



**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), Kristine Kasbohm (Canisius College), Lindsay Delaney (Orleans Niagara BOCES SLS), Timothy Binga (Center for Inquiry Library), Kathy Leacock (Buffalo Museum of Science), Charles Lyons (SUNY-Buffalo State), Justin Cronise (SUNY Erie), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature)

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

**EXCUSED:**

Lisa Erickson (Nioga Library System), Donna Berryman (UB/HSL), Deborah Chiarella (UB), Cece Fuoco (CA BOCES SLS), Paul Cieslik (Lipsitz, Green et. al), Dan Albertson (UB-LIS)

**ABSENT:**

Jeannine Doyle (BECPL)

**GUESTS:**

**DATE:**

**Tuesday, May 19, 2020 2:00 pm**

**LOCATION:**

**Zoom Meeting**

**RECORDED BY:**

Pat Klaybor (Office Coordinator-WNYLRC)

**MINUTES/DISCUSSION RECORD**

<b>TOPIC</b>	<b>DISCUSSION/ CONCLUSIONS</b>	<b>RECOMMENDATIONS/ACTION/ EVALUATION/FOLLOW-UP</b>	<b>RESPONSIBILITY &amp; TARGET DATE</b>
1. Call to Order	Justin Cronise called the meeting to order at 2:05pm.		
2. Approval- March 19, 2020 Meeting Minutes	<b>Justin Cronise asked for a motion to accept the March 17, 2020 meeting minutes.</b>	<b>Kathy Leacock made a motion to accept the March 17, 2020 meeting minutes, seconded by Dennis Galucki. Motion passed unanimously.</b>  There was a discussion on the use of the Yes/No icons on the Zoom platform, so the voting is clearer. The facilitator of the meeting needs to be designated a co-host to be able to access this	Completed



