



Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

**ATTENDING
 BY ZOOM:**

Jan Dekoff (Chautauqua Cattaraugus Library System), Alicia Thompson (Erie 1 BOCES, SLS), Deborah Chiarella (UB), Kristine Kasbohm (Canisius College), Lindsay Delaney (Orleans Niagara BOCES SLS), Timothy Binga (Center for Inquiry Library), Cece Fuoco (CA BOCES SLS), Kathy Leacock (Buffalo Museum of Science) Dan Albertson (UB-LIS), Lisa Erickson (Nioga Library System), Paul Cieslik (Lipsitz, Green et. al), Donna Berryman (UB, HSL)

ATTENDING

Justin Cronise (SUNY Erie), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature),

IN PERSON:

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

EXCUSED:

Charles Lyons (SUNY-Buffalo State)

ABSENT:

Jeannine Doyle (BECPL)

GUESTS:

Grace Di Virgilio and Olivia Helfer (HLSP Co-Coordinators)

DATE:

Tuesday, March 17, 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 2:05 pm.		
2. Approval- January 21, 2020 Meeting Minutes	Justin Cronise asked for a motion to accept the January 21, 2020 meeting minutes.	Dennis Galucki made a motion to accept the January 21, 2020 meeting minutes, seconded by Kathy Leacock. Motion passed unanimously.	Completed



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<p>3. Accounting Mgr/Treasurer's Report</p>	<p>Jan Dekoff gave the Treasurers/Accounting Manager's Report. Jan informed the board that most of the internal funds reported were from membership dues, which are collected at this time of the year. She reported the percentages of the total that has been spent so far in this fiscal year. We are currently in the third quarter of the year. In the HLSP, the funds are closer to being encumbered, as March is the end of their fiscal year.</p> <p>Sheryl asked the board to be able to move the professional salary budget line into the equipment line. We will obviously not be hiring any other staff members in this fiscal year and we do need a new computer in the Board Room. Sheryl would also like to buy another 360 degree camera for the ESIE program, as we lend the equipment to members.</p> <p>Justin Cronise asked for a motion to approve using the funds in the professional salary budget line for equipment.</p>	<p>Jan Dekoff made a motion to approve using the funds in the professional salary budget line for equipment. The motion was seconded by Alicia Thompson. Motion passed unanimously.</p>	
<p>4. New Business a.) Advocacy</p>	<p>Sheryl reported that Heidi Ziemer has ideas for the next advocacy season, as the current one is finished. Justin Cronise thanked Heidi for all her efforts regarding advocacy. Sheryl wanted the board to know that Heidi will be starting her "advocacy season" earlier this year. She will be setting up appointments in June. The legislators have told her that what we are currently doing it too late. There are always advocacy efforts going on through NYLA and Briana McNamee. (NYLA Director of Government Relations and Advocacy). Assemblyman Sean Ryan did complete a budget letter and put in the restoration of aid. Advocacy efforts are always important including</p>		



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<p>b.) 2020 RBDB Grants</p>	<p>the letter writing campaigns and the mailbox contest. Libraries create mailboxes for their patrons to use, so please vote on your favorites, as the top ones will receive gift certificates.</p> <p>All 2020 RBDB grants were gone over separately, then the voting occurred individually.</p> <p>The RBDB Member Grant Proposals for 2020 are as follows:</p> <p>1. Buffalo Broadcasters Association- <i>Digitization of WIVB-TV Archival News Films and Video Tapes</i></p> <p>Requesting: \$12,000 Funded: \$8,000</p> <p>Justin Cronise 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>Sheryl reported that the RAC Committee had concerns regarding this grant application because of the consultant used and a possible conflict of interest. Additionally, any future grant proposals need to include a resume, list of credentials or Vitea if consultants are used. It was also suggested that the applicant reduce its’ funding ask for future grants.</p> <p>2. Chautauqua Cattaraugus Library System, “<i>A Year to Remember: Yearbooks Go Digital</i>”</p> <p>Requesting: \$2,000 Funded: \$2,000</p> <p>Justin Cronise asked for a motion to approve the Chautauqua Cattaraugus Library System, “A Year to Remember: Yearbooks Go Digital” at the full funding level.</p>	<p>Kristine Kasbohm motioned 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. Alicia Thompson seconded. Motion passed unanimously.</p>	
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Cece Fuoco motioned to approve the Chautauqua Cattaraugus Library System, “A Year to Remember: Yearbooks Go Digital”, at the full funding



