



## Western New York Library Resources Council

### Board of Trustees

#### MINUTES/DISCUSSION RECORD

**ATTENDING  
BY ZOOM:**

Jan Dekoff (Chautauqua Cattaraugus Library System), Kristine Kasbohm (Canisius College), Timothy Binga (Center for Inquiry Library), Kathy Leacock (Buffalo Museum of Science), Charles Lyons (SUNY-Buffalo State), Justin Cronise (SUNY Erie), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), Lisa Erickson (Nioga Library System), Donna Berryman (UB/HSL), Deborah Chiarella (UB), Dr. Cece Fuoco (CA BOCES SLS), Paul Cieslik (Lipsitz, Green et. al), Dan Albertson (UB-LIS), Jeannine Doyle (BECPL)

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

**EXCUSED:**

Alicia Thompson (Erie 1 BOCES SLS), Lindsey Delaney (Orleans Niagara BOCES SLS)

**ABSENT:**

**GUESTS:**

Caitlin Kenney (WNYLRC) and Heidi Ziemer (WNYLRC)

**DATE:**

**Tuesday, September 29, 2020 2:00 pm**

**LOCATION:**

**Zoom Meeting**

**RECORDED BY:**

Pat Klaybor (Office Coordinator-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	Justin Cronise called the meeting to order at 2:03pm.		
2.Approval- June 23, 2020 Meeting Minutes	<b>Justin Cronise asked for a motion to accept the June 23, 2020 meeting minutes.</b>	<b>Jan Dekoff made a motion to accept the June 23, 2020 meeting minutes, seconded by Lisa Erickson. Motion passed unanimously.</b>	Completed



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<p>3. Accounting Mgr/Treasurer's Report</p>	<p>Jan Dekoff gave the Treasurer's Report. This report is cumulative for the fiscal year (July 2019-June 2020) She reported that we have expended almost 100% of our state budget and 89% of our total budget. Some of the budget lines were underspent including equipment, which the board already knew about. Jan went over some of the explanations provided at the bottom of the budget pages for clarification purposes. We did receive our e-Rate in July of 2020, some of Caitlin's salary was moved into RBDB and the strategic planners budgeted for was not paid out until after June 2020. Also, the staff position has not been filled, the OCLC fees are actually for next year and the ESIE contract from last year was paid in this year. Under the HLSP budget, Jan read some of the explanations at the bottom of that budget also including that some hospital participation fees were still owed as of 6/30/20, when the budget reporting year closes. The fees are usually paid in May or June and were received late due to the COVID crisis. They have now been received. The fiscal year for HLSP actually ends at the conclusion of March and they have only expended 95% of their budget mostly due to the reduction in travel for the circuits during the first months of the pandemic.</p> <p>Debbie was asked to report on the investments and how she thought they were doing. She reported that it has been a volatile year, but the funds do seem to be recouping and she hopes that the year will end on a positive note.</p> <p>At this point, Sheryl informed the board about a decision made by RAC. The committee has decided to suspend the RBDB grant cycle for 2020, due to the 20% reduction in funding. This will also impact the discussion that the board had a few</p>	<p>A board member questioned the total loss that was reported. Debbie explained that it really was not a loss, the funds just did not come in until after June.</p> <p>Also questioned were the funds that were not expensed. This can go into their fund balance as these are hospital participation fees that were not expended, not state funds.</p>	
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	<p>months ago to fund the 2019 recipients in full that were not fully funded previously. Even though they are great projects, it is not possible to expend the funds in this very uncertain time that we find ourselves in.</p>		
<p>4. New Business a.) Diversity and Inclusion Training-Caitlin Kenney/Heidi Ziemer</p> <p>b.) Juneteenth Holiday</p>	<p>Caitlin and Heidi were asked to this board meeting to inform everyone about diversity training and advocacy.</p> <p>Diversity and Inclusion Training-Caitlin reported on the Open Buffalo contract for training. Todd Geise (Director, Development and Communications for Open Buffalo) responded to Caitlin's request for information. Todd informed her that a survey would be done first and based on the results of that survey, they would then design the training for WNYLRC. The proposal contains a timeline for training purposes. Caitlin is excited about beginning this work. Sheryl commented she has already signed the contract for \$4,000 but wanted to bring it to the board because of the task group that Justin wants to form, so there are not duplication of services.</p> <p>Advocacy-Heidi reported on WNYLRC's upcoming advocacy plans. She designed a series of advocacy sessions revolving around self-advocacy, as opposed to library advocacy and plans on launching the idea at the Unconference on Friday. She had asked Briana McNamee (NYLA) to speak at one of the sessions and Briana thought that this advocacy series should be a statewide initiative. She has a meeting with Briana tomorrow to further discuss.</p> <p>Sheryl put this on the agenda simply as an informational point. There was talk about making the Juneteenth a statewide holiday. Sheryl asked</p>	<p>Several board members commented favorably on this initiative and were glad it was brought to their attention at the early stage because it will probably be on everyone's radar in the coming months.</p> <p>There are six sessions planned, one each month from October 2020 through March 2021.</p>	<p>Ongoing</p> <p>More information to come.</p>



