



Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

ATTENDING: Alicia Thompson (Erie 1 BOCES, SLS), 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), Timothy Binga (Center for Inquiry Library), Deborah Chairella (UB, HSL), Justin Cronise, SUNY ECC, Paul Cieslik (Lipsitz, Green et. al), Kristine Kasbohm (Canisius College), Charles Lyons (UB-University Libraries), Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC)

EXCUSED: John Hood (Ecology & Environment), Michael Cambria (Buffalo School Library System), Eli Guinee (Chautauqua Cattaraugus Library System)

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

ABSENT:

GUESTS: Grace Di Virgilio & Olivia Helfer (Co-coordinators, HLSP), Caitlin Kenney (Engagement and Education Services Coordinator, WNYLRC)

DATE: **Wednesday, March 7, 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 |
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| 1. Call to order | Lindsay Delaney called the meeting to order at 2:36pm. | | |
| Introduction of New Staff Member-Caitlin Kenney | Caitlin Kenney, the newest WNYLRC staff member, was introduced to the board. Introductions were also done around the table, each board member introducing themselves to Caitlin. | | |
| 4. New Business-a.) HLSP 2018-2019 Budget-Grace Di Virgilio Olivia Helfer | Both Grace Di Virgilio and Olivia Helfer presented the HLSP 2018-2019 proposed budget to the board. They are basing this budget on the supposition that there will be no increase in NYS aid. They explained such costs as HUBNET, MISP allocation and Nursing Reference | | |



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| | <p>Center. They also explained that they will be using \$4,000 from the Professional Development budget line to provide monthly podcasts from the MLA, which are open to any library staff member in the WNY region.</p> <p>Lindsay asked for a motion to approve the HLSP 2018-2019 Budget.</p> | <p>Sheryl commented that all hospital (participation) contracts have been signed and returned for the 2018-2019, due to the diligence of Grace and Olivia.</p> <p>Heidi Julien made a motion to approve the HLSP 2018-2019 Budget. Alicia Thompson seconded. Motion was unanimously approved.</p> | |
| 2. Approval of the January 2018 Meeting Minutes | <p>Lindsay asked for a motion to approve the January 17, 2018 meeting minutes.</p> | <p>Heidi Julien made a motion to approve the January 17, 2018 meeting minutes. Charles Lyons seconded. Motion was unanimously approved.</p> | |
| 3. Accounting Manager's /Treasurer's Report | <p>Everything is in line with the budget. Debbie informed the board that report is still using the accrual format and it will be that way until June. The board asked for a different format for the investments report. They would like to see percent of change since the inception of the funds and year to date by calendar year.</p> | | |
| 4. New Business b.) 2018 RBDB Grants i.) Grant Chart | <p>Sheryl explained the guidelines for the RBDB grant funds and then the process that takes place. After the applications are received, they are sent to the Reading Team. The Reading Team makes recommendations and then they are sent to RAC, for approval. The final step in the process is Board approval. The Board can follow the recommendations of the Reading Team and RAC or decide to fund or not fund contrary to those recommendations. Each RBDB grant proposal is voted on separately, giving the Board Members an opportunity to abstain from the voting process on individual proposals. Sheryl explained each application prior to board voting.</p> | | |
| ii.) Grant Proposals | <p>The RBDB Member Grant Proposals for 2018 are as follows:</p> | | |



