



Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

ATTENDING:

Charles Lyons (SUNY-Buffalo State), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), Jan Dekoff (Chautauqua Cattaraugus Library System), Justin Cronise (SUNY Erie), Alicia Thompson (Erie 1 BOCES, SLS), Deborah Chiarella (UB, HSL), Kristine Kasbohm (Canisius College), Michael Cambria (Buffalo School Library System), Jeannine Doyle (BECPL), Dan Albertson (UB-LIS)

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

EXCUSED:

Heidi Julien (UB/LIS), Lindsay Delaney (Orleans Niagara BOCES SLS)

ON POLYCOM:

Lisa Erickson (Nioga Library System), Paul Cieslik (Lipsitz, Green et. al)

ABSENT:

Timothy Binga (Center for Inquiry Library)

GUESTS:

Robert Sendziak, CPA

DATE:

Wednesday November 20, 2019 2:30 pm

LOCATION:

WNYLRC Board Room

RECORDED BY:

Pat Klaybor (Office Coordinator-WNYLRC)

MINUTES/DISCUSSION RECORD

| TOPIC | DISCUSSION/ CONCLUSIONS | RECOMMENDATIONS/ACTION/ EVALUATION/FOLLOW-UP | RESPONSIBILITY & TARGET DATE |
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| 1. Call to Order | Charles Lyons called the meeting to order at 2:38 pm. To welcome our newest board member, Dan Albertson, Chair of DIS and replacing Heidi Julien on the board, introductions were made around the table. | | |
| 2. Audit Review- Robert Sendziak- WNYLRC Auditor | Bob Sendziak gave the board his annual audit report. He went over the details of the report that is sent individually to all board members prior to this meeting. Bob commented that the internal controls in place were good and the costs have been controlled | He reported a "clean opinion", which means there are no issues that need to be brought to the boards' attention. He went over all of the financial statements that he provided, answering questions as he went through the information. | Completed |



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| | adequately. Bob commented on the high quality of the accounting records. | There was a discussion on the oversight of the state and some of the accounting terms that were used. | |
| 3.Approval- September 2019 Meeting Minutes | Charles Lyons asked for a motion to accept the September 25, 2019 meeting minutes. | Justin Cronise made a motion to accept the September 25, 2019 meeting minutes, seconded by Dennis Galucki. Motion passed unanimously. | Completed |
| 4. New Business a.) Board officers election for 2020 i. Vice President/ President Elect | The election of the WNYLRC Board of Trustees took place as follows: i. Vice President-President Elect- Kristine Kasbohm Charles Lyons asked for a motion to nominate Kristine Kasbohm as the incoming Vice President/ President Elect for 2020. | Jeannine Doyle made a motion to approve Kristine Kasbohm as the incoming Vice President/President Elect for 2020. Alicia Thompson seconded. Motion was approved, with Kristine Kasbohm abstaining. | Completed |
| ii. Secretary | ii. Alicia Thompson volunteered for the office of Secretary, serving a second term in that role. Charles Lyons asked for a motion to nominate Alicia Thompson as the incoming Secretary for 2020. | Kristine Kasbohm made a motion to approve Alicia Thompson as the incoming Secretary for 2020. Jan Dekoff seconded. Motion was approved, with Alicia Thompson abstaining. | Completed |
| iii. Treasurer | The floor was opened to board members that may be interested in serving as Treasurer. Jan Dekoff volunteered to fill the role of Treasurer. Charles Lyons asked for a motion to nominate Jan Dekoff as the | Deb Chairella made a motion to approve Jan Dekoff as the | Completed |



