



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), Kristine Kasbohm (Canisius College), Jeannine Doyle (BECPL), Lindsay Delaney (Orleans Niagara BOCES SLS), Timothy Binga (Center for Inquiry Library), Donna Berryman (UB-HSL), Cece Fuoco (CA BOCES SLS), Kathy Leacock (Buffalo Museum of Science)

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

EXCUSED:

Dan Albertson (UB-LIS), Lisa Erickson (Nioga Library System), Paul Cieslik (Lipsitz, Green et. al)

ON POLYCOM:

ABSENT:

GUESTS:

DATE: **Tuesday, January 21, 2020 2:00 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
1. Call to Order	Justin Cronise called the meeting to order at 2:04 pm. He also welcomed our new board members Cece Fuoco (CA BOCES SLS), Kathy Leacock (Buffalo Museum of Science) and Donna Berryman (UB-HSL).		



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<p>2. Approval- November 2019 Meeting Minutes</p>	<p>Justin Cronise asked for a motion to accept the November 20, 2019 meeting minutes.</p>	<p>Jeannine Doyle made a motion to accept the November 20, 2019 meeting minutes, seconded by Charles Lyons Motion passed unanimously.</p>	<p>Completed</p>
<p>3. Accounting Mgr/Treasurer's Report</p>	<p>Jan Dekoff gave her first report as WNYLRC's Treasurer. Currently we are waiting for membership dues for 2020 and we are at 24% total, received to date for all income lines. Jan reported that we are fiscally in good shape. We are halfway through our budget year. HLSP is nearing the end of their budget year and they have received all of their state aid and participation fees from their hospitals. Jan also went over the Lincoln Financial Funds.</p>	<p>At this point, Sheryl explained that she has still not hired another person because of the uncertain budget year that we are moving into. She would like to have time to figure out what will go on in the coming year, before a decision is made.</p>	
<p>4. New Business a.) Anticipated and Recurring agenda items</p>	<p>Sheryl went over and explained the Anticipated and Recurring Agenda Items sheet. She explained each item including the membership year, which is from Jan/Dec and members are invoiced in December for the following year. RBDB project approval starts in January and the board approval votes take place at the March meeting. For the 2019 year we have \$70,000 in applications and \$40,000 in that budget line. This year there will be health care benefits to look at, because it is every two years as needed. Committee nominations are approved by the Executive Committee and that happens in April. The budget process will most likely not be completed by the April meeting, so that will occur in May. We will also be reviewing member bylaws, as Sheryl has concerns regarding membership categories. Also, the post audit</p>	<p>There was also a discussion regarding having the investment firms that we deal with (Lincoln Financial and the Community Foundation) come in to give a report. They usually do not come in together, currently it is</p>	<p>Debbie will contact both the Lincoln Financial and the Community Foundation firms</p>



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	<p>meeting with the audit should be moved to the November time frame because in the last few years we have been combining the September board meeting with the Annual Meeting. Also, Sheryl encouraged the board members to try to attend the Committee Chairs Meetings. There is one in the spring, usually in May and the other in the fall, in Oct or Nov.</p>	<p>scheduled for April and November.</p>	<p>and see what meeting potential dates work for both investment firms.</p>
<p>b.) Strategic Planning Process</p>	<p>There was a Strategic Planning Meeting held this morning, prior to the Board Staff Luncheon. There will be an RFP sent out for a consulting firm and the proposals will be due in by 2/28/20. The RFP will be asking for both traditional and non-traditional techniques to be outlined. Hopefully the consulting firm we will be utilizing will be approved by April. The board has already approved funding for this undertaking. The new Strategic Plan needs to be in place by 2021 and will run until 2026. More information to follow.</p>		
<p>c.) Board Committees</p>	<p>At the January meeting, we also go over the board committees membership. Since some board members are now part of the Executive Committee, they are given an opportunity to excuse themselves from other voluntary committee membership and give others the opportunity to serve. The Executive Committee now contains all the new board officers. Moving on to the Business and Finance Committee, Cece Fuoco volunteered to join this committee. Moving on to the Nominating Committee, both Justin Cronise and Kristine Kasbohm chose to remain on this committee, Deb Chiarella volunteered to be added to this committee. For the Personnel Committee, Jan Dekoff will be added and Sheryl would like to call a meeting of this committee in March. Jan also volunteered be added to the Strategic Planning Committee.</p>	<p>Sheryl explained that this process needs to begin in April/May because the board vote must be taken at least 30 days before the Annual Meeting of the Membership. Since that meeting is now being held in September and there are no meetings in the summer, the vote takes place at the June meeting.</p> <p>The Board of Trustees roster was also handed out at this meeting and Pat asked the board member to look over their information. If</p>	



