



MINUTES/DISCUSSION RECORD

COMMITTEE: WNYLRC Committee Chairs Meeting Spring 2020

Conducted as a Zoom Meeting due to the COVID-19 Pandemic

ATTENDING: Sheryl Knab (WNYLRC/RAC and RSC), Heidi Ziemer (WNYLRC/Preservation and HS to College), Olivia Helfer (HLSP,WNYLRC/CHIA), Pat Klaybor (WNYLRC/WNYLA), Debbie Porter (WNYLRC), Adrienne Doepp (WNYLRC, HLSP), Naciah Bell (UB/ WNYLA), Kristi Dougherty (BECPL/CHIA), Erin Weller (BECPL/CE), Keri Thomas-Whiteside (SUNY Erie/RAC), Grace Di Virgilio (WNYLRC/HLSP), Caitlin Kenney (WNYLRC/CE), Omar Brown (UB-Preservation), Mark Bialkowski (D’Youville/Preservation), Chris Hulsman (Hilbert/RSC), Reed Jones (UB/RSC), Andrew Johnston (Erie 1 BOCES, Clarence HS/HS2C), Mandi Shepp (State University of NY at Fredonia/CE)

Excused:

ABSENT:

DATE: Thursday, May 7, 2020 on Zoom

LOCATION: WNYLRC

RECORDED BY: Pat Klaybor

TOPIC	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ACTION/EVALUATION FOLLOW-UP	RESPONSIBILITY & TARGET DATE
1. Call to Order	Sheryl Knab called the meeting to order at 9:01 am.		
2. Introductions	Introductions were made by Sheryl calling out each individual in the order they appeared on her Zoom screen.		
3. Approval of the Fall 2019 Minutes	Sheryl asked for a motion to approve the Fall 2019 meeting minutes. That meeting was held on Tuesday, October 29, 2019.	Kristi Dougherty made a motion to approve the minutes and pointed out one typo which will be corrected.	



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		Keri Thomas Whiteside seconded. Motion passed unanimously.	
<p>4. Committee Membership</p> <p>a.) Guidelines</p> <p>b.) Committee Funding Update-Debbie Porter</p> <p>i. Individual committee funds</p> <p>ii. 2020-2021 Budget</p>	<p>Sheryl pointed out the revisions that were made in the committee guidelines regarding absenteeism. Previously the guidelines stated three unexcused. This was revised to two consecutive meeting, without the definition of whether these absences were excused or unexcused. Also revised was the idea of a Member Emeritus, that was discussed at the Fall 2019 meeting. This was in Article II, Section 4, Terms of Service. Now, if there is someone on a committee that would like to remain after their term has expired, they will now be called a Member Emeritus. This will help to alleviate the problem that was being encountered on committees when a member needed to step down from a committee even if there was an ongoing project that this person was involved in. This new membership category will allow them to complete their project/event work. However, it is subject to a committee vote, cannot last more than six months and that person does not have a vote on committee activities.</p> <p>Debbie passed out the current balances to all the committee chairs. These balances included the amount that was given to each committee from WNYLRC. Instead of asking committee members to apply for funding, which wasn't working out well, WNYLRC now allots money to each committee every year. The numbers do vary with Preservation, RSC and CE receiving \$1,000 each and HS2C, CHIA and WNYLA receiving \$500 each. RAC does not receive additional funding as it has its' own funding source. This was the same amount that was allotted last year. If any of the chairs has funding concerns, they can certainly contact Sheryl to discuss.</p>	<p>Caitlin will post these new guidelines on wnylrc.org.</p>	
<p>5. WNYLRC Updates</p> <p>a.) Ask the Lawyer-Sheryl Knab</p> <p>b). Ask Us 24/7-Caitlin Kenney</p> <p>c). Continuing Education Offerings-Caitlin Kenney</p>	<p>Sheryl reported that this program is very successful, currently we have 102 RAQ's just from the WNYLRC service area. This is very heavily used service, number one, next to CE.</p> <p>The usage of this program is up. They are seeing more questions since students are home. Caitlin reported that there are also talks with SUNY to possibly add more institutions to the service.</p> <p>Caitlin is busy trying to re-focus to online formats. It has definitely been a busy month, that last workshop that was supposed to be in person had 104 attendees, since it was online. Later today, Katie Bertel will be holding an online workshop regarding LibWizard, which is a new pilot program</p>	<p>Caitlin asked the chairs to contact</p>	



