



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), Timothy Binga (Center for Inquiry Library), Lindsay Delaney (Orleans Niagara BOCES SLS), Paul Cieslik (Lipsitz, Green et. al)

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

EXCUSED:

Lisa Erickson (Nioga Library System), Heidi Julien (UB/LIS), Kristine Kasbohm (Canisius College), Michael Cambria (Buffalo School Library System), Jeannine Doyle (BECPL)

ON POLYCOM:
ABSENT:

GUESTS:

DATE:

Wednesday September 25, 2019 2:30 pm

LOCATION:

Hotel Henry in the Richardson Olmsted Complex

RECORDED BY:

Pat Klaybor (Office Coordinator-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 1:36 pm.		
2. Approval- June 2019 Meeting Minutes	Charles Lyons asked for a motion to accept the June 18, 2019 meeting minutes.	Justin Cronise made a motion to accept the June 18, 2019 meeting minutes, seconded by Lindsay Delaney. Motion passed unanimously. There was one typo to correct, changed Happy Potter to Harry Potter.	
3. New Business a.) Digital Projects Update	Sheryl is hoping to have a beta version of the ESIE website completed by the Unconference, which will be held on 10/4/19. ESIE is		



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.) Standing Committee Charge Review</p>	<p>being built on the Archipelago platform created by Metro. We do need to add content, so we are trying to lend out the kits. Ken Fujiuchi was contacted by a student who wanted to borrow a camera kit to take pictures of churches. Sheryl was asked what was in the kits. Currently, we have two kits each containing an iPad, camera, tripod, microphone and a waterproof tube. The kits are both in cases that contain all the equipment needed. We are considering purchasing a third kit, because the use is rising, and we do want the content. The task group is now working with Diego (Metro) to get the back end up and running and create the beta site. The group consists of Joe Riggie (SUNY Buffalo State), Ken Fujiuchi (SUNY Buffalo State), Allison Lund (BECPL), Reed Jones (UB), Chris Hulsman (Hilbert College) and Sheryl.</p> <p>There are two traveling exhibits that can be loaned out. They are the Women's Suffrage and the Erie Canal, with online versions in NY Heritage. Sheryl reported to the board that any new collections put into NY Heritage will no longer be ingested into DPLA. In NY Historic Newspapers there are now 9M pages. Using the RBDB grant funds this year will we be digitizing the Buffalo News and the Courier Express for the newspaper platform.</p> <p>Sheryl also reported that the stats for NY Heritage are a mess. This is an OCLC issue. The EAD software is also not working correctly and may be moved to Archipelago.</p> <p>There have been no changes to any standing committee charges. It is on the agenda because September is the month that the board does the review and approval of any committee</p>	<p>There were examples sited of this technology including the Theodore Roosevelt Inaugural Site and the Ann Frank Project Social Justice Festival that will be held at SUNY Buffalo State in October 2019 will feature a virtual tour of Ann Frank's actual home. Discussion ensued regarding marketing this initiative, using it as an education tool and a science tool. There are still a lot of questions to work out, but it is progressing, and Sheryl wanted to share the progress with the board members.</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>c.) Post Audit Review Meeting</p> <p>d.) State Annual Report</p>	<p>charge revisions.</p> <p>The post audit review will be held during the November board meeting. Debbie reported that the audit went well, but also that Bob Sendziak did have some health issues that prolonged the process.</p> <p>The State Annual Report was included in the Board Packet. All board members are listed in WNYLRC's State Report. Sheryl explained what is involved in preparing this report for those board members who do not need to file one with the state. There is a narrative portion and categories for categorical aid. Debbie and Sheryl fill out the report collaboratively. One criticism that they both have is that the report is difficult to cross reference and that needs to improve. There is an opportunity to voice these concerns to DLD.</p> <p>Also, Sheryl pointed out that Element #9 is not required.</p> <p>Charles Lyons asked for a motion to accept the State Annual Report.</p>	<p>There was a question in Section 13, regarding HUBNET which is used by the HLSP program and partially paid for with Participation fees from area hospitals.</p> <p>A board member also asked if DLD is actually looking closely at all the reports. Both Debbie and Sheryl responded that the person who is responsible for these reports, Holly Peacock, scrutinizes them very carefully. Debbie thought that she may have an accounting background.</p> <p>Charles asked if there any repercussions if the report was late. Sheryl replied that future funding could be at risk, because it can delay the approval process.</p> <p>Tim Binga made a motion to accept the State Annual Report, seconded by Alicia Thompson. Motion passed unanimously.</p>	<p>The copies to the board members that he always sends prior to his report should be received the first part of November.</p>
<p>4. Accounting Mgr/Treasurer's Report</p>	<p>This is the cumulative account report for the 18-19 year. Tim reported that everything is in line. The membership dues were not all in for the last reporting period, now we're closer to having them all in the system.</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>Debbie will prepare the accounting report for November using a separate report for each fund and the current combined one so the board can see the differences. There were time constraints for this meeting, that's why this report is still being done in the combined format. Some advantages to this reporting method are that it is much less time consuming to prepare and it comes directly from QuickBooks, so someone could do it for her, if she were unable to, in her absence. Also, the RBDB checks have gone out to members as we have received the RBDB grant fund for 2019.</p>		
