



Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

ATTENDING: Alicia Thompson (Erie 1 BOCES, SLS), Lindsay Delaney (Orleans Niagara BOCES SLS), Deborah Chiarella (UB, HSL), Valle Blair (Chautauqua Cattaraugus Library System), Kristine Kasbohm (Canisius College), Lisa Erickson (Nioga Library System), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), Justin Cronise (SUNY ECC), Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC)

EXCUSED: John Hood (Ecology & Environment), Michael Cambria (Buffalo School Library System), Heidi Julien (UB/DLIS), Timothy Binga (Center for Inquiry Library), Charles Lyons (UB-University Libraries), Mary Jean Jakubowski (BECPL), Paul Cieslik (Lipsitz, Green et. al)

ON POLYCOM:

ABSENT:

GUESTS:

DATE: Thursday, September 20, 2018 2:30 pm

LOCATION: Niagara Crossing & Spa Hotel (prior to the Annual Meeting of the Membership)

RECORDED BY: Pat Klaybor (WNYLRC)

MINUTES/DISCUSSION RECORD

TOPIC	DISCUSSION/ CONCLUSIONS	RECOMMENDATIONS/ACTION/ EVALUATION/FOLLOW-UP	RESPONSIBILITY & TARGET DATE
1. Call to Order	Lindsay Delaney called the meeting to order at 1:47pm.		
	It was decided to go through all the non-voting items first, until a quorum was reached. The minutes however, are still in chronological order.		
2.Approval- June 2018 Meeting Minutes	Lindsay Delaney asked for a motion to accept the June 20, 2018 meeting minutes.	Deb Chiarella pointed out that her last name was misspelled on the June 20, 2018 meeting minutes. It will be corrected. Kristine Kasbohm made a motion to accept the June 20, 2018 meeting minutes, seconded by Dennis Galucki. Motion passed unanimously.	



WESTERN NEW YORK
LIBRARY RESOURCES COUNCIL

Questioning existing practices. Testing new ideas.
WNYLRC: a leader in library innovation.

Airport Commerce Park East | 4950 Genesee Street | Suite 170 | Cheektowaga, NY 14225-5528
phone 716.633.0705 | fax 716.288.9400 | www.wnylrc.org

<p>3. Accounting Mgr/Treasurer's Report</p>	<p>Debbie Porter gave the Treasurer's report, as Tim Binga was not in attendance. Debbie pointed out the overage in the budget was due to the fact that currently there is no IT person on staff and the money set aside for the archival position was also not used. In HLSP also there was a net income overage because the newest circuit librarian was supposed to work more hours, but that did not happen, as Kaleida Health has only two sites with libraries. In the past there were three, but the new Oishei Children's Hospital does not have a library. Debbie informed the board members that if they ever have any questions on the budget, please feel free to call her. The cash balances are higher in each fund because we have received our state money. She went over the investments and they are doing well. She also reminded the board that a decision needs to be made on the Barclay CD before March 2019.</p>	<p>There will be a meeting of the Business & Committee held sometime before the March meeting to make those decisions.</p>	
<p>4. New Business a.) State Annual Report b.) Annual Audit c.) Standing Committee Charge Review i. CHIA Committee</p>	<p>The State Annual Report is complete. This report is required to be done on a cash basis, which is the reason we are starting to do our internal reports on a cash rather than accrual basis.</p> <p>Lindsay Delaney asked for a motion to accept the State Annual Report.</p> <p>The annual audit report is usually done at the September meeting. However, Debbie reported to the board members that it would have been too time restrictive at this meeting. The auditor will give his report at the November meeting. Sheryl asked if anyone had received their report from the auditor yet. No one had.</p> <p>The only standing committee that has submitted a charge review was CHIA. (Committee for Health Information Access). The charge was looked over and changes clarified.</p>	<p>Alicia Thompson made a motion to accept the State Annual Report, seconded by Justin Cronise. Motion passed unanimously.</p> <p>Debbie will contact Bob Sendziak, our auditor, to make sure his reports are mailed to all the board members and to WNYLRC in a timely manner.</p>	



WESTERN NEW YORK
LIBRARY RESOURCES COUNCIL

Questioning existing practices. Testing new ideas.
WNYLRC: a leader in library innovation.