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| | <p>Treasurer for 2020.</p> <p>At this point, Charles Lyons turned the meeting over to Justin Cronise, to set convenient meeting dates for his year as the incoming Board President.</p> <p>Justin asked if members were all comfortable with moving the meeting dates from Wednesday to Tuesday. He would also like to move the time from 2:30pm to 2:00pm.</p> <p>The Board of Trustees meeting dates for 2020 are as follows:</p> <ul style="list-style-type: none"> • January 21, 2020 • March 17, 2020 • April 21, 2020 • May 19, 2020 • June 23, 2020 (tentative) • Sept. 29, 2020 <p>Annual Meeting TBD</p> <ul style="list-style-type: none"> • Nov. 17, 2020 <p>The Annual Board Staff Luncheon will be held on Tuesday, January 21, 2020, one hour prior to the Board Meeting that will be held that afternoon. The date and venue of the Annual Meeting has not yet been determined. (See discussion under 7a)</p> | <p>incoming Treasurer for 2020. Jeannine Doyle seconded. Motion was approved, with Jan Dekoff abstaining.</p> <p>Discussion ensued. Everyone was good with changing to a Tuesday. Some of the Wednesday meeting dates and times conflicted with other meeting so it was decided to move all the meeting to Tuesday. Also, the 2:00pm start time would allow people to avoid some of the rush hour traffic.</p> | <p>Completed</p> |
| <p>b.) 2020 Board of Trustees Meeting Dates</p> | | <p>Sheryl mentioned that there is an extra meeting built into the schedule. The June meeting is marked as tentative and is sometimes canceled but it is possible that the April meeting will be canceled, due to lack of budget information.</p> | <p>Ongoing</p> |
| <p>c.) Governing Member Application</p> | <p>Sheryl explained that WNYLRC has received an application for governing membership from the Jung Center Buffalo-Barbara Moot Memorial Library. Sheril explained the there was a site visit done there by herself and Heidi Ziemer, but that she still has reservations regarding membership of this institution.</p> | <p>Discussion ensued regarding this potential member and other smaller institutions. Many times, there is not a librarian on staff, only volunteers. The circulation of material is also a concern. There is also a risk that we invest in the digitization of collections at smaller institutions and then they are no longer members. When a member no longer chooses to be a WNYLRC member, there are still costs associated with their collections on NY Heritage. We do not take collections down.</p> | |



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| <p>d.) Board Representation-Health Sciences-Deb Chiarella</p> | <p>Charles Lyons asked for a motion to table the approval of the Jung Center Buffalo as a governing member of WNYLRC until a second site visit is completed.</p> <p>Sheryl asked Deb Chiarella to explain the representation of HSL. Deb explaining that she has been holding dual representation, both for HSL and for UB (Academic with the largest collection). This came about after Charles Lyons became the library director at SUNY Buffalo State & could no longer represent UB. The problem now, as Deb explained, is that she is no longer affiliated with HSL, she is in the music library. Deb and Sheryl have discussed this, and Deb has approached Donna Berryman, who is the Head of Health Sciences Library Services. Deb reported that Donna would be interested in serving on the board.</p> | <p>Sheryl used the Amherst Museum as an example of an institution that is no longer a member, but still has collection on NY Heritage. Kris Kasbohm expressed interest in the Jung Center also. The contact person had come to see her at one time, wanting to explore making the collection accessible and engaging community concerns.</p> <p>Deb Chiarella made a motion to table the approval of the Jung Center Buffalo as a governing member of WNYLRC until a second site visit is completed. Alicia Thompson seconded. Motion passed unanimously.</p> <p>Discussion ensued. There can either be a special election held for the board position or a temporary appointment can be offered to Donna now. After discussion, it was decided to offer Donna Berryman a temporary appointment for 2020, with an option to be on the slate of nominations next year for board membership representing HSL in 2021. This will throw off the terms expiring, but that can be worked on at a later date.</p> <p>Deb Chiarella made a motion to recommend approval of the temporary appointment of</p> | <p>Sheryl will contact Kris Kasbohm for available dates so Kris can join her for the second site visit.</p> <p>Deb will get back to Sheryl after she confirms if Donna Berryman would be interested in a temporary one-year appointment representing HSL.</p> <p>After Deb contacts Donna & confirms,</p> |
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| <p>e.) Business Continuity/Disaster Recovery Plan</p> | <p>Charles Lyons asked for a motion to recommend approval of the temporary appointment of Donna Berryman to represent HSL (Special Libraries) on the board.</p> <p>Lighthouse has designed a new disaster plan for WNYLRC which was included in your packets. There is really no need to go over it. The plan provides steps to take in the event that business cannot be conducted at this location. All our resources are cloud based and the staff is aware of what to do in case of an emergency that would necessitate working from home.</p> | <p>Donna Berryman to represent HSL (Special Libraries) on the board. Justin Cronise seconded. Motion passed unanimously. Completed</p> | <p>the board will conduct an approval vote by email.</p> <p>Completed</p> |
| <p>5. Accounting Mgr/Treasurer's Report</p> | <p>Before Debbie Porter went over the accounting for the quarter, there was a discussion regarding the three different formats that she is presenting to the board today. This was discussed at a board meeting a few months ago. The first example is the current format. This one is very time intensive for Debbie to put together, most figures need to be input manually because the funds are combined. The second forms, the funds are separated out, but still maintain the internal vs state aid funding. The last forms are just the total of each fund, each listed separately, and no internal vs state taken into consideration.</p> <p>Debbie then went over the financial report and asked if there were any questions. Since there were none, she moved onto the cash balances and investments. Since the bank was allowing us 1.75% on the CD account for a six-month period of time (as she reported in a previous meeting), Debbie moved all our funds into this account. When we renew the percentage will only be .75%, but that is still better than the regular interest rates, so the board decided to keep the funds there. The other</p> | <p>The board decided that they wanted future financial reports using the second format the Debbie explained. The reporting will be done separating each fund out, but still taking internal vs state into consideration.</p> | <p>Ongoing</p> |