<p>5. Executive Director's Report</p>	<p>This Executive Director's Report for September is the cumulative total for the 2018-2019 fiscal year. Sheryl reported that we get the most views for Ask the Lawyer, workshops and Job Postings. The Ask the Lawyer pages have been reformatted, so she suggested that board members take a look. WNYLRC members have asked the most questions, at 62. Sheryl is also streamlining the process. At one time, she was cc'ed on all questions. Now, each council's Executive Director will manage their own questions. There have been comments regarding Stephanie Cole (the lawyer for Ask the Lawyer) that people are surprised at the lack of redundancy. Lindsay Delaney commented that since there are so many questions, sometimes just looking over the questions can provide an answer. There were 1,980 RAQ views in the last fiscal year and over 55,000 views for the entire website. Sheryl also reported that Stephanie can be hired by systems and other library councils for the same \$100.00 rate she charges WNYLRC. Both Stephanie and Joanna Gaff from her office will be attending the Annual Meeting later today if anyone wishes to speak to them. This is a lost leader service,</p>	<p>Both Alicia Thompson and Lindsay Delaney thanked Sheryl</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>since we are not charging our members. There was \$8,000 set aside for this service this year and there is still \$2,600 left. Stephanie Cole Adams also has a sexual harassment workshop available, that she has provided to WNYLRC. This is now required training.</p> <p>Our Workshop stats this year have improved over last year.</p> <p>Sheryl informed the board of the work that is being done on the census. There was 20M set aside in the Governor's budget for this work and it has been allocated to regional economic groups, even though the libraries will be on the front lines answering questions from the public. Sheryl informed the board that there are numerous Census Complete Count Committees, WNYLRC's is one at the local level and there is one statewide. There is information on WNYLRC's census page regarding census information. The local Complete Count committee members include Dave Schoen (NU), Kristine Kasbohm (Canisius College) and Charles Lyons (SUNY Buffalo State), the five School Library System Directors, the three Public Library System Directors and some staff. Anyone interested is welcome to join the calls. There was a state call on 9/24/19 and the discussion was regarding the Charles H. Revson Foundation Grant that was awarded to provide census training in each region of the state. Mary Jean Jakubowski (BECPL) and Sheryl have also applied to the Community Foundation for a Census Equality Grant. This will provide money for outreach and marketing to the community. We are creating an online</p>	<p>for providing the Ask the Lawyer service and thought that it was money well spent.</p> <p>Dennis asked why there were zeros under December 2018 for workshops. Sheryl explained that we usually do not hold workshops during the winter months and we also cancel workshops when the numbers are not large enough to warrant holding the workshop. The larger numbers usually indicate a conference. An example was that we held the first Unconference in October of 2018, so a large percentage of the October 2018 number (111) were Unconference attendees. Charles asked about the job posting forms and Sheryl replied that they are on the website.</p> <p>Discussion ensued regarding difficult to count groups, including the military, shut-ins, college campuses (including off campus housing) and also migrate workers, which the WNY area utilizes extensively.</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>and a traveling exhibit on the census. There are four banners included in this exhibit and if anyone wants to create their own set, the pdf files will be made available to you. The reason promotion and education are so important for the 2020 Census is that this is the first time it will be done online. The census information is critical because funding and representation relies on the census data. All systems should be taking an active role in this.</p> <p>Sheryl also mentioned the RBDB grants, which have been rename Access and Innovation Grants (AIG). She thanked Tim Binga for his help with the process of trimming down the guidelines and creating a fillable pdf online. This will definitely help in the process because the Wufoo form needs to be filled out in one sitting, which has been a problem in the past. The guidelines were trimming from 10 to 5 pages. So, anyone considering applying, should start the process now, as there is only \$40,000 available this year.</p>	<p>There was a discussion about the digital use of yearbooks, privacy issues surrounding their use and the purpose of digitizing them.</p>	<p>The deadline for submission is 11/1/19.</p>
<p>6. Old Business</p>	<p>Sheryl will have her review information to the board by next week. She is leaving tomorrow for an ESLN Staff Retreat. There are approximately 50 ESLN Staff members attending.</p>		
<p>7. Other Business</p>	<p>There was no other business.</p>		
<p>8. Announcements</p>	<p>Dennis Galucki handed out information regarding the IMAGINE Buffalo Series Sept/Oct programming. He also informed the board members that the third week of the Chautauqua Institution 2020 season is "Art in Democracy". If anyone knows of any speakers to present, please let him know. It will take place July 11 through 19, 2020.</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

9. Adjournment	Charles Lyons asked for a motion to adjourn. The meeting was adjourned at 2:45 pm.	Justin Cronise made a motion to adjourn, seconded by Dennis Galucki. Motion passed unanimously.	
----------------	---	--	--