Airport Commerce Park East | 4950 Genesee Street | Suite 170 | Cheektowaga, NY 14225-5528
phone 716.633.0705 | fax 716.288.9400 | www.wnylrc.org

<p>d.) Board Representation</p>	<p>Lindsay Delaney asked for a motion to accept the charge revisions of the WNYLRC standing Committee, CHIA.</p> <p>There is currently a situation of non-representation on the board of the institution with the largest collection, UB. Charles Lyons was that representative but is now at SUNY buffalo State. Per the bylaws, Charles can serve as a member at large until his term is completed, which is in 2020. Deb Chiarella represents UB also but holds the Special Libraries/ Health Sciences Libraries position. Sheryl asked if Deb was willing to take on the role of dual representation, till Charles's term is completed in 2020. Deb agreed.</p> <p>Lindsay Delaney asked for a motion to allow dual representation on the WNYLRC Board of Trustees for Deb Chiarella until 2020.</p>	<p>Justin Cronise made a motion to accept the charge revisions of the WNYLRC standing Committee, CHIA. Dennis Galucki seconded. Motion passed unanimously.</p> <p>Justin Cronise made the motion to allow dual representation on the WNYLRC Board of Trustees for Deb Chiarella until 2020. Kristine Kasbohm seconded. Motion passed, with Deb Chiarella abstaining.</p>	
<p>5. Executive Director's Report</p>	<p>Sheryl pointed out that this report is cumulative, from July 1, 2017 through June 30, 2018. She asked if there were any questions on the report. Sheryl then informed the board that Lynda.com has been purchased by Microsoft and will now only be offered through LinkedIn. We will be discontinuing that service in December of 2018. We are looking at alternative products. AskUs24/7 has two new academic libraries, Medaille College and Houghton College. The usage numbers for sessions is up. The NY Heritage numbers are not as high as the NY Historic Newspapers numbers. The Griffin (Canisius) and many of the Chautauqua and</p>		



WESTERN NEW YORK
LIBRARY RESOURCES COUNCIL

Questioning existing practices. Testing new ideas.
WNYLRC: a leader in library innovation.

Airport Commerce Park East | 4950 Genesee Street | Suite 170 | Cheektowaga, NY 14225-5528
phone 716.633.0705 | fax 716.288.9400 | www.wnylrc.org

	<p>Cattaraugus county newspapers are receiving many hits. Sheryl also informed the board members that the Fulton Newspaper Project was hacked.</p>		
<p>6.Old Business a.) Update on Lighthouse services</p>	<p>Sheryl reported on what is happening with our IT services. Lighthouse has been brought in, as Sheryl had reported at the last board meeting. This was a stop gap measure, because we had no other options and needed immediate coverage. We have also brought in a temporary employee, Derek Roberts, who is technically an employee of Lighthouse. Currently Derek is working on the OMEKA software, for the RSC pilot, Virtual Reality. Derek can rely on the expertise and has access to Lighthouse resources. Another project being worked on jointly by Derek and Lighthouse is our mailman server. Currently, we cannot add anyone. Lighthouse is managing our network, while Derek is working on other projects including the website.</p>		
<p>7. Other Business a.)Archival Position</p>	<p>Sheryl informed the board that she would like to go ahead with a proposal for an archival position that has been in the budget for the last two years. There is \$3,000 in the 2017-2018 budget that she would like to be voted on to carry over into this year's budget, so we can move ahead with the program.</p> <p>Lindsay Delaney asked for a motion to approve the carryover of funds for hiring an archival position in the 2018-2019 budget year.</p>	<p>Alicia Thompson made a motion to approve the carryover of funds for hiring an archival position in the 2018-2019 budget year. Justin Cronise seconded.</p> <p>(Since there was no quorum at this time, the motion was tabled. It will be put on the agenda for the November meeting)</p>	



WESTERN NEW YORK
LIBRARY RESOURCES COUNCIL

Questioning existing practices. Testing new ideas.
WNYLRC: a leader in library innovation.