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	<p>3. Daemen College, <i>“Daemen Newspaper and Poster Digitization Project”</i></p> <p>Requesting: \$1,506</p> <p>Funded: \$1,506</p> <p>Justin Cronise asked for a motion to approve the Daemen College, <i>“Daemen Newspaper and Poster Digitization Project”</i> at the full funding level.</p> <p>4. Network of Religious Communities, <i>“Network of Religious Communities Archival Project, Phase II”</i></p> <p>Requesting: \$4,790</p> <p>Funded: \$4,790</p> <p>Justin Cronise asked for a motion to approve the Network of Religious Communities, <i>“Network of Religious Communities Archival Project, Phase II”</i> at the full funding level.</p> <p>Sheryl informed the board that there were concerns regarding this grant application from the Reading Team. The concern was that it included a request to fund the project manager in the amount of \$1,040. However, as the team found out that the project manager is a volunteer, then this request does not go against the grant guidelines. Sheryl and Heidi have also done a site visit to this member and were impressed with the organization and the amount of work that has been accomplished with volunteers.</p>	<p>level. Dennis Galucki seconded. Motion passed with Jan Dekoff abstaining.</p> <p>Kristine Kasbohm motioned to approve the Daemen College, <i>“Daemen Newspaper and Poster Digitization Project”</i> at the full funding level. Lindsay Delaney seconded. Motion passed unanimously.</p> <p>Alicia Thompson motioned to approve the Network of Religious Communities, <i>“Network of Religious Communities Archival Project, Phase II”</i> at the full funding level. Dennis Galucki seconded. Motion passed unanimously.</p>	
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	<p>5. Nioga-Niagara Fall Public Library, <i>"Digitization of the Niagara Falls Gazette"</i> at the full funding level.</p> <p>Requesting: \$8,315</p> <p>Funded: \$8,315</p> <p>Justin Cronise asked for a motion to approve the Nioga-Niagara Fall Public Library, <i>"Digitization of the Niagara Falls Gazette"</i> at the full funding level.</p> <p>6. SUNY Erie, "SUNY Erie Student Newspaper Digitization"</p> <p>Requesting: \$3,760</p> <p>Funded: \$3,760</p> <p>Justin Cronise asked for a motion to approve the SUNY Erie, "SUNY Erie Student Newspaper Digitization" at the full funding level.</p> <p>7. SUNY Fredonia, <i>"Chautauqua County Directories"</i></p> <p>Requesting: \$5,000</p> <p>Funded: \$5,000</p> <p>Justin Cronise asked for a motion to approve the SUNY Fredonia, <i>"Chautauqua County Directories"</i> at the full funding level.</p> <p>8. University at Buffalo, <i>"Buffalo Evening News Reformatting Project Phase II"</i></p> <p>Requesting: \$16,200</p> <p>Funded: \$10,000</p>	<p>Paul Cieslik motioned to approve the Nioga-Niagara Fall Public Library, <i>"Digitization of the Niagara Falls Gazette"</i> at the full funding level. Jan Dekoff seconded. Motion passed with Lisa Erickson abstaining.</p> <p>Deb Chiarella motioned to approve the SUNY Erie, "SUNY Erie Student Newspaper Digitization" at the full funding level. Kristine Kasbohm seconded. Motion passed with Justin Cronise abstaining.</p> <p>Dennis Galucki motioned to approve the SUNY Fredonia, <i>"Chautauqua County Directories"</i> at the full funding level. Kristine Kasbohm seconded. Motion passed unanimously.</p>	
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<p>c.) Member Bylaw Review</p>	<p>Justin Cronise asked for a motion to approve the University at Buffalo, “Buffalo Evening News Reformatting Project Phase II” at a reduced funding level.</p> <p>RAC felt that this was an important addition to the NYS Historical Newspapers site. Sheryl was asked if there will be more recent ones added. She commented that she hoped so, because this was a very important newspaper in this region, at one time having two editions a day.</p> <p>Sheryl sent out the current bylaws to the Executive Committee for their review.</p>	<p>Alicia Thompson motioned to approve the University at Buffalo, “Buffalo Evening News Reformatting Project Phase II” at a reduced funding level. Kathy Leacock seconded. Motion passed with Deb Chiarella abstaining.</p> <p>There was a question regarding partial funding. Sheryl replied that all application contains a question whether they will accept partial funding, and in most cases, they will.</p> <p>The review was completed by the Executive Committee and it was decided that there is no need for changes at this time.</p>	<p>That completed the voting for the 2020 RBDB grants. Although the total was slightly over the budgeted amount, Sheryl assured the board that the additional fund expenses of \$3,371 can be covered. Since WNYLRC did not hire an on staff IT person, we can again repurpose some of those funds. The board agreed it was a good use of funds.</p> <p>NOTE: The board requested that if there is any extra monies for use with RBDB grants, to give UB and the Buffalo Evening News Reformatting Project Phase II the full amount. It will be added to the May agenda, when a proposal, as such, will be made, depending on reported budget costs.</p> <p>Completed</p>
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<p>d.) HLSP 2020-2021 Budget</p>	<p>Both Grace Di Virgilio and Olivia Helfer attended the board meeting to present their HLSP 2020-2021 Budget. Since they do not anticipate an increase in the NYS Aid, the proposed budget is based on flat funding. Because of hardships in the healthcare industry, HLSP participation fees have not been increased for any hospitals that is renewing in the 2020-2021 year. Kaleida Health has signed a three-year contract and agreed to incremental fee increases in the coming years. As of 11/19, one hospital, UPMC (formerly WCA Hospital), opted not to participate in the HLSP. For the 20-21 year, the nine 3Rs councils will be cost sharing for the MLA webcasts. Due to increased HUBNET costs and the loss of one hospital, the material grant amounts have decreased. However, as of 12/20, HUBNET will no longer be the main portal for medical information in hospitals. We have implemented a new platform, Hospital Library Online (HLO), powered by Ovid Discovery Service. In the coming years, there should be a cost savings. Currently, we are running both platforms, which accounts for an increase until HUBNET has been sunsetted. Both Grace and Olivia wanted the board to be aware that these budget figures were put together before the COVID-19 pandemic crisis. If there are changes in the state aid or the impact of COVID-19 has an effect on the current numbers, the co-coordinators will be sure to inform the board. Also, there is an overage, which if approved by the board, will come from the fund balance.</p> <p>Justin Cronise asked for a motion to approve the HLSP 2020-2021 Budget.</p>	<p>Jan Dekoff motioned to approve the HLSP 2020-2021 Budget. Cece Fuoco seconded. Motion passed unanimously.</p>	
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<p>e.) Cancellation of April 21, 2020 meeting</p>	<p>Sheryl is proposing canceling the April board meeting as there is no state budget in place yet and that is usually the topic discussed during this meeting. This cancelation means that both the May and June meetings will take place.</p>		
<p>f.) Investment Policy</p>	<p>The revision is this policy came about because of some questions that Holly Peacock (DLD) had when she was checking over our Annual Report. She was questioning our investments and whether they were state monies, which they were not. These funds invested resulted from the Ask Us 24/7 and Retrospective Conversion, a program that occurred years ago. Stephanie Cole Adams (Ask the Lawyer) has reviewed it and it is the same policy, but it now includes some legal notes. So, the new proposed policy has been approved legally and now conforms with state and federal guidelines. There were also some typos pointed out.</p>	<p>The board decided to table the vote on the new investment policy until there was better clarification under #4 of delegation of management and operational functions.</p>	<p>Ongoing</p>
<p>5. Executive Director's Report</p>	<p>Sheryl asked if there were any questions regarding the Executive Director's Report. Since there were none, she announced that we have plans made for our Annual Meeting. It will be held this year at Shea's Seneca on Tuesday, 9/29/20. There will be a board meeting, also held there in the afternoon, prior to the event, as we have done in the past few years. Some of the venues that we inquired about did not work out. We looked at Graycliff Conservancy, who could only offer an outside tent and the Darwin Martin House, whose space rental fee was not within our budget. The Shea's on Seneca space is really beautiful, and we will have the entire venue space to ourselves for the afternoon and evening that day. Sheryl also reported on the \$40,000 grant that was received by BECPL. Sheryl is working on this in</p>	<p>If anyone has suggestions for a speaker, please let Sheryl know. We are thinking of possibly asking Brianna McNamee (NYLA Director of Government Relations and Advocacy). We will also have access to a beautiful outdoor patio for our use during the event. We are planning on setting up some outdoor games like Cornhole and Giant Jenga. Some board members offered the use of some large games if WNYLRC would like to borrow them.</p>	



