



Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

ATTENDING: Kristine Kasbohm (Canisius College), Justin Cronise (SUNY Erie), Charles Lyons (SUNY-Buffalo State), Jeannine Doyle (BECPL), Lisa Erickson (Nioga Library System), Paul Cieslik (Lipsitz, Green et. al), Deborah Chiarella (UB/HSL), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), Timothy Binga (Center for Inquiry Library) Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC)

EXCUSED: Michael Cambria (Buffalo School Library System), Valle Blair/Jan Dekoff (Chautauqua Cattaraugus Library System), Lindsay Delaney (Orleans Niagara BOCES SLS), John Hood (Ecology & Environment), Heidi Julien (UB/LIS)

ON POLYCOM: Alicia Thompson (Erie 1 BOCES, SLS)

ABSENT:

GUESTS: Marty Enzo and Rich Hawley (Lighthouse)
 Grace Di Virgilio and Olivia Helfer (HLSP Co-coordinators)

DATE: **Wednesday, March 20, 2019 2:30 pm**

LOCATION: **WNYLRC**

RECORDED BY: Pat Klaybor (WNYLRC)

MINUTES/DISCUSSION RECORD

TOPIC	DISCUSSION/ CONCLUSIONS	RECOMMENDATIONS/ACTION/ EVALUATION/FOLLOW-UP	RESPONSIBILITY & TARGET DATE
1. Call to Order	Charles Lyons called the meeting to order at 2:34 pm.		
2. New Business: a.) Lighthouse	Marty Enzo explained what Lighthouse does for WNYLRC. We have contracted with them for IT services since 8/18. They have a help desk, remote remediation services, remote system administration and consultation services, among other services. After Marty's presentation, Rick Hawley explained some of the remediation services that have been done for WNYLRC as well as some plans to get us cloud based and		



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<p>b.) HLSP 2019-2020 Budget</p>	<p>streamline some processes.</p> <p>Grace Di Virgilio and Olivia Helfer presented the HLSP 2019-2020 budget to the Board. They highlighted a few items from their budget narrative including the fact that it is a flat budget, based on the supposition that there will be no increase in NYS Aid. HLSP participation fees increased 2% for all participating hospitals, except Kaleida Health, because of a 3-year flat fee agreement with that system. They outlined some cost cutting measures for online databases and also their continued webcasts into the 19-20 grant year. HLSP partners with UB to bring these to the library staff in the WNY region. HUBNET has increased by 6.3%, which caused the materials grant to hospitals to decrease. Depending on the final State Aid and MISP amounts, additional materials grant funds may be added. They informed the board that most of their contracts for the 2019-2020 year, which begins on 4/1/19, have been returned.</p> <p>They gave a basic explanation of how the HLSP was run and Sheryl expressed her praise to both of them for a job well done.</p> <p>Charles Lyons asked for a motion to approve the HLSP 2019-2020 Budget.</p>	<p>Lisa Erickson made a motion to approve the HLSP 2019-2020 Budget, seconded by Tim Binga. Motion passed unanimously.</p>	
<p>3.Approval- January 2019 Meeting Minutes</p>	<p>Charles Lyons asked for a motion to accept the January 9, 2019 meeting minutes.</p>	<p>Jeannine Doyle had corrections to be made to the Executive Session portion of the January 9, 2019 minutes. First, the motion made needs to be outside of the Executive Session. Secondly, the minutes should reflect any WNYLRC staff members who were asked to stay and participate in the Executive</p>	



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		<p>Session.</p> <p>Alicia Thompson made a motion to accept the January 9, 2019 meeting minutes, seconded by Jeannine Doyle Motion passed unanimously, with minutes being amended to reflect the changes presented.</p>	
<p>4. Accounting Mgr/Treasurer's Report a.) Barclays CD</p>	<p>Tim Binga reported that everything is in line. The investments were down slightly in December but have regained some of the losses. We also do not make investment decisions based on the markets' volatility during a one-month time frame. There was a Business and Finance Committee conference call to discuss the Barclay CD. Debbie has put the money from the Barclay CD into our regular account until such time as a decision was made regarding those funds. Sheryl, who was unable to be on the call, interjected that she was confused about this decision. She thought the money was going into a 30-day CD. Debbie did have both options and chose to put it where it would get the most bank interest.</p> <p>Debbie also asked if it would be acceptable to the board to use Bob Sendziak for this year's audit, then we could look at other accounting firms next year. Debbie did comment that it is sometimes difficult to find a firm willing to give us a quote, basically because we are a small organization.</p> <p>Sheryl did ask that the Business and Finance Committee draft a policy for the use of investment funds, at their next meeting.</p>	<p>Discussion ensued. Questions included, are we comfortable going year to year? Yes. Do we need or are we required to change? No, but it can be good practice to do so. The board decided that we would use Sendziak & Sroda, CPA's, PLLC for our audit this year.</p>	
<p>5. New Business (cont.) c.) 2019 RBDB Grants i. 2019 Grant Chart</p>	<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</p>		



