



## Western New York Library Resources Council

### Board of Trustees

#### MINUTES/DISCUSSION RECORD

**ATTENDING  
BY ZOOM:**

Jan Dekoff (Chautauqua Cattaraugus Library System), Kristine Kasbohm (Canisius College), 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), Lisa Erickson (Nioga Library System), Donna Berryman (UB/HSL), Deborah Chiarella (UB), Dr. Cece Fuoco (CA BOCES SLS), Paul Cieslik (Lipsitz, Green et. al), Dan Albertson (UB-LIS), Jeannine Doyle (BECPL)

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

**EXCUSED:**

Alicia Thompson (Erie 1 BOCES SLS), Lindsey Delaney (Orleans Niagara BOCES SLS)

**ABSENT:**

**GUESTS:**

**DATE:**

**Tuesday, June 23, 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. There were introductions done by the board members.		
2.Approval- May 19, 2020 Meeting Minutes	<b>Justin Cronise asked for a motion to accept the May 19, 2020 meeting minutes.</b>	<b>Cece Fuoco made a motion to accept the May 19, 2020 meeting minutes, seconded by Dennis Galucki. Motion passed unanimously.</b>	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>3. Accounting Mgr/Treasurer's Report</p>	<p>Jan Dekoff gave the Treasurer's Report. She said the good news is that we are fiscally on track. We have expended 83% of the 19-20 budget. The membership dues line is better and there really has been no training so that budget line is under spent. The equipment line contains new computers for staff and the board room. In the professional fees line, is the expense for the Strategic Planning consultants. (Pam Jones and Nancy Kirkpatrick). There are definitely impacts from being shut down. Travel budgets for both the General Fund and HLSP are underspent. Although, the HLSP year did end in March of 2020, most of the travel had been expended by that time. Jan reported that even though the budget is underspent in a few places, we are still on target. Debbie Porter reported that there are new guidelines regarding the PPP loan that we received. The government has extended the time frame in which to spend the PPP from eight to twenty-four weeks. Debbie expressed her opinion that we probably will not need to pay it back. There was also an inquiry regarding online access to our investment accounts. Debbie responded that the Community Foundation does not have online access and the Legend Group would not permit a staff member to have the online access. Currently only Tim Binga has an online account. Debbie had originally asked Marc Panaro that question. She also said that there will probably be volatility in our investments for the next few months. The investments were down in February, looked better in March and April and recouped more in May.</p> <p>Also discussed at the point was funding of the 2019 RBDB grants. We did have a discussion at the last meeting regarding what to do with the excess in this fund. We did not fund all the grants fully from 2020. Two of the grants, the Buffalo News project</p>	<p>Debbie will make an inquiry into this matter again to see if a staff member can have online access. She will inform the board of the Legend Group's decision.</p>	<p>Ongoing-Follow-up to be provided by Debbie Porter.</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>from UB and the one from the Buffalo Broadcasters were not funded in full. Sheryl really feels that the UB Buffalo News is an important project to fund. There was also a discussion at the last meeting regarding the digitization of the Courier Express. Charles Lyons checked with Hope Dunbar regarding this and Hope Dunbar is ready to digitize that newspaper also. Debbie does need to post both the May and June budget summaries. There are extra monies in the salary budget line of the General Fund because a position has not been filled yet. After Debbie completes recording May and June, a final decision will be made. Sheryl and the board were comfortable with using ½ the overage of both the RBDB and the General Fund budget to fund the RBDB projects – UB’s Buffalo Evening News and Buffalo State’s Courier Express.</p>	<p>A vote will be taken after Debbie completes the budget reports.</p>	<p>Ongoing-Follow-up to be provided by Debbie Porter.</p>
<p>4. New Business</p>	<p>There was no new business.</p>		
<p>5. Executive Director’s Report</p>	<p>Sheryl asked if there were any questions regarding the Executive Director’s Report. She then described some of the items contained in the report. She informed the board that the Ask the Lawyer has been used intensely throughout the COVID-19 pandemic. In total, WNYLRC has 96 questions, with a total RAQs at 41 for 2020 and we are only halfway through the year. This is a highly used service, very unique and quite costly for WNYLRC but highly regarded.</p> <p>Online training numbers are also up. This online training is not costing us very much, so we are not charging the members for attending. Caitlin is doing a great job with professional development. Dennis asked if the Zoom Meetings are being recorded. Sheryl replied that we do if we are allowed to by the presenter, but sometimes they will not allow us to do</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>that. Justin commented that it is striking to see how many participants there are at workshops lately. Is this unique because most people are still working from home or will it continue afterward? Sheryl is thinking that as we move ahead, we might want to consider a hybrid of both online and in-person. There really is no way of knowing what form training will take in the future.