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	<p>conjunction with the Public Library System Directors. The purpose of this grant is to help with marketing the Census for libraries. Trellis Marketing was chosen after interviews were conducted. Jan Dekoff and Lisa Erickson are participating in this group, representing their systems.</p>		
<p>6. Old Business</p> <p>a.) Strategic Planning Process</p> <p>b.) Board Nominations</p>	<p>There is a Zoom Meeting planned for the Strategic Planning Committee on 3/31/20. Sheryl will put out the Zoom link. There are four proposals that have been received from consultants we are considering hiring to help us on this project.</p> <p>For the board member nominations, Charles Lyons's term will expire in 2021 and then we will go back to our 15-member board. Donna Berryman will be eligible for her first official term. The other terms to be filled are Jan Dekoff (first official term) and Kristine Kasbohm, also her first official term.</p> <p>The Nomination Committee which consists of Justin Cronise, Kris Kasbohm and Deb Chiarella will work on the slate of nominations. Since Kris is a member of the Nomination Committee, she will remove herself from the nomination process for her position. There can also be a run-off if someone is nominated at the meeting itself. The actual voting takes place virtually the week after the Annual meeting.</p>	<p>There was question regarding whether this will be Kristine Kasbohm's first official term. She was filling out Kerrie Fergen Wilkes's vacant term after she resigned. We will look up this information and get back to the board.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>The nomination slate needs to be completed at the May board meeting, as there are no meetings during the summer. The slate needs to have board approval 30 days before holding the Annual Meeting and the September meeting is the same day as the Annual Meeting. That leaves only the June meeting if changes need to be made to slate before voting can occur.</p>
<p>7. Other Business</p>	<p>Sheryl wanted to discuss closing the WNYLRC office, as per Governor Cuomo's shelter in place orders. WNYLRC is one of the last 3Rs council offices to close and it does seem like a prudent measure to take at this time. Sheryl is proposing that</p>		