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<p>c.) New Member Application-OLV Charities</p> <p>d.) Standing Committee Charges</p>	<p>Jeannine Doyle if she had heard anything more regarding this. Jeannine replied that there was nothing official yet and even if there were it would still involve negotiations with the unions at BECPL. This is not an action item. Sheryl just wanted the board to be aware.</p> <p>This application is from OLV Charities and possibly the application was at the suggestion of Heidi Ziemer.</p> <p>The Standing Committee Charges were included in the packet. There have been no changes in any of the committee's charges that need to be voted on. However, there is one committee that is listed in the charges and that is the Library Advocacy Committee. Sheryl pointed out that it has been on hiatus for a long time, ten years probably and maybe we should think about resurrecting it. Things are different now, but she would prefer to speak to Heidi first. We don't want to recreate this committee if there really is no interest. Also, she pointed out that the Professional Development Grant Program which was a subcommittee of CE should probably be removed from the list or given "on hiatus" status still it has not functioned in a number of years.</p>	<p>Discussion ensued regarding this member application. Because of COVID-19, there could not be a site visit scheduled, so Sheryl would like to table this vote until such time as a site visit can be arranged. The board members were also reluctant to vote without seeing the collection. The vote on the new member application for OLV Charities was tabled.</p>	<p>Sheryl will contact Heidi to make arrangements for a site visit to OLV Charities.</p>
<p>5. Executive Director's Report</p>	<p>Sheryl informed the members that this Executive Director's Report is the cumulative report from 7/1/19 through 6/30/20. It is the information that is used for both the written Annual Report that is sent out to members and the State Annual Report. She went over key portions of the report. She commented that the NY Heritage portion looks different now because</p>		



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	<p>they are using Google analytics for stats. CE numbers are way up over last year, as everything has been online, and we can have people register from outside our area. We have also had some Ask the Lawyer sessions regarding furloughs, layoffs and other legal issues brought out because of the pandemic. There are 143 RAQ's on the website currently. This service will continue, but hopefully not at the high rate seen recently due to the cost. The ESIE project is in beta now. Ask Us 24/7 has seen renewed interest, especially from SUNY. We are not ready to sunset this program yet but will consider it if stats go down as they had been doing in the past. The Strategic Plan will be completed before the due date. Our social media site hits are up. We are still working on the census. Heidi is planning digital inclusion workshops and the immigration travelling exhibit is almost completed. Caitlin has been collaborating with the other ESLN CE people on training. The NYALS Retreat was virtual this year. NYLA is involved in advocacy at both the state and federal levels to inform all legislators of the importance of libraries.</p> <p><b>NOTE: At this point in the meeting, Kristine Kasbohm took over for Justin Cronise, as he needed to leave the meeting.</b></p>		
<p>6. Old Business a.) Strategic Planning Process</p>	<p>Sheryl reiterated what Pam Jones and Nancy Kirkpatrick spoke about this morning at the Annual Meeting of the Membership. There will be a 30-day comment period after the Strategic Plan is completed. It won't be the actual plan that is sent to the state because that contains 30-40 pages of written material. This will be a more "visual" form of the plan. After the comment period ends, the plan will be reviewed again, and comments possibly incorporated. The revised plan will go to the board for approval.</p>	<p>The Strategic Plan will be put up on the WNYLRC website during November, for the comment period. Approval will take place at the January 2021 Board Meeting.</p>	<p>Ongoing</p>