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| | <p>investments have recouped very well in the last six months, so the board commended Debbie & Sheryl for a job well done.</p> | | |
| <p>6. Executive Director's Report</p> | <p>Sheryl asked if there were any questions regarding the Executive Director's Report that was part of the board packet.</p> <p>She then continued by reporting on Ask the Lawyer. There are now 75 RAQ's, 58 that came from WNYLRC. She also reported that members have told her it is worth the cost of their membership dues just to have access to this WNYLRC service.</p> <p>Sheryl reported that she attended NYLA last week and NYLA is not issuing a statement regarding the Macmillan E-book Embargo. They are waiting to see what ALA does. She also informed the board that Heidi Ziemer has been in touch with Sean Ryan, chair of the library committee and he is considering drafting a resolution in this matter. The Erie County Legislature is also considering drafting a resolution not to purchase from Macmillan.</p> <p>Sheryl took this opportunity to report on the progress with the census. Governor Cuomo has set aside 60M for the complete count census, 40M of that is going to state agencies. The other 20M, there has not been an announcement yet how it will be distributed. For marketing and informational purposes, we have a four-piece set of banners that we are lending out with historic and pertinent information regarding the 2020 census. There is also a pdf on the libguide on SENYLRC's website if anyone wants to create their own banners. An online version of the Census exhibit is on NY Heritage. WNYLRC has stickers to pass out and Jeannine informed the board that BECPL has buttons to use for marketing also.</p> <p>Sheryl also reported on the Census Complete Count Committee. We</p> | <p>There has been an email sent to Sean Ryan to ask about this and Jeannine Doyle is meeting with next week and has agreed to report out to the board after the meeting.</p> | <p>Follow-up detail forthcoming at the 1/21/20 meeting.</p> |