Airport Commerce Park East | 4950 Genesee Street | Suite 170 | Cheektowaga, NY 14225-5528
phone 716.633.0705 | fax 716.288.9400 | www.wnylrc.org

<p>b.) Staffing Help for Members</p>	<p>There is another need within the library community that WNYLRC would like to try to help with. The RSC (Resource Sharing Committee) has discussed shared staffing models at their meeting. WNYLRC would like to try to create a pool of librarian candidates, depending on the work required by our members. Lisa Erickson mentioned that Nioga currently has a pool for clerks, but right now WNYLRC wants to start this with just MLS degreed librarians. This could either be short term or project based and could be the beginning of longer term employment for our member libraries. The idea is that we would create this pool, but also supplement wages. Many private academics cannot compete with SUNY wages. In our model, the institutes would contract with us and we would supply suitable candidates. There are many instances in the library field and some examples were cited, of retired librarians working part time at other institutions after their retirement.</p> <p>Lindsay Delaney asked for a motion to approve using \$10,000 from the fund balance to cover this program.</p> <p>Sheryl informed the board that next year's Annual Meeting of the Membership will probably be held in Buffalo and she asked for venue suggestions. Some suggestions were Kleinhans, Shea's, the Karpeles Manuscript Library Museum. She also reminded the board members that this year's meeting will start at 3:30pm in the larger banquet room upstairs. Sheryl also reported to everyone that the Unconference, presented by WNYLRC's Continuing Education</p>	<p>Discussion ensued, primarily among the school librarians, Lindsay Delaney and Alicia Thompson. This would probably not work in the school libraries, as their rules are much different. We discussed background checks, retirement system and who would actually be paying the employee. We will be discussing this with Stephanie Cole Adams, (Ask the Lawyer) before we proceed any further.</p> <p>Also discussed was the fast tracking of school librarians and waiting for the state to do something to help get more school librarians into much needed positions.</p> <p>Alicia Thompson made a motion to approve using \$10,000 from the fund balance to cover this program. Dennis Galucki seconded.</p> <p>(Since there was no quorum at this time, the motion was tabled. It will be put on the agenda for the November meeting)</p>	
--------------------------------------	---	---	--



WESTERN NEW YORK
LIBRARY RESOURCES COUNCIL

Questioning existing practices. Testing new ideas.
WNYLRC: a leader in library innovation.

Airport Commerce Park East | 4950 Genesee Street | Suite 170 | Cheektowaga, NY 14225-5528
phone 716.633.0705 | fax 716.288.9400 | www.wnylrc.org

	<p>Committee, will take place on Friday, October 5, 2018 at the Buffalo Hilton Garden Inn. This format is a different way of presenting a conference and should be interesting. We are fortunate to have Caitlin Kenney on the staff because she brings with her both a public library and academic library background, so she sometimes has a different take on CE offerings.</p> <p>Sheryl reminded members that the November meeting, that will be held on November 14, 2018 at WNYLRC is an important one to attend as we set the meeting schedule for the coming year and elect board officers. This includes Vice President, President Elect, Treasurer and Secretary.</p> <p>Sheryl also informed the board that the Strategic Plan will end in 2021 and we usually start working on the next one 18 months earlier. Sheryl would like to budget for a planning consultant I 2019-2020. The last time a consultant was hired was twenty years ago. ESLN has contracted with Margaret Sullivan Studios to do their strategic plan. She does have a good track record. We will first see how she works with the ESLN directors.</p> <p>Sheryl attended NYALS in August. This is the alliance of all systems in NYS and they hold a retreat every other year. Sheryl reported that one of the topics discussed there was digital inclusion. Everyone should have the right to equal access to the internet and have the information and know how to use the tools to access. This included the same broadband and coverage varies. The provider/vendor will tell you that the coverage is 100%, but that simply is not true. The "Digital Bill of Rights" came out of NYALS. This will be worked on as a state initiative.</p> <p>Attendance at NYALS was discussed. Eight of the nine 3Rs directors attended as did 21 public library</p>		
--	--	--	--



WESTERN NEW YORK
LIBRARY RESOURCES COUNCIL

Questioning existing practices. Testing new ideas.
WNYLRC: a leader in library innovation.

Airport Commerce Park East | 4950 Genesee Street | Suite 170 | Cheektowaga, NY 14225-5528
phone 716.633.0705 | fax 716.288.9400 | www.wnylrc.org

	systems. There were only eight or nine school library system directors that attended. Lindsey explained that NYALS is always held during regents week. Possibly that conflict can be noted during the planning of the next retreat.		
9. Announcements	There were no announcements.		
10. Adjournment	Lindsay Delaney asked for a motion to adjourn. The meeting was adjourned at 2:54 pm.	Deb Chiarella made a motion to adjourn, seconded by Justin Cronise. Motion passed unanimously.	