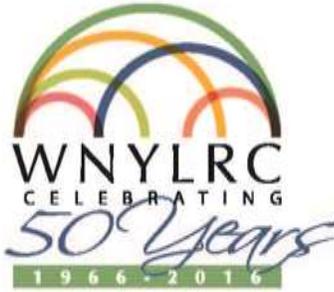


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<p>b.) 2017 Meeting Dates</p>	<p>holds the office of Secretary.</p> <p>Heidi Julien asked for a motion to approve the slate of nominations for the offices of Treasurer and Secretary for the 2018 year.</p> <p>At this point, Heidi Julien turned the meeting over to John Hood, to set convenient meeting dates for his year as Board President. John asked if members were all comfortable with the Wednesday meeting dates before he began the calendar for 2017. All meeting will take place on Wednesdays at 2:30pm. The Board of Trustees meeting dates for 2017 are as follows:</p> <ul style="list-style-type: none"> • January 25, 2017 • March 29, 2017 • April 19, 2017 • May 24, 2017 • June 28, 2017 (tentative) • Sept. 20, 2017 • Annual Meeting October 4, 2017 • Nov. 15, 2017 <p>The Annual Board Staff Luncheon will be held on January 25, 2017, one hour prior to the Board Meeting that will be held that afternoon. Invitations will be sent. The calendar is set and will be posted on WNYLRC's website for 2017.</p>	<p>Barbara Kane made a motion to approve the slate of nominations for the offices of Treasurer and Secretary. Ann Tenglund seconded. Motion was unanimously approved.</p>	
<p>c.) Equipment Upgrade</p>	<p>Sheryl explained her proposal to upgrade the equipment in the Training Center and the Board Room. The Regional Advisory Committee has already agreed to utilize RBDB funds for this upgrade. In the Training Center the proposal is for a new projector and new</p>		

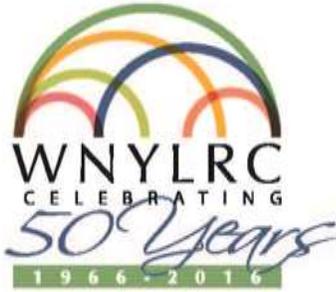


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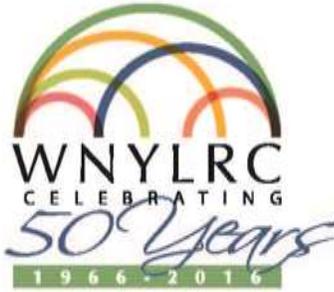
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<p>d.) Personnel Committee Policy-Conflict Resolution</p>	<p>laptop. In the Board Room, the Smart Board would be replaced with an LED Flat Panel. Also installed would be a camera and video system to improve audio. This upgrade to the Board Room would permit committee and board members the opportunity to more effectively participate remotely via Skype or other video conferencing. RAC has earmarked \$25,000 for equipment. They have reallocated funding set aside for newspaper digitization to the equipment purchases. The newspaper digitization is backlogged for approximately a one year period, and Sheryl does not feel comfortable promoting this program currently with such a delay. She doesn't feel that it's fair to the members.</p> <p>Heidi Julien asked for a motion to approve the equipment upgrade for the WNYLRC Training Center and Board Room.</p> <p>Kerrie Fergen Wilkes, who is chair of this committee, turned the floor over to Heidi Julien, as she is more familiar with what the Personnel Committee has worked on and the proposal currently before the board. Heidi reported that this is a Conflict Resolution Policy, which, if approved, will become part of the WNYLRC Employee Handbook. This is a structured notification and grievance procedure for work related concerns or issues. Kerrie commented that the final result was very thorough and filled a void in our procedures for these types of issues.</p>	<p>Discussion ensued regarding best practices on obtaining quotes, which is to have three quotes. Sheryl only received two quotes, because this is such a specialized field and it's hard to find vendors. Lindsay Delaney offered to send Sheryl a name of a company she had done business with and was very satisfied. Before the end of the meeting, Lindsay sent the name of the company to Sheryl, which is Presentation Concept Corp. Sheryl will contact them for a quote.</p> <p>John Hood made a motion to approve the equipment upgrade for the WNYLRC Training Center and Board Room. Charles Lyons seconded. Motion was unanimously approved.</p>	
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	<p>Heidi Julien asked for a motion to approve the Conflict Resolution Policy 6.4 of Section 6: Workplace Policies for the WNYLRC Employee Handbook.</p>	<p>Eli Guinee made a motion to approve the Conflict Resolution Policy 6.4 of Section 6: Workplace Policies for the WNYLRC Employee Handbook. Ann Tenglund seconded. Motion was unanimously approved.</p>	
<p>5. Executive Director's Report</p>	<p>There is a new WNYLRC Strategic Plan of Service, effective 7/1/16 through 6/30/21. That is the reason why the Executive Director's Report now looks slightly different. Sheryl reported that she met with the CCDA coordinators to discuss possible coordination of resources. It was decided to investigate digitization of the Buffalo News prior to 1923. There was also a suggestion to form a committee to develop a program to create textbook across libraries, which was forwarded to the Resource Sharing Committee.</p> <p>Sheryl also reported that there will be a Special Libraries Luncheon/Meeting/Tour at the Burchfield Penny Art Center on 1/18/17.</p> <p>Sheryl also informed the board about the FLSA (Fair Labor Standards Act) and the reporting consequences for our organization. We have had to make some changes in our exempt/non-exempt status of employees to be in compliance with the new law that is supposed to go into effect 12/ 1/16.</p> <p>Sheryl also reported that she had attended NYLA, which was held November 2-5, 2016 in Saratoga Springs.</p> <p>Nine RBDB grants have been received totaling \$100,000, but the allocation of funds is only \$40,000 this year.</p>	<p>Discussion ensued regarding copyright issues. Also discussed was WNYLRC's new Ask The Lawyer pilot, which is helping a great deal with copyright questions.</p> <p>Discussion also ensued regarding this issue. Many institutions are having a difficult time complying. Eli Guinee suggested a webinar that is being offered by Cornell, primarily for Public Library Systems. He asked if ESLN would be interested in it. This is very confusing to everyone and there are various policy implications also.</p>	

