



**Western New York Library Resources Council**

**Board of Trustees**

**MINUTES/DISCUSSION RECORD**

**ATTENDING  
 BY ZOOM:**

Timothy Binga (Center for Inquiry Library), Justin Cronise (SUNY Erie), Janice Dekoff (Chautauqua-Cattaraugus Library System), Jeannine Doyle (BECPL), Lisa Erickson (Nioga Library System), Cece Fuoco (CA BOCES SLS), Kristine Kasbohm (Canisius College), Kathryn Leacock (Buffalo Museum of Science), Alicia Thompson (Erie 1 BOCES SLS)

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

**EXCUSED:**

Dan Albertson (UB-LIS), Donna Berryman (UB-HSL), Deborah Chiarella (UB), Paul Cieslik (Lipsitz, Green et. al), Dennis Galucki (Founder & Director, Center for the Study of Art, Architecture, History, and Nature), Jeremy Lyman (Riverside Academy High School #208),

**GUESTS:**

**DATE:**

**Tuesday, June 15, 2021 2:00 pm**

**LOCATION:**

**Zoom Meeting**

**RECORDED BY:**

Ashley Pietrzykowski (Office Coordinator-WNYLRC)

**MINUTES/DISCUSSION RECORD**

| <b>TOPIC</b>                                | <b>DISCUSSION/<br/>CONCLUSIONS</b>  | <b>RECOMMENDATIONS/ACTION/<br/>EVALUATION/FOLLOW-UP</b>   | <b>RESPONSIBILITY<br/>&amp; TARGET DATE</b>   |
|---|---|---|---|
| 1. Call to Order                            | Kristine Kasbohm called the meeting to order at 2:12 PM                             | We did not have a quorum until 2:20 PM and lost the quorum by the end of the meeting  |   |
| 2. Approval-<br>May 2021<br>Meeting Minutes | <b>Kristine Kasbohm asked for a motion to approve the May 2021 meeting minutes.</b> | <b>Jeannie Doyle made a motion to approve the May 2021 meeting minutes as amended, seconded by CeCe Fuoco. Motion passed unanimously.</b> | Changed “Jason” to “Justin” and removed Jeremy from “attending” – minutes were amended and uploaded. Vote for 5b changed to “tabled”<br><br>Completed |



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| <p>3. Accounting Mgr/Treasurer's Report</p>   | <p>Met our income for the year, internal income a little better than expected. Budget vs Actual: 88% of expenditures will bring us in at or under budget.<br/>RDBD: 75% of expenditures so June will bring us in at or under budget.<br/>HLSP/MSP: Spent 96% of total budget, state aid returned has helped. Just over \$1,000,000 in various accounts, Lincoln Financial up 2.4%, Community Foundation increased from \$410,000 to \$425,000.<br/>Mark from Lincoln Financial is supposed to be working with the Business and Finance Committee on the direction for the investments. Need an update from Committee on status.<br/>Contracted with Bob, the auditor, for another 3 years. Will revisit contract towards the end of that time.</p> |  |  |
| <p>4. New Business<br/>a.) Committee Guidelines<br/><b>[Action item]</b></p> <p>b.) Business &amp; Finance Committee Update</p> | <p>Change to page 7: Staff liaisons to committees who are attending workshops are doing so as part of their jobs and should not have to pay the fees. WNYLRC will pay workshop fees for staff people who are not liaisons to the committee the workshop is aligned to. Other fees will be responsibility of attendee or, if approved, WNYLRC.</p> <p>Committee met to consider developing a policy on reserves. Reviewed current policy and charge of committee and role of committee to advise Board and Executive Director. Specifics to include investment policy of reserve funds to ensure reinvestment in member services and members.</p>   | <p><b>Justin Cronise made a motion, seconded by Kristine Kasbohm to approve. Motion passed unanimously.</b></p> <p>Committee should have reserve policy ready for Board review at September Board meeting.</p> |  |