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	<p>that WNYLRC is bringing to its' members. There will be a statewide copyright workshop later in the month. She also has had the first of what she is calling "Happy Hours". This one was on the Wizard of Oz. There were 27 attendees and she intends to do more of these.</p>	<p>her if they have any ideas for workshops that they would like to have presented.</p>	
<p>d). ESLN Update- Sheryl Knab</p>	<p>Like everyone else, ESLN is struggling to change the way that services are provided. The work is continuing on the ESIE project and there is the potential pilot being considered, an IR Pilot.</p>		
<p>e.) ESLN Digital Services i. NY Heritage</p>	<p>Heidi reported that the usage of NY Heritage is also above normal, with a 200% increase in page views. She reported that she is working on an immigration exhibit, which would be similar to the Women's Suffrage and the Erie Canal traveling exhibits.</p>		
<p>ii. NYS Historic Newspapers</p>	<p>Heidi reported that NYS Newspapers is also chugging along. Chuck Henry at NNLN is in charge of the newspapers. Sheryl commented that we are looking into providing an alternate logo for this program.</p>	<p>NY Historic Newspapers are again taking in collections. Previously, it had been very backlogged.</p>	<p>Contact Heidi if you have a newspaper collection that you would like to see included.</p>
<p>iii. EAD Empire Archival Discovery Cooperative</p>	<p>This is an ongoing process and the website is currently in beta. They are talking about moving to an Archipelago platform. They are struggling with the input form. More to report as progress is made.</p>		
<p>f.) Advocacy- Heidi Ziemer</p>	<p>Heidi has been contacting legislators weekly. Sean Ryan did a video presentation in front of BECPL, promoting the use of the library's wi-fi. Heidi also reported that Crystal Peoples-Stokes has been promoting the census, going around her community in person to push the importance of filling out the census forms.</p>		
<p>g.) Archival Services Program</p>	<p>Unfortunately, due to probable budget cuts, the Archival Services Program is being suspended for right now. Heidi can help with questions, but the hands-on program will not be available. We need to put it aside for now to protect other programs that we are currently very invested in. There has been a slow down in requests anyway, due to COVID-19.</p>		



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<p>h.) Health Literacy Initiative- Heidi Ziemer/Olivia Helfer/Grace Di Virgilio</p> <p>i.) Digital Inclusion Open Civic Data</p>	<p>This initiative just ended on 4/30/20, with the final report having been submitted already. Fourteen librarians completed the CHIS (Consumer Health Information Specialist) certification, with two continuing on to Level II certification. Unfortunately, there have been no in person meeting, everything has been done online. It has been a successful program, just in different ways than originally envisioned.</p> <p>Heidi commented that Olivia Helfer did a great job with this grant.</p> <p>There is a real push now for Telehealth in rural areas, which leads into the next initiative, digital inclusion. The Erie County government contacted Heidi regarding this. The digital equity divide has become very apparent now. People without internet services are very definitely at a disadvantage and people are pushing for change. Libraries have a central role to play regarding digital training in this current and very important issue.</p>		
<p>6. Committee updates a.)</p>	<p>Committee for Health Information Access-CHIA (Kristi Dougherty/Olivia Helfer)</p> <p>Kristi reported that the winter season is not very active for CHIA and that many of their spring health fairs have been canceled, due to the pandemic. The committee hopes that the summer fairs will still be held but they are not certain at this time. To proactively approach this obstacle, the committee is proactively researching virtual health fairs. Beginning 7/1/20, CHIA will welcome a new chair, Shanley Olszowy. Thank you to Kristi Dougherty for her leadership. The committee will also welcome three new members in July.</p>		
<p>6. Committee updates b.)</p>	<p>Continuing Education Committee- (Erin Weller/Mandi Shepp/Caitlin Kenney) It was reported that the date was set for the Unconference this year and it will be held on 10/2/20. It is being adapted into a unique online format in light of the current COVID-19 pandemic. The theme will be, "From Shushing to Shouting: Advocacy and Using Your Voice". Idea proposals are currently being solicited through Tricider and the committee is hoping for a larger number of participants from a wider variety of geographic areas since it will be online. In the interest of keeping costs down, the cost this year will be \$20.20. This price works because the cost of the venue and catering are effectively eliminated by going online. The thought was also to reserve as much funding as possible for the 2021 Unconference, which they hope to resume as an in-person event. They will spend the next few months finalizing details and will be utilizing Zoom as the hosting platform so the breakout room options can be used.</p>		
<p>6. Committee</p>	<p>High School to College- (Andrew Johnston/Heidi Ziemer)</p>		