# 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>Zoom feature. Sheryl made Justin a co-host and then showed Pat where to find the information to get final counts on voting.</p> <p>Dennis Galucki compliment Pat for a job well done on meeting minutes and Pat thanked him.</p>	
<p>3. Accounting Mgr/Treasurer's Report</p>	<p>Jan Dekoff gave the Treasurer's Report. She said the good news is that we are on track. We have received all our state aid money and we have expended 76% of our funding. The current year ends 6/30/20. The HLSP funding is also fine with 88% spent. (See discussion below regarding RBDB funding)</p>		
<p>4. New Business a.) General Fund 2020-2021 Budget</p>	<p>Sheryl went over the budget narrative for the General Fund 2020-2021. She reported that any new initiatives have been put on hold due to the COVID-19 crisis, but we are moving ahead with completing current ones, such as ESIE (which is almost out of Beta) and the LibWizard project. Katie Bertel, who spearheaded the LibWizard Project is moving to Philadelphia, so Chris Hulsman will be taking that project over. This is currently a free service we are offering to our academics and public library systems but could develop into a cost-share model in the future. We are also putting on hold the hiring of an Emerging Technology staff person until our funding picture is clearer. Other salary recommendations are listed below, in the Health Care portion of the minutes. The Ask the Lawyer service is budgeted at \$8,00 for the coming year and has been heavily used during the pandemic. The Archival Services budget has been cut from \$15,000 to \$10,000. Many members have said they would like to take advantage of this service but have not actively pursued it. We have budgeted \$12,00 for the continuation of Lighthouse technical services, \$8,000 for ESLN collaborative Services which includes</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>b.) Health care Review</p>	<p>EAD and ELD and \$4500 to replenish standing committee accounts. On the revenue side, there might not be any revenue from the Training Center as we have been offering free Zoom presentations and we may not be able to hold any in person training for quite a while. (See below-funding for RDBD)</p> <p>Debbie reported on some of the actual budget lines and explained them. Pat is working on redefining her position and documenting her workflow in preparation for her retirement. The Personnel Committee will need to look over the job description when it is complete and approve it before the hiring process can be started. The plan is to have new hire start before Pat leaves at the end of 2020 so training can take place. For this reason, Debbie has put additional money into that that budget line. Beyond the cost of salaries, there is also benefits and health insurance coverage. Since this is a full-time position, this person would be eligible for that. Debbie has based this budget line on family coverage, which costs more. The entire budget will be overspent by approximately \$8400, but Debbie isn't worried about that, that can be worked out. The concern will come if there are really large budget cuts from the state. Debbie did try to get the same amount of interest on the checking account as the savings account, as she did in the past, but that wasn't possible.</p> <p><b>Justin Cronise asked for a motion to approve the General Fund Budget for 2020-2021.</b></p> <p>The Health Care plans were reviewed by the Personnel Committee and recommended that we stay with Blue Cross/Blue Shield of WNY. The health insurance costs have risen 7%,</p>	<p><b>Kathy Leacock made a motion to approve the General Fund Budget for 2020-2021, seconded by Alicia Thompson. Motion approved unanimously.</b></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>so even with a \$1,000 budgeted increase for inflation and the overall 3.5% merit recommendation, the 25% of healthcare costs that the staff pays still puts them behind monetarily. We offer both a high deductible and an HMO.</p> <p>Debbie also reported on a problem she encountered with the management of the FSA and HSA plans. M &amp; T Bank informed her that were no longer going to manage these programs. The replacement they recommended was not feasible. They wanted to charge \$800 per year for managing the account, plus a fee for every employee enrolled. She reached out to NYCON (New York Council of Nonprofits) for guidance and they recommended a company that charges \$230 total, no extra fees. The Business and Finance Committee agreed with Debbie's decision to give this company our business. We also have Officers and Directors Insurance with them. We will also receive a small discount from Worker's Compensation Insurance this year because of the pandemic causing staff to work from home.</p>		
<p>5. Executive Director's Report</p>	<p>Sheryl asked if there were any questions regarding the Executive Director's Report. The Ask the Lawyer stats are not in the report and neither are the Ask Us 24/7 ones. The Ask Us ones are due to the switch to Springshare and Caitlin does not have access to one set of stats. There are a lot of workshops being held and the attendance has been phenomenal. Stephanie Cole Adams presented a workshop on copyright and we had 350 attendees. The NY Heritage is using a new analytics tool that allows members to get stats for their own individual collections. Sheryl is the new chair for UB's Dept of Information Science and she reported that there have been changes to the Library Science curriculum. There is</p>	<p>A board member reported that the URL was incorrect. Sheryl will check on that.</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>now a 5-year baccalaureate/masters program. There is also a doctorate program with four students enrolled and three more coming in. There are more people in the Library Science program and the hope is that some are local.</p> <p>Sheryl also reported that Heidi Ziemer has been very busy with digital inclusion and advocacy. Caitlin is working on CE collaboratively with ESLN staff. She is still working on the disbursement of the remaining funds from the Revson grant and pushing out messaging to members on the need to fill out the census information. Our social media stats are very good. Sheryl has been attending monthly NYALS calls. They have canceled their August retreat and are holding it online.</p>		
<p>6.Old Business a.) Strategic Planning Process</p>	<p>Sheryl informed the board that we have chosen Pam Jones (ConnectNY) and Nancy Kirkpatrick to help with our Strategic Planning Process. The cost will be \$15,000 plus travel, which there may not be very much of. There was to be an in-person meeting set up with the Strategic Planning Committee, the WNYLRC board and the staff that will now be held as an online retreat. They plan is to put out a survey in two phases. There will be a call on 6/2/20 to look over the survey. The goal is to make WNYLRC cutting edge in the next 5 years. Alicia commented that there was a lot of dialogue at the last meeting. The planners answered a lot of questions and brought some of their own to the table. The members of the committee will be canvassing their own constituents and Alicia asked who the results should be sent to. Sheryl did explain to Pam and Nancy that the Strategic Planning Committee will be working closely with the board, as they are a very hands-on board. We will also be utilizing our committee members and committee chairs for input. Heidi Julien and Justin Cronise</p>	<p>Sheryl thought if may be easier to use a form as opposed to an email and asked if that would work. Yes, it would, and Sheryl will contact Pam and Nancy regarding this.</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>b.) Board Nominations</p>	<p>will be working on survey questions.</p> <p>The Nomination Committee consists of Justin Cronise, Deb Chiarella and Kristine Kasbohm. The representation terms that are up for nomination are Jan Dekoff, Donna Berryman and Kristine Kasbohm. The committee has not put any information out yet to see if anyone else is interested in serving. Sheryl reminded them that this is not an election, this is for board approval of the slate of nominations. We need to have a formal document by the June board meeting so a vote can be taken.</p>	<p>There was a question at the last meeting whether this will be Kris's first full term. The board records were checked and this will be her first official term.</p> <p>This agenda item will be moved to the June meeting, so a vote can be taken at that time. The vote can take place by email also. It just needs to be accomplished 30 days prior to the vote by the membership at the Annual Meeting and there are no meetings held in the summer months.</p>	