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<p>b.) Reopening</p>	<p>After that approval, it will be sent to the state.</p> <p>Sheryl updated the board on the staff. Most are still working from home. Pat and Debbie come into the office a few times a week to work. They need to use the office more than the others do. The circuit librarians are back to their hospitals and limit their presence in the WNYLRC offices. They stop in periodically, when they need to.</p>	<p>Sheryl would prefer to wait to see how the fall plays out with both the flu season beginning and the COVID-19 pandemic not over yet before deciding about returning to the office. We are hiring a new digital services manager, hopefully this fall. We do have two strong candidates that we are interviewing. We did not get many candidates for this position. When this person is hired, there may be more office activity, as Sheryl would like to acclimate to our office environment.</p>	<p>Ongoing</p>
<p>7. Other Business</p>	<p>Sheryl hope that the board members had enjoyed the Annual Meeting of the Membership that was held this morning on Zoom. It was definitely different, being an online format. She also commented that she can't believe she overlooked sending the minutes from the previous year's meeting.</p>		
<p>8. Announcements</p>	<p>Dennis Galucki ( CSAAHN) announced that the Imagine series has resumed in digital format now, thanks to Joy Testa Cinquino. Mary Jean Jakubowski was last week's speaker. Today's speaker was the CEO of Rand Capital. The Imagine series takes place every Tuesday and Dennis invited the board members to check it out.</p> <p>Kathy Leacock (Buffalo Museum of Science) informed the board members that the BMS received an IMLS grant. This was not from the library arm of IMLS and the grant is to digitize freshwater mussels. She was asked how they planned to do that. She said she didn't know yet, but that they would figure it out.</p>		



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	<p>Jan Dekoff (CCLS) informed the board that CCLS will be hosting the Big Read. The book is <i>Pretty Monsters</i> by Kelly Link. There will be conversations with Kelly Link, Local Author Panels and Art Sessions with local artists. Jan was asked if every public library can host the Big Read. Jan replied that grant from National Endowment for the Arts (NEA) is awarded every other year and the system needs to apply for it.</p> <p>Cece Fuoco (CA BOCES SLS) informed the board members that Heidi Ziemer had introduced her to Rich Newberg (Buffalo Broadcasters Association) and they are planning a new venture together. On 10/14/20, Mr. Newberg along with Rich Pyszczek (Buffalo Public Schools Social Studies Coordinator and NFCSS President) will highlight local television news archives which contain many possibilities for student engagement with regional history and social issues during a webinar. Two of the topics that Cece mentioned were Buffalo as the birthplace of the Civil Rights Movement and the West Valley Development Project and their management of nuclear waste.</p> <p>Tim Binga (Center for Inquiry Libraries) asked for some construction help. He is building a Rare Book Room at his Center for Inquiry Library and need someone with experience building shelving.</p>	<p>Any suggestions, contact Tim directly.</p>	
<p>9. Adjournment</p>	<p><b>All business was concluded and Kristine Kasbohm asked for a motion to adjourn.</b></p> <p><b>The Board Meeting was adjourned at 2:55 pm.</b></p>	<p><b>Jeannine Doyle made a motion to adjourn seconded by Dennis Galucki. Motion passed unanimously.</b></p>	