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| <p>Summary</p> | <p>1. Buffalo Broadcasters Association- Digitization of WIVB-TV Archival News Films and Video Tapes</p> <p>Requesting: \$7,940 Funded: \$2,500</p> <p>Lindsay Delaney asked for a motion to approve the Buffalo Broadcasters Association grant application, “Digitization of WIVB-TV Archival News Films and Video Tapes” at a reduced funding level.</p> <p>2.Chautauqua Cattaraugus Library System-Olean Public Library- Digitization of Westfield Republican 1928-2011</p> <p>Requesting: \$8,838 Funded: \$8,838</p> <p>Lindsay Delaney asked for a motion to approve the Chautauqua Cattaraugus Library System-Olean Public Library-“Digitization of Westfield Republican 1928-201” at the full funding level.</p> <p>3. Daemen College Library-“<i>Daemen</i></p> | <p>This year, there arose a copyright issue problem with the Buffalo Broadcasters RBDB application. Sheryl passed the problem onto Stephanie (Cole) Adams (Ask the Lawyer).She offered her professional advice on how to proceed. Discussion ensued regarding not giving any RBDB grant money to this organization until the copyright issue was resolved. Later in the meeting the decision was made to give them a portion of their requested allocation.</p> <p>Heidi Julien made a motion to approve the Buffalo Broadcasters Association grant application, “Digitization of WIVB-TV Archival News Films and Video Tapes” at a reduced funding level. Tim Binga seconded. Motion was unanimously approved.</p> <p>Heidi Julien made a motion to approve the Chautauqua Cattaraugus Library System-Olean Public Library-“Digitization of Westfield Republican 1928-201” at the full funding level. Alicia Thompson seconded. Motion was unanimously approved.</p> <p>Sheryl commented that this is the</p> | |
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| | <p><i>Publications Digitization"</i></p> <p>Requesting: \$6,911 Funded: \$6,000</p> <p>Lindsay Delaney asked for a motion to approve the Daemen College Library-"Daemen Publications Digitization" at a reduced funding level.</p> <p>4. Erie Community College-"ECC Student Voice Newspapers"</p> <p>Requesting: \$2,436 Funded: \$2,436</p> <p>Lindsay Delaney asked for a motion to approve the Erie Community College-"ECC Student Voice Newspapers" at the full funding level.</p> <p>5. Network of Religious Communities-"Network of Religious Communities Archiving Project"</p> <p>Requesting: \$8,150 Funded: \$1,500</p> <p>Lindsay Delaney asked for a motion to approve the Network of Religious Communities-"Network of Religious Communities Archiving Project" at a reduced funding level.</p> | <p>first time in 10-12 years that Daemen College has applied for RBDB funding.</p> <p>Heidi Julien made a motion to approve the Daemen College Library-"Daemen Publications Digitization" at a reduced funding level. Tim Binga seconded. Motion was unanimously approved.</p> <p>Heidi Julien made a motion to approve the Erie Community College-"ECC Student Voice Newspapers" at full funding level. Tim Binga seconded. Motion was approved, with Justin Cronise abstaining.</p> <p>RAC expressed concern regarding this collection. Discussion ensued. Kristine Kasbohm was very familiar with the collection as they had asked Canisius College to house their collection. She answered many of the questions that the board had regarding this collection .Possibly the answer is to give smaller amounts to fledgling organizations, help them with assessment and then Heidi Ziemer will be able to guide them.</p> <p>Dennis Galucki made a motion to approve the Network of Religious Communities-"Network of Religious Communities Archiving Project" at a reduced funding</p> | |
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| | <p>6. Niagara County Community College- <i>"NCCC Scrapbooks"</i></p> <p>Requesting: \$642 Funded: \$642</p> <p>Lindsay Delaney asked for a motion to approve the Niagara County Community College- <i>"NCCC Scrapbooks"</i> at full funding level.</p> <p>7. Nioga Library System, Niagara Falls Public Library- <i>"Niagara Falls City Directories, 1886-1910"</i></p> <p>Requesting: \$8,150 Funded: \$8,150</p> <p>Lindsay Delaney asked for a motion to approve the Nioga Library System, Niagara Falls Public Library- <i>"Niagara Falls City Directories, 1886-1910"</i> at full funding level.</p> <p>8. SUNY Fredonia- <i>"The Normal Leader Digitization Project"</i></p> <p>Requesting: \$4,483 Funded: \$4,000</p> <p>Lindsay Delaney asked for a motion to approve the SUNY Fredonia- <i>"The Normal Leader</i></p> | <p>level. Charles Lyons seconded. Motion was unanimously approved.</p> <p>Alicia Thompson made a motion to approve the Niagara County Community College- <i>"NCCC Scrapbooks"</i> at full funding level. Justin Cronise seconded. Motion was unanimously approved.</p> <p>This grant application was received last year, but there was no leadership at that time in the library, so the grant was not approved. There is a new director at that library now and the Reading Team placed a high importance on this collection, as these directories are used by researchers.</p> <p>Heidi Julien made a motion to approve the Nioga Library System, Niagara Falls Public Library- <i>"Niagara Falls City Directories, 1886-1910"</i> at full funding level. Tim Binga seconded. Motion was unanimously approved.</p> <p>Justin Cronise made a motion to approve the SUNY Fredonia- <i>"The Normal Leader</i></p> | |
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| <p>c.) Employee Handbook Policy-Unused Sick Leave</p> | <p>Digitization Project” at a reduced funding level.</p> <p>9. Theodore Roosevelt Inaugural Site Foundation- <i>“Buffalo’s Pan-American Exposition”</i></p> <p>Requesting: \$3,625 Funded: \$3,625</p> <p>Lindsay Delaney asked for a motion to approve the Theodore Roosevelt Inaugural Site Foundation- <i>“Buffalo’s Pan-American Exposition”</i> at full funding level.</p> <p>10. University at Buffalo- <i>“Western New York Local Women’s History Portal, Phase Five: Daughters of the American Revolution, Katharine Pratt Horton Buffalo Chapter”</i></p> <p>Requesting: \$6,992 Funded: \$2,500</p> <p>Lindsay Delaney asked for a motion to approve the University at Buffalo- <i>“Western New York Local Women’s History Portal, Phase Five: Daughters of the American Revolution, Katharine Pratt Horton Buffalo Chapter”</i> at a partial funding level.</p> <p>(MISTAKENLY PUT ON AGENDA) Entire Handbook is being updated and will be brought before the board at a later meeting for approval.</p> | <p>Digitization Project” at a reduced funding level. Dennis Galucki seconded. Motion was unanimously approved.</p> <p>Heidi Julien made a motion to approve the Theodore Roosevelt Inaugural Site Foundation- <i>“Buffalo’s Pan-American Exposition”</i> at full funding level. Dennis Galucki seconded. Motion was unanimously approved.</p> <p>Tim Binga made a motion to approve the University at Buffalo- <i>“Western New York Local Women’s History Portal, Phase Five: Daughters of the American Revolution, Katharine Pratt Horton Buffalo Chapter”</i> at a partial funding level. Heidi Julien seconded. Motion was unanimously approved.</p> | |
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| <p>d.) New Member Applications i.) Parton Organizational</p> | <p>The first membership application comes from ConnectNY. It is for a Patron Organizational Membership. Pam Jones, who is the Executive Director for ConnectNY is very familiar with WNYLRC membership benefits, as she was formerly the Library Director at Medaille College. ConnectNY is a consortium of academic institutions in NYS. She is very interested in being able to access the Ask the Lawyer benefit that WNYLRC provides to its' members.</p> <p>Lindsay Delaney asked for a motion to approve ConnectNY as a Patron Organizational Member of WNYLRC.</p> | <p>Alicia Thompson made a motion to approve ConnectNY as a Patron Organizational Member of WNYLRC. Justin Cronise seconded. Motion was approved, with Kristine Kasbohm abstaining.</p> | |
| <p>ii.) Governing Member</p> | <p>The Polish Genealogical Society of NYS is applying for membership as a Governing Member. This organization has expressed interest in applying for membership because they would like to have some of their collection digitized in NY Heritage, utilizing RBDB grant funds.</p> <p>Lindsay Delaney asked for a motion to approve the Polish Genealogical Society of NYS as a Governing Member of WNYLRC.</p> | <p>Heidi Julien made a motion to approve the Polish Genealogical Society of NYS as a Governing Member of WNYLRC. Dennis Galecki seconded. Motion was unanimously approved.</p> | |
| <p>5. Executive Director's Report</p> | <p>Sheryl asked if anyone had any questions on the contents of the Executive Director's Report. She also informed them that some of stats were not reported because we are had conflicting numbers. Hopefully, this will be straightened out by the next meeting. Sheryl apologized for the lack of data. Since there were no other questions,</p> | | |



