



Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

ATTENDING: John Hood (Ecology & Environment), Alicia Thompson (Erie 1 BOCES, SLS), Charles Lyons (UB-University Libraries), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), Heidi Julien (UB/DLIS), Lindsay Delaney (Orleans Niagara BOCES SLS), Michael Cambria (Buffalo School Library System), Kristine Kasbohm (Canisius College), Timothy Binga (Center for Inquiry Library), Eli Guinnee (Chautauqua Cattaraugus Library System),

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

EXCUSED: Deborah Chairella (UB, HSL Mary Jean Jakubowski (BECPL), Lisa Erickson (Nioga Library System)

ON POLYCOM: Paul Cieslik (Lipsitz, Green et. al), Ann Tenglund (St. Bonaventure University),

ABSENT:

GUESTS:

DATE: **Wednesday, November 15, 2017 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	John Hood called the meeting to order at 2:34 pm.		
2. Introduction of new IT Systems Manager Matthew Sajecki	John introduced our new IT Systems Manager, Matt Sajecki, to the board members. Each, in turn, introduced themselves and their institutions. Matt will be working with Jim Scherzi, our website designer and possibly on some statewide initiatives with		



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	members of ESLN, as well as in house projects.		
3. Approval of the September 2017 Meeting Minutes	John Hood asked for a motion to approve the September 20, 2017 meeting minutes.	Heidi Julien made a motion to approve the September 20, 2017 meeting minutes. Tim Binga seconded. Motion was unanimously approved.	
4. Accounting Manager's /Treasurer's Report	Tim reported that everything was in line on the reports. We will be moving to a new style of reports, as stated in last month's board meeting. Debbie will provide a sample of the report on a cash basis, possibly at the January meeting. Money has been transferred to the Community Foundation, as discussed and voted on at a previous meeting.		
5. New Business			
a.) Board Officers election -2018	The election of the WNYLRC Board of Trustees took place as follows:		
i. Vice President/President Elect	i. Vice President-President Elect- Charles Lyons volunteered for the office of Vice President-President Elect. John Hood asked for a motion to approve Charles Lyons as the incoming President Elect, Vice President for 2018.	Heidi Julien made a motion to approve Charles Lyons as the incoming President Elect, Vice President for 2018. Eli Guinee seconded. Motion was unanimously approved.	
ii. Secretary	ii. Michael Cambria volunteered for the office of Secretary. John Hood asked for a motion to approve Michael Cambria as the Secretary for 2018.	Heidi Julien made a motion to approve Michael Cambria as the incoming Secretary for 2018. Charles Lyons seconded. Motion was unanimously approved.	
iii. Treasurer	iii. Tim Binga agreed to stay in his role as Treasurer. John Hood asked for a motion to approve Tim Binga as the Treasurer for 2018.	Heidi Julien made a motion to approve Tim Binga as the Treasurer for 2018. Charles Lyons seconded. Motion was unanimously approved.	



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<p>b.) 2018 Board of Trustees Meeting Dates</p>	<p>At this point, John Hood turned the meeting over to Lindsay Delaney, to set convenient meeting dates for her year as Board President.</p> <p>Lindsay asked if members were all comfortable with the Wednesday meeting dates before she began the calendar for 2018. All meeting will take place on Wednesdays at 2:30pm.</p> <p>The Board of Trustees meeting dates for 2018 are as follows:</p> <ul style="list-style-type: none"> • January 17, 2018 • March 7, 2018 • April 18, 2018 • May 16, 2018 • June 20, 2018 (tentative) • Sept. 19, 2018 Annual Meeting-October, 2018 • Nov. 14, 2018 <p>The Annual Board Staff Luncheon will be held on January 17, 2018, one hour prior to the Board Meeting that will be held that afternoon. Invitations will be sent.</p> <p>Also, Sheryl asked that board members be flexible regarding the Sept/Oct dates, as the Annual Meeting of the Membership has not been scheduled yet.</p> <p>The calendar will be posted on WNYLRC's website for 2018 and a copy will be sent to each board member individually.</p>		
<p>c.) Executive Director's Report</p>	<p>Sheryl wished to thank Ann Tenglund, who was not able to attend this meeting, for her ten years of service on the WNYLRC Board of Trustees. She commented that Ask the Lawyer is doing very well as a new service, and pointed out that the stats are contained in her report. We are working with SCORE to develop a similar program, called "Ask a Business Mentor". This is in the beginning stages, more information to follow.</p> <p>Sheryl asked if there were any questions regarding her Executive</p>		



