

## Western New York Library Resources Council

### Board of Trustees

#### MINUTES/DISCUSSION RECORD

**ATTENDING:** Heidi Julien (UB/DLIS), Timothy Binga (Center for Inquiry Library), Tom Bindeman (Nioga Library System), Mary Jean Jakubowski (BECPL), Deb Chiarella (UB-HSL), Michael Cambria (Buffalo School Library System), John Hood (Ecology & Environment), Charles Lyons (UB-University Libraries) Kerrie Fergen Wilkes (State University of NY at Fredonia), Lindsay Delaney (Orleans Niagara BOCES SLS) Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC)

**EXCUSED:** Paul Cieslik (Lipsitz, Green et. al), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), Barbara Kane (Southwestern High School)

**ON POLYCOM:** Ann Tenglund (St. Bonaventure University), Eli Guinee (Chautauqua Cattaraugus Library System)

**ABSENT:**

**GUESTS:**

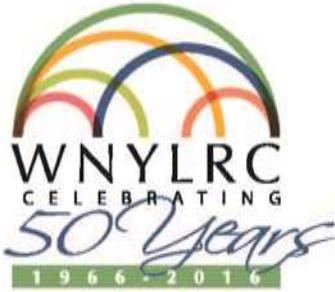
**DATE:** **Wednesday May 25, 2016 2:30 pm**

**LOCATION:** **WNYLRC Board Room**

**RECORDED BY:** Pat Klaybor (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	Heidi Julien called the meeting to order at 2:34 pm. Deb Chiarella, our newest board member was introduced to board. Introductions were made around the table.		
2. Approval of April 2016 Meeting Minutes	<b>Heidi Julien asked for a motion to approve the April 20, 2016 meeting minutes.</b>	<b>Kerrie Fergen Wilkes made a motion to approve the April 20, 2016 meeting minutes. John Hood seconded. Motion was unanimously approved, with corrections noted.</b>	
3. Accounting	Tim Binga gave the Treasurer's		

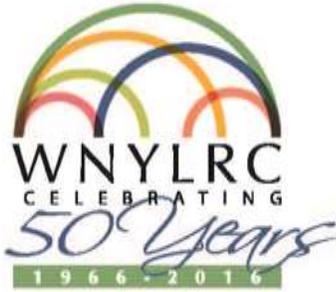


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<p>Manager's /Treasurer's Report</p>	<p>Report. He reported that everything is in line and that the current fiscal year expires June 30<sup>th</sup>.The Business and Finance Committee will also give their report during the meeting.</p>		
<p>4. New Business a.) Business and Finance Committee Report</p>	<p>The Business and Finance Committee met immediately prior to this meeting with Marc Panaro (Legend Group). The committee discussed some investment strategies that are being considered. The plan would be to invest a portion of our current portfolio with the Legend Group. The Business and Finance Committee is recommending to the board that they do take this action.</p> <p><b>Heidi Julien asked for a motion to approve the Business and Finance Committee's proposal to move a portion of investments from the M &amp; T portfolio to the Legend Group.</b></p>	<p>Discussion ensued. Various questioned were brought up and answered including style of investing, which is conservative. Do we currently have an investment policy? Sheryl read the policy from the handbook to the group. Also, questioned were fees. No, WNYLRC would not incur any fees if the board decides to do this.</p> <p><b>Tom Bindeman made a motion to approve the Business and Finance Committee's proposal to move a portion of investments from the M &amp; T portfolio to the Legend Group. Tim Binga seconded. Motion was unanimously approved.</b></p>	
<p>b.) Board Nominations</p>	<p>Charles Lyons gave the report of the Nominations Committee. Heidi Julien will complete her first term this year and is willing to serve a second five year term. Dennis Galucki, who represents the Research Community, and is completing Lori Dean Torrell's term, is willing to serve his first five year term. Lindsay Delaney has recruited Alicia Thompson (Erie 1 BOCES SLS) to fill the School Library Systems slot, which is currently held by Barbara Kane. This is the last year of Barbara Kane's second term, she can no longer serve. Charles commented that, in the nominating committee's search to</p>		