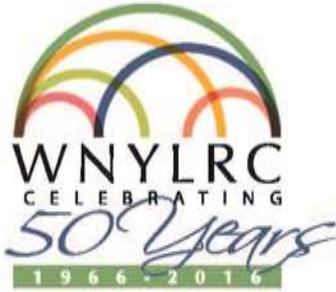


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	<p>Lobby Day will be held on March 1, 2017. WNYLRC has contracted for a bus that will transport the WNY members interested in going to Albany to participate. Everyone is welcome. Eli Guinee reported that six people are planning on attending from his region. Sheryl explained the schedule for the day, for those board members who may not have attended in the past. It is really important that we get our voices out there and that our library funding message is the same, regardless of the system that we are part of. Heidi Bamford is also setting up legislative visits here in our region before we go to Albany in March.</p> <p>Sheryl also reported on WNYLRC's new pilot program, Ask The Lawyer. There are all different types of libraries participating and a link to the Request Form is on the Ask The Lawyer page of wnylrc.org. There is also a section of RAQ's (Recently Asked Questions).</p>	<p>There was a discussion on the effectiveness of our efforts. Dennis Galucki asked if everyone thought that our efforts brought results. The opinions voiced were, yes, it does help our cause. The legislators start to know who we are and what we are asking for, especially if they see us a few times a year. They begin to understand the funding struggle that the libraries face. Also, ESLN has hired a lobbying firm and NYLA does a great deal of advocacy on behalf of libraries across the state. Other topics were discussed including system aid and bullet aid.</p>	
<p>6.Old Business a.)WNYLRC's 50th Annual Meeting- Evaluations/ Recap</p> <p>b.) Executive Director Review</p>	<p>Sheryl reported that the feedback from the Annual Meeting was overwhelmingly positive. The basket raffle was a big hit and \$150.00 will be sent to the NYLA Advocacy Fund. We did, however, have the lowest number of attendees in quite some time. Possibly some reasons for the low numbers were that it was held during the day and on a Friday. Also, it was a long distance to travel for our northern members. There were only two Nioga members in attendance. In 2017, we will go back to the evening time frame and see if attendance improves.</p> <p>Kerrie Fergen Wilkes, as Immediate Past President, is in charge of the Executive Director's Review. She apologized for not getting this done</p>		



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	sooner, but she does have all the information compiled and will send it out to all the other board members for review. She requested that everyone respond back to her as soon as possible, with a two week deadline. Discussion can be handled electronically.		
7. Other Business	Since Barbara Kane could not attend the WNYLRC Annual Meeting, Sheryl took this opportunity to thank Barbara Kane for her ten years of service on the Board of Trustees. Barbara was presented with an engraved pen and pencil set as a token of appreciation for her service. Sheryl also informed the board members that there is a survey that was sent out regarding Backstage and the feasibility of setting up shop here at WNYLRC for a couple months next summer. She encouraged everyone to fill out the survey, as that will determine whether or not Backstage would consider leasing temporary space, here at WNYLRC.	Again, discussion ensued, this time around copyright and privacy issues, centered around the digitization of high school yearbooks.	
8. Announcements	Heidi announced that the dean from the Graduate School of Education is stepping down. The provost would like a replacement to be named by 7/1/17. Also the revisions to the Masters curriculum have been approved.		
9. Adjournment	Heidi Julien adjourned the meeting at 3:37 pm.		

Addendum to the meeting minutes of 11-9-16:

Both Tim Binga and Mary Jean Jakubowski accepted their respective board positions for the coming year. On 12-21-16 an electronic vote was taken for the approval of both Tim Binga as Treasurer and Mary Jean Jakubowski as Secretary to continue in those roles. Ann Tenglund motioned to approve both Tim Binga and Mary Jean Jakubowski to continue in their roles as Treasurer and Secretary of the WNYLRC Board of Trustees. The motion was seconded by Heidi Julien, with 14 members voting. The motion passed.