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	<p>Director's Report. Since there were not, Sheryl went on to give the board other updates. Advocacy Day in Albany next year will take place on February 28, 2018. Heidi Ziemer (Bamford) will be putting together 18 legislative visits in our area before advocacy day. Sheryl encouraged board members to participate in those visits. As John Hood mentioned, there was a Town Hall Meeting held at the Central Branch of BECPL in September. Assemblymember Crystal Peoples-Stokes and Senator Tim Kennedy were in attendance. There were 30-40 people in the audience, many who spoke out in support of libraries. Sheryl commented that Grace Di Virgilio, HLSP Co-coordinator brought a letter from a doctor in one of her hospitals, stating the importance of libraries to him.</p> <p>Sheryl asked that if any board member is interested in holding something like this in your area, WNYLRC would help put it together. Also in advocacy, we are going to be trying a new way to engage with legislators. It will be called "Work with Us" and will put legislators in real jobs, working in libraries.</p> <p>Sheryl also passed on news from ESLN (NY3Rs). Tina Broomfield, who manages ELD for ESLN is leaving to be full time at RRLC. CDLC will be taking over management of the service and a staff member from CDLC will be supervising the person that will eventually be hired to oversee the ELD service. There are more retirements of 3Rs Executive Directors. Herb Biblo (LILRC) will retire at the end of 2017 and John Hammond (NNYLN) will be retiring in the spring of 2018.</p> <p>While at NYLA, Sheryl presented on a panel sponsored by the RAC (Regents Advisory Council). They are working on the 2030 Vision and Plan for Library Services in NYS.</p> <p>Approximately 70 people attended the session. Overall, approximately 1200 attended NYLA in Saratoga Springs</p>		
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<p>d.) New WNYLRC Position</p>	<p>this year. WNYLRC is going to be putting in a new phone system. The current one is ten years old and the software is not very user friendly. The new system will be more conducive to binding the assigned phones in the WNYLRC offices to cell phones, for more mobile use.</p> <p>Sheryl went over some of the criteria of the new position WNYLRC will be hiring for, which was sent under separate cover. The job title of the new position is Engagement and Educational Services Coordinator. Heidi Ziemer's job title has also been changed to Outreach and Digital Services Coordinator. Heidi's new job responsibilities include the digital services piece, archival duties, such as site visits and advocacy. The new Engagement position will entail being responsible for AskUs 24/7, CE (Professional Development), Liaison to the CE Committee, and promoting and marketing WNYLRC services.</p> <p>Sheryl asked that an acceptance vote be taken vote for Heidi Ziemer's new job title and an approval one for the new hire.</p> <p>John Hood asked for a motion to accept the new job title of Outreach and Digital Services Coordinator. That position is currently filled by Heidi Ziemer.</p> <p>John Hood asked for a motion to approve the hiring of a new staff person, job title-Engagement and Education Services Coordinator.</p>	<p>Discussion ensued. Sheryl answered question from the board regarding qualifications, salary and probationary period.</p> <p>Eli Guinnee made a motion to accept the new job title of Outreach and Digital Services Coordinator. Tim Binga seconded. Motion was unanimously approved.</p> <p>Tim Binga made a motion to approve the hiring of a new staff person, job title-Engagement and Education Services Coordinator. Alicia Thompson seconded. Motion was unanimously approved.</p>	
<p>e.) High School</p>	<p>The current charge was read over and then the new proposed one.</p>		