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updates c.)	<p>Andrew reported that this committee remains committed to improving information literacy for students, faculty and teachers. They provided professional development to both Erie 1 and CA BOCES and also presented at the SLAWNY Fall Sharing Conference. The committee has now begun an outreach program with Sam Marrazzo (chair of InfoTech and BNMC Member). Members met with Sam and discussed ways that public, school and academic librarians can help startups and entrepreneurs through the WYInfotech Hub in downtown Buffalo. They will be providing Rapid Research pop-up programming and they compiled and shared a list of resources to tenants and members of the WNYInfoTech community. Also, they are developing a virtual presentation for Rapid Research. They welcomed two new committee members, Britt White and Carli Wright to the HS2C Committee.</p>		
6. Committee updates d.)	<p>Preservation (Omar Brown/Mark Bialkowski /Heidi Ziemer) Mark and Omar gave the Preservation Committee updates. They acknowledged that the committee lost a colleague and a friend last month when Linda Lohr died. Heidi mentioned that WNYLRC had planned on honoring her at some point, for all her committee work over the years and also her dedication to the History of Medicine Collection at UB, but due to her health issues and the pandemic, the plans did not materialize. Linda will be sorely missed. The Preservation committee is planning a grant writing workshop with Jeremy Linden. Research is being done on responsible digitization in the hopes that a new Preservation Institute focused on that can be put together. Omar is working on Who's Who videos. There have been two completed so far. These are videos of individuals, starting with WNYLRC committee members. They will be an informal look at the people who make up WNYLRC and its' committees. Omar also talked about the cross-pollination of committees, starting with Preservation. This committee will welcome one new member in July, Christine Riggi.</p>	<p>Sheryl would like to discuss this idea further with both Omar and Heidi. She would like to tie this idea into doing "head shots". WNYLRC now has the equipment to be able to do these photos. When they are recording these videos, their headshots can also be done.</p>	
6. Committee updates e.)	<p>RAC (Keri Thomas-Whiteside/Sheryl Knab) Keri reported that RAC has welcomed two new members, Lucy Waite and Kate Cunningham. Their last meeting was held at ECC on 1/30/20. She then went over all the recipients of the RBDB grants, which totaled \$43,371.00. The guidelines for RBDB grants were revised, and the grant itself will now be called Access and Innovation Grants. The group</p>		



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	<p>tasked with the revision of the guidelines were Keri, Sheryl, Heidi, Caitlin and Tim Binga. There have been some additional changes including persons being paid from the grant providing some sort of demonstration of ability to perform work described in the grant. Have issue, volume, date, etc. in the grant narrative would be helpful instead of searching through the quote. Also, for continuing grants, an outline in the narrative of how the previous grant was spent. Keri commented that all of these updates will be important as the committee heads into an unsure funding model due to the COVID-19 response in New York State.</p>		
6. Committee updates f.)	<p>Resource Sharing Committee-RSC (Chris Hulsman/Reed Jones/Sheryl Knab) Reed explained some of the initiatives that the RSC is working on. The ESIE project now has a task force responsible for the creation of a digital repository of 360 images. Currently the user-end website is in beta phase. The task force has begun training session with Metro, who was hired to handle the development of the website and repository. There are two kits that will be made available for use that include a Theta V 360 camera. RSC has also begun a LibWizard Pilot. Katie Bertel will be hosting a webinar on 5/7/20 at 2:00pm on uses and best practices of the LibWizard tool. Additionally, documentation is being finalized for the WNYLRC website to instruct participating members on creating and using the software. The committee is working on a salary survey to better understand the operational trends within public and private academic libraries. The goal is to look at the change in percentage of total budge dedicated to staff over the time period of 2006-2017 and then add new data as it becomes available. AcademicShare is a WNYLRC program that originated with the RSC. The committee is interested in the impact and continued growth of the program especially in how it relates to SUNY's migration to ALMA. Currently, the committee is working on updating information about AcademicShare to better explain the program, provide guidelines for collecting statistics and updating the contact information for partnered institutions. There is also a new logo being designed for this program.</p>	<p>Sheryl said that anyone needing the camera equipment can contact her & she will make arrangements to meet at WNYLRC, because one complete camera set is there. Also, she is considering using RBDB grant funding if any institutions want to buy their own camera equipment for the ESIE project.</p>	
6. Committee updates g.)	<p>WNY Library Assistants (Naciah Bell/Pat Klaybor) Naciah Bell is the new chair of this committee. Naciah reported that WNYLA's Fall 2019 GTKY (Getting to Know You) was held on 10/23/19. It was a combination tour of the Buffalo Religious Arts Center and the Buffalo Inactive Records and Research Center. There were 14 people in attendance. Workshop and GTKY plans for 2020 include a workshop on environmental issues. We have contacted Fred Stoss (UB) regarding his availability. For GTKY's some suggestions were the Smith Library at the Chautauqua Institution, the Lockport Caves and Graycliffs. We have one new member, Sui Mei Grierson, for the next committee year, and one committee</p>	<p>Sheryl again asked that if there are support staff interested in being involved in</p>	