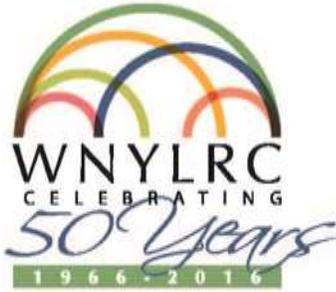


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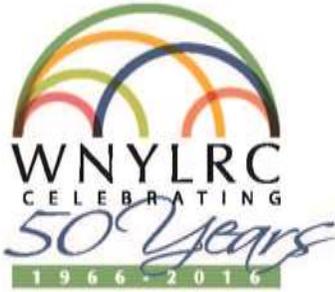
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<p>c.) Budget Adjustment</p>	<p>fill open board slots, a number of people had been approached.</p> <p><b>Heidi Julien asked for a motion to approve the slate of nominations for the WNYLRC Board of Trustees.</b></p> <p>There were some budget adjustments which Sheryl explained. Under Special Program Development, \$1,500 was taken from that budget line and moved to General Printing. We have just printed new folders that are used for conferences and workshops. We do usually purchase in larger quantities, since there is a price break. Under the training budget line, the money was moved from the RBDB budget line to the internal line. This line gives Heidi Bamford fewer restrictions on workshops. The RBDB restricts training to tech-based subject material. The numbers in the IR Project/Delivery Project were allotted to balance the funds. The originally numbers were \$21,000 from the internal fund and \$3,000 from RBDB, now they are \$16,000 internal and \$8,000 from RBDB. The same amount of money, just allocated differently.</p> <p><b>Heidi Julien asked for a motion to approve the budget adjustment, as explained.</b></p>	<p><b>Charles Lyons made a motion to approve the slate of nominations for the WNYLRC Board of Trustees. John Hood seconded. Motion was unanimously approved.</b></p> <p><b>Kerrie Fergen Wilkes made a motion to approve the budget adjustment, as explained. Tom Bindeman seconded. Motion was unanimously approved.</b></p>	
<p>d.) Personnel Committee</p>	<p>Kerrie Fergen Wilkes will be in touch with all the committee members regarding the first meeting of this new committee. She will send out a Doodle Poll to check availability. She intends to use the first meeting to go over existing policies regarding personnel issues and possibly start making some revisions.</p>		



<p>e.) Review of WNYLRC Standing Committee Charges</p>	<p>Every year, the board reviews the charges of the standing committees. This year, one committee has made charges that need approval. Sheryl asked Pat Klaybor to explain the changes to the WNY Library Assistants committee charge, since she is their liaison. Pat went over the addition, subtraction, and replacement of verbiage in the document. The rest of the committee have been given time to make revisions to their charges. If there are no revisions, the board will approve the existing charges at the September meeting.</p> <p><b>Heidi Julien asked for a motion to approve the committee charge of the WNY Library Assistants Committee.</b></p>	<p><b>John Hood made a motion to approve the committee charge of the WNY Library Assistants Committee. Mary Jean Jakubowski seconded. Motion was unanimously approved.</b></p>	
<p>f.) June Meeting Canceled</p>	<p>There is always a tentative meeting on the schedule, and since there is no business to conduct before the summer, the June meeting is canceled. The next board meeting will be on Tuesday, 9/13/16 at 2:30 pm in the WNYLRC Board Room.</p>		
<p>g.) WNYLRC Awards</p>	<p>Pat Klaybor reported on the WNYLRC Awards Program. We currently have four applications. The information is on the front page of the website, and Pat encouraged board member to think about a deserving person, library, library program, or advocate to nominate this year. The deadline for submissions is 6/10/16.</p>		
<p>5. Executive Director's Report</p>	<p>Sheryl reported on some of the new initiatives that WNYLRC is spearheading, including a regional union catalog, a regional repository and delivery. Sheryl reported that John Hammond has offered to</p>	<p>Discussion ensued on topics covered in the Executive Director's Report including NY Heritage and the DPLA. The NY Heritage site is outdated, and the search features are rough but they are re-doing the</p>	