</p> <p>For NY Heritage, Sheryl reported that there is now a link in the report so anyone can track how their collections are faring.</p> <p>Sheryl informed the board that the Annual Meeting of the Membership will be held online this year. We are planning on a morning meeting beginning at 9:00am and have secured a comedian (Nels Ross) as our speaker. Other councils have already had their annual meetings, and many chose a more somber note, but we thought this direction might be better in these trying times. Justin will give the Board President's Report and the only votes that need to be mentioned will be for the new board members. There are no other voting items on the agenda this year, so it will be a relatively short business meeting. (The actual voting process takes place online the week after the meeting). Also, hopefully all the voting members will receive the written Annual Report before the meeting takes place. There will be no written invitations sent out this year as many people still are not in their offices. We need to do our due diligence and find ways to cover expenses that we are not charging for, like Ask the Lawyer.</p>		<p>The September Board Meeting will take place the same day, 9/29/20 at 2:00 pm.</p> <p>Sheryl would like to put together a Task Group to look at the membership dues next year, as the current dues table expires in 2021.</p> <p>If anyone is interested in serving on this Task Group, please email 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>6.) Old Business a.) Investment Policy Review</p>	<p>This was on the agenda in a previous board meeting and there were questions regarding the verbiage in #4, specifically the portion dealing with the sixty-day notice. In the board packets provided, there is the original policy of Section 9: Administration Policies Investments 9.10 and the email clarifying response from Stephanie Cole Adams regarding this language. Basically, her response was that the sixty-day notice is required by Section 514 of the Not-for-profit corporation law and she gave an explanation.</p>	<p>Discussion ensued regarding the clarification of some language used in the policy. One basic error that Justin pointed out was that there was the word “the” preceded WNYLRC in a few instances. This will be corrected. Secondly, the use of “institution” should be replaced by “Board” or “WNYLRC Governing Board”. The board members felt that that the language should be consistent throughout the document.</p> <p>This agenda item was tabled, with a decision to vote on this by email after all the changes were incorporated, so the final version can be observed before taking the vote.</p>	<p>Ongoing</p>
<p>b.) Strategic Planning Process</p>	<p>Sheryl gave an update on the process. The survey has been sent out, so if any board member has not completed it, Sheryl asked that they please do so. The next step in the process is a Summit Meeting with the WNYLRC Committee Chairs on 6/30/20. Some of the things that were added into the environmental scan were to investigate hedge funds owning companies that include Proquest and Rapid ILL, the longevity of OCLC and trends in the library world. There was also a discussion among the Strategic Planning Committee participants regarding equity/inclusion /diversity. We should be thinking about opportunities in this area and put together a task force to examine this important issue. There will be a Strategic Planning Summit</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.) Board Nominations</p>	<p>that the board, committee members and the WNYLRC staff will be invited to attend.</p> <p>Justin Cronise presented the slate of board nominations. There are no other names to be added to the slate of nominees for the Board of Trustees 2021. The slate contains Kris Kasbohm representing Private Academics, Jan Dekoff representing Public Libraries and Donna Berryman Representing Special Libraries/Health Sciences Libraries.</p> <p><b>Justin Cronise asked for a motion to accept the slate of board nominations for 2021.</b></p>	<p><b>Kathy Leacock made a motion to accept the slate of board nominations. Jeannine Doyle seconded. The motion passed with Kris Kasbohm abstaining.</b></p> <p>Tim Binga added a note for clarification that we are voting on the slate to be presented at the Annual Meeting, not on the individuals. At this point Kris was asked about her abstention and she would like it to remain.</p>	<p>Ongoing- It will take place over two days in August, both days will be half day sessions.</p> <p>Completed</p>
<p>d.) Re-Opening Plans</p>	<p>The staff has had numerous meetings regarding re-opening plans. Currently, only Debbie and Pat are actually working in the office a couple of half days a week. The rest of the staff has designated Monday as the day they are free to stop in to get mail or whatever else they need to do in the office. The circuits have started back to the hospitals and are not working from their offices at WNYLRC at all. Sheryl thanked both Debbie &amp; Pat for procuring the PPE, so we could slowly start the re-opening process. Since staff is continuing to work from home, WNYLRC never really closed.</p>	<p>Sheryl thinks that we will start back in the office on a regular basis after Labor Day, depending on the pandemic numbers at that time. We have a NYS Re-Opening Plan in place, with all staff members responsible for sanitizing before they leave the</p>	<p>Situationally ongoing with a target of September.</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