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| <p>5. Executive Director's Report</p>   | <p>ESLN is holding quite a few programs for our academic libraries. CCDA program is coming for academic libraries to update guidelines per allowable expenses for new technology like ebooks. Another program is coming for digital lending and one for discussion of how other new technologies may impact resource sharing in the future. In response to some feedback, WNYLRC is looking for ways to condense the way the information is distributed (You do have an option to request a digest of the listserv rather than individual emails. Those instructions are posted on the listserv page of the website) without sacrificing the new users we gain from advertising the workshops via email. Ask the Lawyer numbers have flattened out this year which is encouraging. The HR questions are continuing to come in and we've requested the answers to the questions as well as an RAQ post for each answer so we can help educate other members easily. NY Heritage numbers are starting to increase again as things open back up. NY State Historic Newspapers are adding new newspapers.</p> |   |  |
| <p>6.) Old Business<br/>a.) Reasonable Accommodations policy revision<br/><b>[Action item]</b></p> <p>b.) Executive Director Review guidelines update</p> | <p>Jeanine Doyle updated the policy per the conversation at the last Board meeting. It reads well and is very clear.</p> <p>Personnel Committee met to review the current process guidelines for the review of the Executive Director. One of the recommendations was to include coaching. Working with a group to determine what should be included in that coaching and those</p>   | <p><b>Alicia Thompson made a motion, seconded by CeCe Fuoco. Motion passed unanimously.</b></p> | <p>Sheryl will give the policy to Caitlin Kenney and Caitlin will attend training as needed to ensure she can facilitate the policy.</p> |



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|                          | <p>emails were sent recently to the participants. The process is now going to follow the calendar year rather than the fiscal year to coincide with votes on the budget to help avoid the need for retroactive adjustments. Committee is going to review the actual evaluation process and the tools used in the process and will then update the evaluation survey, the evaluation, and the other evaluation documents. Committee is considering utilizing the Ask the HR Expert to get the best advice possible. Next meeting will be in the fall as many committee members are off for the summer.</p>  |  |  |
| <p>7. Other Business</p> | <p>When does the Board want to go back to in-person meetings? It's more equitable for those who have to travel more of a distance to have virtual meetings but there are pluses to in-person meetings as well. Discussion leaned towards a hybrid approach where some meetings would be in-person and others would be virtual. Trying to have the in-person meetings held in the months with better weather and the virtual meetings held when weather made travel more difficult. Option for virtual attendance would remain for anyone who was unable to attend in-person meetings. Suggestion was to map out which meetings were to be virtual and which would be in-person at the beginning of the year to allow members to plan accordingly. Staff Board luncheon has traditionally been in January, but we could move it to later in the year to avoid travel in January. Board has to meet 6 times a year. Proposal is to have meetings: January, March, May, June, combined September/October held in either month, and November. Request to have Board attendance monitored - as members who have not attended - <i>three (3) consecutive, duly called meetings, without an excuse acceptable to a majority whole</i></p> | <p>Executive Committee will review the dates of the meetings, the bylaws, and the policies for attendance and will update the Board at the next meeting.</p> |  |



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|                  | <p><i>of the number of trustees, shall be deemed to have resigned.</i></p> <p>Executive Committee will add this to their review of the bylaws. Also need policies for coming late and leaving early as it negatively affects quorum and ability to vote on items.</p> <p>Reminder: Annual meeting is September 30 and registration is open now. All Board members are encouraged to attend.</p> |  |  |
| 8. Announcements | <p>Kathy Leacock – EC 200 – Erie County bicentennial books now available at all the Buffalo area libraries, includes passport for stamps for visits to libraries and historical sites as well as maps and general information about the county.</p>   |  |  |
| 9. Adjournment   | <p><b>All business was concluded and Kristine Kasbohm adjourned the Board Meeting.</b></p> <p><b>The Board Meeting was adjourned at 3:11 PM</b></p>   | <p><b>Alicia Thompson made a motion, seconded by Jeannie Doyle. Quorum had been lost by this point in the meeting.</b></p> |  |