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| | <p>have received the Revson Grant for \$88,000, which will cover statewide training of librarians and staff. Caitlin Kenney (WNYLRC) and Caroline Bennett Glauda (SENYLRC) are managing the grant and the training that the grant funding will be used for. On 12/3/19, we will hold training at the Jacqueline Vito LaRusso Alumni and Visitor Center associated with SUNY Buffalo State. There are two tracks to the training and libraries are being encouraged to include their IT personnel in the training. Sheryl has heard that are already hoax sites up on the internet. This is not the ideal time of year to hold training due to inclement weather conditions possible, but there isn't a choice, since we need to be prepared before April of 2020. There will also be train the trainer workshops held, so if anyone is interested in sending people for that, it would be helpful. The more staff we can train, the better.</p> | <p>Sheryl asked the board members to help get the word out about this training and also requested that public system directors try to attend. There will be questions from staff members regarding this training that she feels only directors can provide answers for.</p> | |
| <p>7.Old Business a.) WNYLRC Annual Meeting- Evaluations/ Recap</p> | <p>Sheryl asked the board what they thought of the Annual Meeting and she informed the board that the survey responses for the Annual Meeting were positive. The food was great, not having a speaker was different but people did enjoy the tours. The only negative was that people couldn't see very well when the awards were being given out. A location for 2020 has not been chosen yet. The decision also needs to be made whether it will be a daytime or evening meeting. When we do hold the meeting in the daytime, our attendance numbers are usually lower. One suggestion was the National Comedy Center in Jamestown, but it would require travelling a distance for people in the northern portion of WNYLRC's service area. Sheryl does like to move the location from north to south, so the driving distance is not always a burden for either group. When we hold the meeting at unique locations people do attend in larger numbers.</p> | | <p>If anyone has any speaker suggestions for next year's Annual Meeting venue, please let</p> |



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| <p>b. Sheryl's Review</p> | <p>There is also the question of a speaker.</p> <p>Sheryl review is slightly behind schedule this year. Lindsay spoke to Sheryl prior to this meeting, which she was unable to attend, regarding this. Lindsay intends to get the survey out soon. Sheryl explained the process for the benefit of new board members.</p> | <p>Lindsay will email the evaluation information for the evaluation to all board members then she will compile it. There will be an Executive Session at the January 2020 board meeting to discuss results. Lindsay Delaney, as Immediate Past President, along with Charles Lyons, as President, take the lead in the Executive Director's review.</p> | <p>Sheryl know.</p> |
| <p>8. Other Business</p> | <p>Sheryl brought to the board's attention that we may need to purchase computers that were not budgeted for. There were three computers bought at the same time that are starting to give us a problem. Since this expense was not in the budget, Sheryl would like a vote taken to access the fund balance to replace these computers and possibly one or two more, if need be.</p> <p>Charles Lyons asked for a motion to approve the usage of the fund balance to purchase needed computers.</p> <p>Charles Lyons updated the board on the Civic Switchboard grant. It is access to open data and he is working on this initiative with Heidi Ziemer. The grant was from the Knight Foundation and the goal is data that is discoverable, accessible and useable.</p> | <p>Shery asked for suggestions from board members since these were all HPs that we are having an issue with. Discussion of brands and types of computer systems followed.</p> <p>Jan Dekoff made a motion to approve the usage of the fund balance to purchase needed computers. Jeannine Doyle seconded. Motion passed unanimously.</p> | <p>Jeannine Doyle and Jan Dekoff will send information to Sheryl regarding their systems' computer purchases.</p> |
| <p>9. Announcements</p> | <p>Dennis Galucki handed out information regarding the IMAGINE Buffalo Series. He also informed the board that the C-SAAHN funding helped with the digital collections</p> | <p>This is the link for Dennis's C-SAAHN audio collection: https://archive.org/details/c-saahn</p> | |



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| | <p>portion of BECPL's website. He asked the board members to look at it and tell others about it.</p> <p>At the conclusion of the meeting Sheryl and the board members thanked Michael Cambria for his ten years of service to the WNYLRC Board of Trustees. This is Michael's last meeting of his tenure.</p> | | |
| 9. Adjournment | <p>Charles Lyons asked for a motion to adjourn. The meeting was adjourned at 4:32 pm.</p> | <p>Alicia Thompson made a motion to adjourn, seconded by Deb Chiarella. Motion passed unanimously.</p> | |