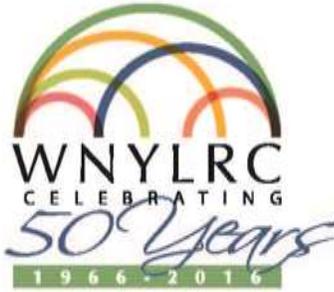


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	<p>digitize some of our WNY newspapers free of charge. He will be starting with some collections held by BECPL and the Richmond Memorial Library in Batavia. Our area is not very well represented on the NY Historic Newspapers site.</p>	<p>site. Obviously, DPLA is larger, but its' usefulness in research is being questioned, it has minimal metadata.</p> <p>If the DPLA is going to be sustainable, it will need to find substantial funding. Currently, ESLN is putting in \$50,000. The directors have expressed concerns to Nate Hill (Metro). He is fine tuning things and has been given a year time frame before ESLN decides whether to continue funding the DPLA portal that Nate designed. If ESLN does not contribute next year, Metro may ask each council to contribute based on collections being harvested from their region.</p> <p>Sheryl also pointed out that travel to Albany is costly, but it is important to go and express our point of view. Discussion also ensued regarding reverse engineering which is ingestion into another portal.</p> <p>Also discussed was delivery, and the various methods systems are currently using. The group that is looking it into delivery is concerned because they did not get good results from a survey sent out. Some board members asked that the survey be re-sent to them. Sheryl will send out the survey a second time to everyone. It is really important that people respond, so that particular group has a direction to move in.</p>	
<p>6.Old Business a.)WNYLRC's 50<sup>th</sup> Anniversary Celebrations</p>	<p>The next anniversary event will be held on 6/14/16 at the Richmond Memorial Library in Batavia. The event will be held 6-8 pm and the presentation will be "The Burned Over District and the Morgan Affair". Also, plans are shaping up for the 50<sup>th</sup> Annual Meeting in Ellicottville. The Meeting will be held on Friday, September 30, 2016 from 9:30 am till about 3 pm. Breakfast and lunch</p>		

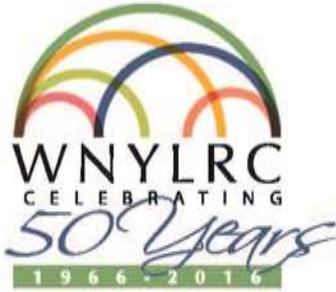


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<p>b.) New WNYLRC member</p>	<p>is included and we are finalizing our block of rooms for both Thursday and Friday nights. Registration will be available on the website soon. Sheryl is still working on the three speakers that she would like to have present on the next 50 years. Mary Jean Jakubowski has already agreed to present, Sheryl has asked H. Austin Booth (UB), but has not received a response. Sheryl has also asked Sue Bartle (Erie 2 BOCES SLS).</p> <p>To refresh everyone's memory, this is the member application that was put on hold a few months ago. The organization is the Fellowships of the Spirit Lakeside Learning Center. Sheryl reported that she and Heidi Bamford did the site visit that was requested by the board and she has no concerns regarding the membership of this organization. This is a teaching organization and their collection supports that. They do have a physical space and collection that can be viewed by appointment. Part of the reason for the membership application by the librarian, Susan Jawowski, was collaboration with other libraries that have similar collections. One in particular is Amanda Shepp, who is the librarian at Lily Dale.</p> <p><b>Heidi Julien asked for a motion to approve the membership application of the Fellowships of the Spirit Lakeside Learning Center.</b></p>	<p>Charles Lyons offered to speak to Austin on WNYLRC's behalf.</p> <p>Mary Jean suggested a call among the speakers before the meeting to collaborate on the information that will be presented.</p> <p><b>Tom Bindeman made a motion to approve the membership application of the Fellowships of the Spirit Lakeside Learning Center. Mary Jean Jakubowski seconded. Motion was unanimously approved.</b></p>	
<p>7. Other Business</p>	<p>Tom Bindeman announced his resignation from the WNYLRC Board of Trustees, effective immediately. He explained that he currently needs to devote more of</p>		



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	his time to his own system. The board members thanked him for his service and were sorry that he was leaving. Tom will send a letter of resignation to Heidi Julien and will be recommending Lisa Erickson as his replacement.		
8. Announcements	<p>Heidi Julien announced that the undergraduate minor in Information Studies has been approved and preliminary approval has been granted for the doctorate program at DLIS.</p> <p>Kerrie Fergen Wilkes announced that the final of WNYLRC's anniversary events will be held at her institution, State University of NY at Fredonia. The presenter will be Karen Livsey and her presentation will be "The Holland Land Company: The Opening of Western New York". It will be held in the Daniel A. Reed Library on 8/10/16, from 5-7 pm. Kerrie intends to firm up some of the preliminary preparations with Heidi Bamford after the board meeting.</p>		
9. Adjournment	<b>Heidi Julien adjourned the meeting at 3:30pm.</b>		