		office and documenting when they were in the office for contact tracking purposes.	
7. Other Business	Sheryl would like to get the Personnel Committee together for a Zoom Meeting in August to go over both Pat and Caitlin's job descriptions. Since Pat is retiring at the end of the year, we need to start looking at job responsibilities and start the hiring process.		
8. Announcements	<p>Dennis announced that the Chautauqua Institute's season will be held virtually this year. Buffalo Day is 7/14/20.</p> <p>Sheryl asked around the "table" what the plans were for returning to work. Most academic will be returning at the end of August, with online learning starting after the Thanksgiving break. Sheryl asked Kris Kasbohm when she will be returning to her office, as they need to touch base regarding the archival assistance that Canisius received from Jessica Johnson through WNYLRC's Archival Program.</p> <p>Kathy Leacock (Buffalo Museum of Science) has been wearing many hats lately, including HR as she is filling an interim position. The staff will be returning tomorrow, with the public possibly on 7/10/20, with a reduction cap on admission. She reported there has been an extension of the Mummies Exhibit. She also mentioned a book that has been published titled, <i>Finding History Where You Least Expect It: Site Based Strategies for Teaching About the Past</i>, that she helped to edit. They were many contributors from this area including Dan Dilandro (SUNY Buffalo State).</p> <p>Jan Dekoff (CCLS) said the libraries in her system are starting to open. The system staff is already back, working 2-3 days a week. Almost all libraries had been doing curbside</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>delivery previously. So, the opening is going well, so far.</p> <p>The IMLS study has been released with recommended quarantine parameters of three days, which will help with the opening process. UB is also taking the hybrid approach of both in person &amp; online and so is SUNY Buffalo State. Charles Lyons will share out his institution's plan on the WNYLRC listserv and also on the next Academic Directors' call. He also mentioned that institutions are asking for justification forms if they are planning on teaching in person. Kris also mentioned that Canisius was preparing for single dorm rooms and students are requesting that they have roommates. Donna Berryman (UB) reported that they are waiting for units to determine what will be online. Once the academics send students home after Thanksgiving they will not be coming back till the spring of 2021. Cece Fuoco (CA BOCES SLS) commented that they possibly will have some information to report by August. It is all just speculation, at this point.</p> <p>Tim Binga (Center for Inquiry Libraries) is back in the office with only a few people working in the building. He also said that all upcoming conferences have been canceled.</p>	<p>Discussion ensued regarding protections for libraries in the event that a student/patron contracts COVID-19 and tries to sue. There are really no protections being offered as there are inherent risks going anywhere in public. Also, if the restrictions of the Governor's re-opening plan are being followed, all businesses should be protected, as Paul Cieslak pointed out.</p>	
<p>9. Adjournment</p>	<p><b>All business was concluded and Justin Cronise adjourned the Board Meeting.</b></p> <p><b>The Board Meeting was adjourned at 3:20pm.</b></p>		