<p>c.) RBDB Funding</p>	<p>This topic was actually discussed as part of the General Fund 2020-2021 budget process but was moved under the proper agenda heading for consistency.</p> <p>The board had requested putting this on the agenda again for discussion. They felt several of the projects were worthy of full funding, if was a way to do this. Some of the original applications were only given partial funding including one from UB that was for digitizing more years of the Buffalo News and one from the Buffalo Broadcasters. The cost of digitizing the two were did not fund in full is \$10,200. Debbie commented that they are both important digitization projects and that WNYLRC could fund both in full, then allocate it for grants in the notes field of the State Report.</p> <p>There is historical significance to the Buffalo News. The digitized copies far are up to 1923.</p> <p>Charles Lyons also asked about the possibility of funding more issues of the courier Express, which is the other newspaper prominent in</p>	<p>Discussion regarding funding a subscription to the Buffalo News, which is held by Newsbank. Unfortunately, subscription costs are high and will increase yearly, so that is really not an option.</p> <p>Another suggestion, by Kathy Leacock was that if there is surplus money we could give out mini-grants to help organizations in this very trying time we find ourselves in. Charles Lyons also liked this idea of helping out if we can. Sheryl cautioned that even though these are very noble goals we cannot spend money from</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>Buffalo's newspaper history. There was a discussion about whether Hope Dunbar was prepared to start this project and Charles will check in this. Sheryl would rather see the funding go to the Buffalo News. Although she feels that the Buffalo Broadcasters project is a good use of funding, she feels the Buffalo News should take precedence.</p>	<p>RBDB on anything except technology related items. If it was the General Fund, we could that, but RBDB funding has very specific parameters and is looked at very closely on the State Annual Report.</p>	<p>This agenda item was tabled, with discussion at the June meeting if more information regarding funding is available by then. The final decision was to wait to see what our funding with look like in 2020-2021. There is still concern regarding how deep the cuts will be. If the funding will allow, there can be an email vote taken then to decide the funding allocations.</p>
<p>7. Other Business</p>	<p>Sheryl suggested that the board check out WNYLRC's training on the website. We have been doing a lot of cost-free training since the pandemic started. We are also doing Happy Hours, that are full of information and we've had 40-50 at each one so far. If anyone has any suggestions or knows a historian that would like to present one of these Happy Hours, please let Sheryl know.</p> <p>WNYLRC is in Phase II of the NYS Re-Opening Plan, which starts on 6/1/20. All staff is working productively from home, so really no one will even notice the difference when we do return to the office. We are tentatively planning some staff members returning to the office the week of 6/15/20.</p> <p>Sheryl also reported that the staff holds a meeting every week on Fridays and last week we discussed the Annual Meeting. The staff felt that it was prudent to hold the meeting virtually this year. It is unfortunate,</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 had planned on holding it at Shea's Seneca. We did sign a contract, but we will try to get a refund or use it to book for 2021. Sheryl is also concerned that we may experience a resurgence of the virus again in the fall. Our lease in our current location expires in four years and the board may need to make decisions regarding the re-negotiation of that lease. It's possible WNYLRC could still be successful in a smaller space. Sheryl went over some of the preparations the staff has made in preparation for the return to the office, including the purchase of PPE, working on the NYS Template and making sure that social distancing can be maintained. We will probably not go back to the way we used to do business, as most institutions will not. Dennis asked if there was value in gathering to share experiences and insights. Sheryl reported that we do have a get-together on Zoom every Friday. Any and all members are free to join and the information shared during the call is posted on the listserv.</p>	<p>This led to a discussion because there has been no re-opening guidance offered by the state. The state plan doesn't even mention libraries. Jan Dekoff commented that CCLS has 38 buildings in their system, each one very different, so it makes a uniform plan very hard to put in place. All the publics are trying to mitigate as much risk to their staff as they can. Also, she reported that some libraries are federated and report to counties and county executives are dictating openings. There are a massive amount of details to take into consideration before opening to the public such as the use of masks, other PPE and possible use of keyboard covers. She also commented that BECPL will be opening as of 6/1/20 for curbside service.</p>	
<p>9. Announcements</p>	<p>Justin Cronise reported that the SUNY ECC President is leaving in June. Hopefully, there will be an interim one appointed soon. Justin commented that his contract was expiring and he was already preparing to leave. Justin does not know what the plans are for the fall semester, but, so far, the numbers</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>are dismal. Some of the other board members reported on what their institutions are experiencing during this COVID-19 crisis. Kris Kasbohm reported that her enrollment figures for fall are also dismal. She hopes the staff can be brought back in July. The building is huge and needs to be deep cleaned. The thought currently is to open one floor to the public. Lindsay Delaney reported that there are still a lot of question regarding schools. Summer school will definitely not be held. Alicia has heard many variations on what school will look like if it does open for the fall semester. Some ideas are have teachers move instead of the students and possibly taking temperatures at the door.</p>		
<p>9. Adjournment</p>	<p><b>All business was concluded and Justin Cronise asked for a motion to adjourn the Board Meeting.</b></p> <p><b>The Board Meeting was adjourned at 3:51pm.</b></p> <p><b>Everyone-stay safe!</b></p>	<p><b>Alicia Thompson made a motion to adjourn the Board Meeting, seconded by Lindsay Delaney.</b></p>	