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<p>d.) Standing Committees Guidelines revisions</p>	<p>Sheryl explained why there was a need for revisions in the Committee Guidelines. All committees have been experiencing problem with absenteeism at meetings. This problem was brought forth at the Fall 2019 Committee Chairs Meeting and ways to correct this problem were discussed. Also, there was clarification of language that needed to be done. Finally, there was an issue of term limits when a committee is in the middle of a large project, such as a conference. Members asked if they could continue their membership until the completion of such a project. This person would serve as a Member Emeritus, for a temporary period, would need a committee approval vote and would not have voting rights.</p> <p>Justin Cronise asked for a motion to approve the Standing Committee Guidelines Revisions.</p>	<p>there are any errors to please let her know and she will make corrections.</p> <p>Sheryl put out a Google Doc and invited all Committee Chairs to edit the document.</p> <p>Tim Binga made a motion to approve the Standing Committee Guidelines Revisions seconded by Alicia Thompson. Motion passed unanimously.</p>	
<p>e.) Conflict of Interest Statements</p>	<p>Like every year in January, the Conflict of Interest Statements were passed out. All board members are asked to complete the form and return it to Pat.</p>		
<p>f.) Acceptance of Audit Report- Nov Board meeting</p>	<p>Sheryl explained that an acceptance vote needs to be taken after the auditor presents his Audit Report and we neglected to do that vote at the November 2019 meeting.</p> <p>Justin Cronise asked for a motion to accept the Audit Report.</p>	<p>Lindsey Delaney made a motion to accept the Audit Report, seconded by Jan Dekoff. Motion passed unanimously.</p>	
<p>g.) Bylaws Discussion</p>	<p>There needs to be a Bylaws review. One of the items that came to our</p>		<p>Completed</p>



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<p>h.) Advocacy</p>	<p>attention was the number of board members required.</p> <p>Heidi Ziemer has been setting up meeting with our local legislators. There are 18 in total. Sheryl urged the board members to attend these sessions, if possible. Library Advocacy Day in Albany is 2/24/20. If anyone plans on attending, they should make their hotel reservations soon. Caitlin Kenney (WNYLRC) and Carolyn Bennet Glauda (SENYLRC) will be presenting census training there on 2/23/20, the day before Advocacy Day. Sheryl commented that Heidi was doing a great job with the advocacy piece.</p>	<p>The Executive Committee will do a review by email and there will be a proposed revision at the March Board Meeting.</p> <p>Discussion ensued regarding leg visits. Lindsay Delaney relayed her experience when she attended the session with Senator Ort. Some of the issues that were presented there were that in some school districts in the area there are no librarians at the elementary level and that the public library has a role beyond a book. Also discussed in the meeting with Ort was that fact that in many areas there is no internet access, which puts more emphasis on the use of the school or public library.</p>	
<p>5. 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 the AskUs 24/7 program moving from QuestionPoint to LibAnswers, which is a SpringShare product.</p> <p>The ESIE project is fantastic, the website should be up soon. There should be a soft opening of the platform in March/April.</p> <p>Sheryl and Charles Lyons presented before the WNY delegation. There were a lot of questions regarding the census. With no money coming from the state, libraries have had to find alternate sources of funding.</p> <p>Advocacy is an important piece of the census information because the legislators still don't understand that WNYLRC, for example, lost over \$1M in funding since 2008 but are still going to be on the front lines answering questions and helping with the census. There were twelve census training sessions held around the state because of the Revson</p>	<p>Cece asked about student use of ESIE. Sheryl said that students will be able to create/edit/add content, as well as benefitting from the content that will already be on the site.</p>	