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<p>ii. 2019 RBDB Grant Proposals Summary Descriptions</p>	<p>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. This year, we have \$60,000 in RBDB funds, instead of \$40,000 as there was \$20,000 in that budget line that was not used previously.</p> <p>The RBDB Member Grant Proposals for 2019 are as follows:</p> <p>1. Buffalo Broadcasters Association- <i>Digitization of WIVB-TV Archival News Films and Video Tapes</i></p> <p>Requesting: \$8,010 Funded: \$7,252</p> <p>Charles Lyons asked for a motion to approve the Buffalo Broadcasters Association grant application, “Digitization of WIVB-TV and WKBW TV Archival News Films and Video Tapes” at a reduced funding level.</p> <p>2. Burchfield Penney Art Center- <i>Increased Digital Access to the Challenger Community Newspaper</i></p> <p>Requesting: \$6,148 Funded: \$6,148</p> <p>Charles Lyons asked for a motion to approve the Burchfield Penney Art Center- “Increased Digital Access to the Challenger Community Newspaper” grant</p>	<p>Sheryl explained that they were given a smaller allocation last year than they requested. These are tapes from both Channel 4 and 7.</p> <p>Alicia Thompson made a motion to approve the Buffalo Broadcasters Association grant application, “Digitization of WIVB-TV and WKBW TV Archival News Films and Video Tapes” at a reduced funding level. Dennis Galucki seconded. Motion was unanimously approved.</p> <p>Sheryl commented that this will be an intensive multi-year grant project and we are looking for more newspapers to digitize for the NYS Historic Newspapers project.</p> <p>Jeannine Doyle made a motion to approve the Burchfield Penney Art Center- “Increased Digital Access to the Challenger Community</p>	
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	<p>application at full funding.</p> <p>3. Niagara County Community College-<i>Selected Niagara County Records (1821-1923)</i></p> <p>Requesting: \$800 Funded: \$0</p> <p>Charles Lyons asked for a motion to approve not funding the Niagara County Community College- “Selected Niagara County Records (1821-1923)” grant application.</p> <p>4. Nioga – Lee-Whedon Library-<i>Newspaper Microfilm Digitization Project-Medina Daily Journal Register 1972-1978.</i></p> <p>Requesting: \$6,225 Funded: \$6,225</p> <p>Charles Lyons asked for a motion to approve the Nioga–Lee-Whedon Library- “Newspaper Microfilm Digitization Project-Medina Daily Journal Register 1972-1978” grant application at full funding level.</p> <p>5. Nioga- Niagara Falls Public Library-<i>Niagara Falls Directories, 1911-1923 Digitization Project.</i></p> <p>Requesting: \$9,310 Funded: \$9,310</p>	<p>“Newspaper” grant application at full funding. Tim Binga seconded. Motion was unanimously approved.</p> <p>Heidi Ziemer (Regional Archivist) thought that this request could be better served by applying to local government agencies. Government Records Improvement Grants are available for the digitization of government records. The RAC committee also had reservations because of the mismatch between the grant application and the images attached.</p> <p>Tim Binga made a motion to approve not funding the Niagara County Community College- “Selected Niagara County Records (1821-1923)” grant application. Justin Cronise seconded. Motion was unanimously approved.</p> <p>RAC thought it was a well written grant and that it would be a good addition to the NYS Historic Newspapers project.</p> <p>Jeannine Doyle made a motion to approve Nioga–Lee-Whedon Library- “Newspaper Microfilm Digitization Project-Medina Daily Journal Register 1972-1978” grant application at full funding. Dennis Galucki seconded. Motion was approved, with Lisa Erickson abstaining.</p> <p>RAC recommended full funding on this well written grant.</p>	
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	<p>Charles Lyons asked for a motion to approve the Nioga- Niagara Falls Public Library- "<i>Niagara Falls Directories, 1911-1923 Digitization Project</i>" grant application at full funding.</p> <p>6. SUNY Buffalo State-<i>Buffalo Courier-Express Newspaper Microfilm to Digital Conversion</i>.</p> <p>Requesting: \$15,000 Funded: \$15,000</p> <p>Charles Lyons asked for a motion to approve the SUNY Buffalo State- "<i>Buffalo Courier-Express Newspaper Microfilm to Digital Conversion</i>" grant application at full funding.</p> <p>7. University at Buffalo-<i>Buffalo Evening News Reformatting Project</i>.</p> <p>Requesting: \$16,200 Funded: \$16,200</p> <p>Charles Lyons asked for a motion to approve the University at Buffalo- "<i>Buffalo Evening News Reformatting Project</i>" grant application at full funding.</p> <p>8. University at Buffalo-<i>Western New York and the American Civil War: A</i></p>	<p>Tim Binga made a motion to approve the Nioga- Niagara Falls Public Library- "<i>Niagara Falls Directories, 1911-1923 Digitization Project</i>" grant application at full funding. Deb Chiarella seconded. Motion was approved, with Lisa Erickson abstaining.</p> <p>The value of this newspaper was recognized by the Reading Team because of content and that it covers the Buffalo metropolitan region.</p> <p>Kristine Kasbohm made a motion to approve the SUNY Buffalo State- "<i>Buffalo Courier-Express Newspaper Microfilm to Digital Conversion</i>" grant application at full funding. Justin Cronise seconded. Motion was approved, with Charles Lyons abstaining.</p> <p>Again, the value of this newspaper was recognized by the Reading Team because of content and that it covers the Buffalo metropolitan region. RAC was excited for this content since it is difficult to access the Buffalo News without a paywall.</p> <p>Lisa Erickson made a motion to approve the University at Buffalo- "<i>Buffalo Evening News Reformatting Project</i>" grant application at full funding. Paul Cieslik seconded. Motion was approved, with Deb Chiarella abstaining.</p> <p>There was a concern that the price per image is extremely high for this proposal and it was</p>	
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<p>d.) Member Bylaw Review</p>	<p><i>Local History</i></p> <p>Requesting: \$5,232 Funded: \$0</p> <p>Charles Lyons asked for a motion to approve not funding the University at Buffalo- “Western New York and the American Civil War: A Local History” grant application.</p> <p>Sheryl asked the Executive Committee to look at the Member Bylaws. The committee did so, and Charles Lyons reported that a major revision was done last year. The review of the bylaws was done this year, but they are recommending not doing any revisions at this time.</p>	<p>suggested that they partner with the Town of Clarence because the collections were from the Historical Society of the town.</p> <p>Tim Binga made a motion to approve not funding the University at Buffalo- “Western New York and the American Civil War: A Local History” grant application. Justin Cronise seconded. Motion was approved, with Deb Chiarella abstaining.</p> <p>During this portion of the meeting there were discussions and explanations of what role the digital copies play in preserving the collections. Making a digital copy is not preserving the collection, that they are really access copies. The best way to preserve something is to make a tiff file and never open it. Dennis Galucki also asked if institutions whose collections were not funded were informed. Sheryl responded that, yes, a letter was written after the board vote is completed, stating that their collection would not be funded and why. Sheryl also mentioned that WNYLRC holds an RBDB grant workshop every year or two to help people, who may be interested in applying, get through the process.</p>	
<p>6. Executive Director’s Report</p>	<p>Sheryl reported that Ask Us 24/7 has lost Onondaga County Community College and the Onondaga Public Library System.</p>		