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| | <p>she went on to report on some things happening with ESLN. Emily Wager (CDLC) will be overseeing the new person that was hired for ELD, Maria DeGaetano. Sheryl intends to contact CJ Keough or Nicki Collelo (UB) to see if they would like to participate on the advisory group for ELD.</p> <p>There is also an ELD RFP group. They are looking to Greg Pronevitz for help with the RFP, since he worked on the last one.</p> <p>Staff members are training Caitlin in the various aspects of her new position. One of the most important pieces of her job is the social media piece, all platforms.</p> <p>Sheryl also reported that she enjoyed ALA this year. She commented that there were many useful programs.</p> | | |
| <p>6.Old Business a.) Auditor Requirement Inquiry</p> <p>b.) Conflict of Interest Statements</p> <p>c.) Board Nominations</p> | <p>Sheryl posed the question regarding the Auditor requirement to the Ask the Lawyer. There was a piece with Stephanie (Cole) Adams reply in the Board Packet Information. Basically, after review, she said that changing the auditing team was not required. As long as the auditor continues to meet the criteria of IRS guidelines, WNYLRC bylaws and the AICPA definition, then there is no requirement to switch auditors.</p> <p>The Conflict of Interest Statements were passed out again at this meeting. The reason for this is that when we making changes to the statements, we neglected to put a Print Name line. Some signatures alone were very difficult to decipher.</p> <p>Mary Jean Jakubowski has nominated Jeanine Doyle to fill her slot on the WNYLRC Board of Trustees, following the completion of her term. Jeanine is the COO of BECPL. Previously, she held the position of Assistant Deputy Director-Human Resources Office. Sheryl has forwarded this information to Charles</p> | | |



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| | <p>Lyons, from the Nominations Committee.</p> <p>Also, Sheryl has asked that the Bylaws be reviewed, as is practice once a year. We do need to be aware that the bylaws need to actually reflect the practices. The Executive Committee is responsible for this review. This includes Lindsay Delaney, John Hood, Charles Lyons, Michael Cambria and Tim Binga.</p> | | |
| 7. Other Business | <p>If the April board meeting is held, it will need to be moved, as there is a conflict that day, here at WNYLRC. Tim Binga offered to hold the meeting at his library, the Center for Inquiry. There is a possibility that the April meeting will be canceled anyway. If all the RDBD grant fund voting is complete and there is no word on the state budget, there will be no business to conduct. Sheryl will let everyone know as soon as possible.</p> | | |
| 9. Announcements | <p>Dennis Galucki handed out flyer regarding the C-SAAHN programming for March-April 2018.</p> <p>Heidi Julien announced that she is now the president of ALISE (Association for Library and Information Science Education).</p> | | |
| 9. Adjournment | <p>Lindsay Delaney asked for a motion to adjourn. The meeting was adjourned at 4:02 pm.</p> | <p>Heidi Julien made a motion to adjourn, seconded by Tim Binga.</p> | |