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	<p>Grant that was awarded to the Complete Count Census Committee. The training here in WNY was held at the Alumni Center at SUNY Buffalo State.</p> <p>Sheryl suggested that anyone who would like more information to contact Amy Brombos from the Census Bureau. She is more than happy to come out and speak to your group.</p> <p>Sheryl also reported that Facebook and Twitter numbers have increased. Alicia asked about YouTube videos. We do have some preservation ones up there along with some HLSP tutorials.</p> <p>Sheryl mentioned in a previous meeting that she would like WNYLRC to start doing head shots. This service has been postponed until after the census work has been completed. Currently, we have just been too busy with that to take on a new project. The archival services will continue until the end of WNYLRC's fiscal year, which is 6/30/20. There will need to be a discussion at the board level about continuing this service before the end of the fiscal year.</p> <p>Sheryl also spoke about creating revenue streams and that it was difficult to create them. She is not opposed to charging for service, but that sometimes can hurt members. We have always charged for AskUs, but the fees do not even cover Caitlin's time. We have never charged for Ask the Lawyer. NY Heritage, we should have charged for, but it's too late now. ESIE, we won't need to pay for, as the platform is possibly going to use "ads". Sheryl posed the question, should we use our energy on raising revenue or sustaining services.</p> <p>There have been problems with the NY Heritage statistics. We are hoping that we can start using Google Analytics and the stats will improve. Ask the Lawyer is very successful. There are more RAQ's from our region than any other in the state.</p>		
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	<p>Stephanie Cole Adams is writing a book and asked for Sheryl's help. There will also be a copyright workshop held during Advocacy Day in Albany. Stephanie will be the presenter.</p> <p>The RSC was looking into Guide on the Side. Due to the expense that would be incurred, we licensed a Springshare product called LibWizard. We are looking for academics and publics to participate so they can create tutorials that can be shared. Sheryl commented that schools could also test the waters as we are trying out these new services.</p>		
<p>6.Old Business a.) Executive Session- Sheryl's Review</p>	<p>Justin Cronise asked for a motion to enter into Executive Session.</p> <p>The board members entered into Executive Session at 3:09pm.</p> <p>The topic for discussion during today's Executive Session was the Executive Director's compensation for the 2019-2020 fiscal year.</p> <p>Two topics were voted upon:</p> <ol style="list-style-type: none"> 1. Executive Director's raise as budgeted 2. Personnel Committee to review and formalize evaluation process and criteria for Executive Director for 2020 <p>Justin Cronise asked for a motion to approve the Executive Director's pay increase.</p> <p>Justin Cronise asked for a motion to approve the Personnel Committee's review and formalization of the evaluation process and criteria for Executive Director for 2020.</p>	<p>Jeannine Doyle made a motion to enter into Executive Session, seconded by Alicia Thompson. Motion passed unanimously.</p> <p>Jeannine Doyle made a motion to approve the Executive Director's pay increase, seconded by Kristine Kasbohm. Motion passed unanimously.</p> <p>Jeannine Doyle made a motion to approve the Personnel Committee's review and formalization of the evaluation process and criteria for Executive Director for 2020, seconded by Tim Binga. Motion passed unanimously.</p>	



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	<p>Justin Cronise asked for a motion to exit out of Executive Session.</p> <p>The WNYLRC Board Members exited Executive Session at 3:55pm.</p>	<p>Tim Binga made a motion to exit out of Executive Session, seconded by Deb Chiarella. Motion passed unanimously.</p>	<p>Completed</p>
7. Other Business	<p>There was no other business.</p>	<p>Sheryl did mention that there will be a site visit done on 1/29/20 at the Jung Center Buffalo. (This visit has since been postponed)</p>	<p>Incomplete</p>
9. Announcements	<p>Dennis Galucki handed out information regarding the IMAGINE Buffalo Series. He also announced that Mary Jean Jakubowski (BECPL) will be featured on March 3, 2020 in the IMAGINE series. Her topic will be the 2020 Census.</p> <p>Sheryl announced that the Public Library System Directors and Sheryl have been working together interviewing a marketing consultant to help us with the census. This is being paid for through the grant that was mentioned at the last board meeting. The plan, at this point, is to house the consultant here at WNYLRC.</p>		
9. Adjournment	<p><i>Since all other business was taken care of before the start of the Executive Session, the meeting was adjourned immediately after the Executive Session.</i></p> <p>Justin Cronise asked for a motion to adjourn. The meeting was adjourned at 3:57pm.</p>	<p>Tim Binga made a motion to adjourn, seconded by Alicia Thompson. Motion passed unanimously.</p>	