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	<p>Sheryl reported to the board that all of CCDA funding should have been paid out by now. There were glitches, but she feels it has all been rectified. There are 16 academics who received a combined total of \$154,000.</p> <p>Sheryl commented that Lobby Day was a little discouraging. She knows others feel the same. \$102.5 M is in the law, but we won't hear the actual numbers till close to the end of April. We are only ½ of 1% of the entire NYS budget.</p> <p>Sheryl reported that there is not a large pool of candidates for the State Librarian position.</p> <p>She also updated them on the VR project (Empire State Immersive Experiences). This is a 360-degree imaging project. We were originally planning to use Omeka, but we are going to have a demo on Archipelago on 4/1/19, to see if this would work better for us.</p> <p>Ask the Lawyer is doing very well. There are 68 questions from the WNYLRC area alone, 100 across the state.</p> <p>Sheryl reported on the Archival Assistance Program. So far, we have had two requests. Sheryl asked that if anyone is interested in this program to please fill out a form. This is a trial program and it will end in June if we do not get enough requests.</p> <p>Sheryl also asked for help with filling openings on the Library Assistants committee. There are a very small number now and if anyone has staff in their institutions that would like to become a member of this committee, please have them fill out a nomination form.</p>		
7.Old Business	Cancelation/re-scheduling of Board Meetings		



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	<p>The April Board Meeting will be canceled, due to lack of business to conduct. Budget figures from the state will not be received by then. Sheryl requested a date change for the May meeting, as she needs to be in Albany for the State Librarian Search. A Doodle Poll was sent out and the rescheduled date for May will be Tuesday, May 14, 2019 at 2:30pm, here at WNYLRC.</p>		
8. Other Business	There was no other business.		
9. Announcements	Dennis Galucki handed out information regarding the upcoming events in his IMAGINE Buffalo Series. He also commented about inviting local authors to give presentations at the Central Branch of BECPL.		
10. Adjournment	Charles Lyons asked for a motion to adjourn. The meeting was adjourned at 4:00 pm.	Jeannine Doyle made a motion to adjourn, seconded by Justin Cronise. Motion passed unanimously.	