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<p>to college Committee Charge</p>	<p>Alicia Thompson, who is a member of this committee, explained the reasons for the change in the committee charge. The committee members felt that the language used in the current one was dated. They realigned their true goals, which are more flexible, less rigid and all the committee members are comfortable moving forward with this charge.</p> <p>John Hood asked for a motion to approve the revisions to the High School to College Committee Charge.</p>	<p>The charge of this committee led to a discussion, regarding some issues facings librarianship today including not being able to fill positions with qualified individuals, not having a diverse workforce, social justice and library sustainability. There were suggestions on trying to bridge the gap on some of these issues such as focus groups and volunteering to attend career day in schools. Libraries are critical to the future, but unfortunately, they are not serving minorities as well as they should and there is very little diversity in the library profession itself. Michael Cambria commented that there are few role models in the Buffalo Public Schools, where the student population consists of 80% students of color and the teaching staff is 80% white. There are no easy solutions to these problems, but the discussion always brings some possible courses of action into play.</p> <p>Heidi Julien made a motion to approve the revisions to the High School to College Committee Charge. Lindsay Delaney seconded. Motion was unanimously approved.</p>	
<p>7.Old Business</p> <p>a.)Acceptance of Financial Audit Report</p> <p>b.) WNYLRC Annual Meeting-</p>	<p>The acceptance of the Financial Audit Report was overlooked at the September Board Meeting.</p> <p>John Hood asked for a motion to accept the Financial Audit Report.</p> <p>This year's Annual Meeting was very successful. The surveys showed that</p>	<p>Alicia Thompson made a motion to accept the Financial Audit Report. Heidi Julien seconded. Motion was unanimously approved.</p>	



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<p>Evaluations/ Recap</p>	<p>people loved the guest speaker, Aaron Ott. They also liked the cultural/educational component. The survey results also indicated that attendees liked the meeting held in Buffalo. Unfortunately, because WNYLRC serves six counties, we do need to move the meeting around to different geographic areas. Sheryl is thinking of holding the meeting in the Lewiston area in 2018, with possibly a block of rooms reserved and an activity planned.</p>		
<p>c.) Executive Session- Executive Director's review</p>	<p>The topic of this Executive Session was: Executive Director Evaluation and Compensation.</p> <p>John Hood asked for a motion to enter into Executive Session.</p> <p>Executive Session was entered into at 3:46pm.</p> <p>Executive Director's compensation was discussed based on job performance.</p> <p>John Hood asked for a motion to accept the proposed salary compensation for the Executive Director of WNYLRC.</p> <p>John Hood asked for a motion to exit out of Executive Session.</p> <p>The Board exited out of Executive Session at 4:29pm.</p>	<p>Tim Binga made a motion to enter into Executive Session. Alicia Thompson seconded.</p> <p>Heidi Julien made a motion to accept the proposed salary compensation for the Executive Director of WNYLRC. Alicia Thompson seconded. Motion unanimously approved.</p> <p>Tim Binga made a motion to exit Executive Session. Heidi Julien seconded.</p>	
<p>8. Other Business</p>	<p>There was no other business. Both the Other Business portion of the agenda and the Announcement portion were handled before the Executive Session began, so that staff members who usually attend board meeting did not need to be called back in after the Executive</p>		



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	Session concluded.		
9. Announcements	<p>Dennis Galucki passed around the schedule for the upcoming IMAGINE Buffalo Series, through the end of 2017. He also pointed out that July 3, 2018 will be Buffalo Day at the Chautauqua Institution. (Free from 12-8pm).</p> <p>He also mentioned that BECPL has a new exhibit that started this month & will run through June of 2020. This is the "Buffalo Never Fails, The Queen City and WWI". This exhibit highlights WWI posters.</p> <p>Eli Guinnee pointed out some great presentations this year at NYLA including Malcohm Hill and Zachary Benedict. He also complimented Sheryl on her RAC presentation. Eli also presented on the topic of social justice, which was title, "Hooray for Social Justice".</p>		
9. Adjournment	John Hood asked for a motion to adjourn. The meeting was adjourned at 4:31pm.	Tom Binga made a motion to adjourn, seconded by Charles Lyons.	