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	<p>the staff work from home from the next two and a half weeks. No PTO time will be impacted, since the staff will be conducting all business remotely. There are no events scheduled to be held at WNYRC during this time and any meetings can be held through Zoom.</p> <p>The board agreed that this was best plan possible moving forward.</p> <p>Sheryl will keep the board informed of any changes to this plan or if it needs to be extended.</p> <p>Also, during this crisis time, and as a temporary measure, Sheryl asked the board if she could be temporary signer on WNYLRC checks. If there is no access to the other signers, then Sheryl could sign. Debbie did point out that most of the recurring invoices are direct pay. It was agreed that Debbie should reach out to the other signers, who are Alicia Thompson, Tim Binga and Justin Cronise, and if none are available to sign checks, then Sheryl will be the default. This will not be a permanent arrangement, only until the crisis is over.</p> <p>Justin Cronise asked for a motion to approve that Sheryl Knab will be a temporary signer on WNYLRC checks, until the COVID-19 Pandemic crisis is over.</p>	<p>Alicia Thompson commented that she appreciated that Sheryl was informing the board of her intentions and the goal here is to keep the staff safe and we need to be prepared for change in this unprecedented time.</p> <p>Tim Binga motioned to approve to approve that Sheryl Knab will be a temporary signer on WNYLRC checks, until the COVID-19 Pandemic crisis is over. Dennis Galucki seconded. Motion passed unanimously.</p>	<p>A listserv message will be put out and also on the website regarding the closing of the WNYLRC offices. We will also be holding a Zoom meeting on Fridays from now on to try and keep the library community connected, which will be contained in today's message.</p>
8. Announcements	Dennis Galucki announced that census topics will be a part of his Imagine audio series.		
9. Adjournment	All business was concluded and Justin Cronise adjourned the Board Meeting at 3:23pm.		