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	<p>member needed to resign, as she was no longer working in a library environment which brings our number down to seven.</p>	<p>committee work in your institutions, to please let us know. Due to the pandemic, she also asked Naciah if the committee had looked into virtual tours of some of the culturals we visit for our GTKY's. We have not, since we haven't met this year yet.</p>	
<p>7. Fall 2020 Meeting</p>	<p>The Fall 2020 Committee Chairs Meeting date was set for Thursday 10/22/20. So, we will plan on that date and see if it will be in person or virtual.</p>		
<p>8. Other Business</p>	<p>Sheryl encouraged committee chairs to make their committee members aware of the WNYLRC award nominations that we are currently accepting. She encouraged the chairs to nominate colleagues they think are deserving of these awards.</p> <p>Caitlin reported that there is a possibility that there will be a 120-day extension granted to collect census data. There are currently no census takers in city areas hit hardest by the pandemic. Amy Brombos (US Census Bureau) reported that the lowest reports so far are around academic campuses. ECC City has been working on the census and Keri Thomas-Whiteside reported that the rates are up around the city campus.</p> <p>The chairs shared what the working environment is inside their institutions. Most are working from home, but Keri informed everyone that the clerks were forced to report. At BECP, the part time staff have been furloughed. Mandi reported that they were given 2-3 hours to vacate the building and all summer sessions will be virtual. Andrew Johnston reported that with the schools, it has been difficult teaching, as the same students are doing all the required work and many students are not completing assignments at all.</p> <p>Omar asked if committee members can serve on more than one committee. He asked because he would like to help out another committee. Yes, membership is allowed on more than one committee.</p> <p>WNYLRC staff are all working from home and Sheryl is</p>		



	<p>watching the 5/15/20 date, when many think we can return to physical offices, but she thinks it will probably be closer to the end of May.</p> <p>Revson Grant-Caitlin reported that the training portion of the grant was completed across the state prior to the shutdown. There does need to be decisions made for the balance of the funding. Originally, there was going to be follow-up to the training activities, but that won't happen now with the shut down of libraries. We are doing some marketing initiatives and trying to find other ways for libraries to get the message out regarding the importance of the census.</p> <p>WNYLRC Annual Meeting-The Annual Meeting was originally supposed to take place at Shea's on Seneca. We will most likely need to cancel this in person meeting and move to an online format.</p>		
10. Adjournment	<p>Sheryl asked for a motion to adjourn.</p> <p>Sheryl adjourned the meeting at 10:12 am.</p>	<p>Keri Thomas-Whiteside made a motion to adjourn. Omar Brown seconded.</p>	

The New Committee Member Orientation that follows the Spring Committee Chairs Meeting was held on a separate date also due the COVID-19 Pandemic and the fact that all meetings are now being held virtually.

NEW COMMITTEE MEMBER ORIENTATION

9:00 am June 4, 2020

Zoom Meeting

ATTENDING:

WNYLRC:

Sheryl Knab (WNYLRC/RAC and RSC), Heidi Ziemer (WNYLRC/Preservation and HS to College), Olivia Helfer (HLSP, WNYLRC/CHIA), Pat Klaybor (WNYLRC/WNYLA), Caitlin Kenney (WNYLRC/CE)

CHAIRS:

Naciah Bell (UB/ WNYLA), Erin Weller (BECPL/CE), Keri Thomas-Whiteside (SUNY Erie/RAC), Omar Brown (UB-Preservation), Mark Bialkowski (D'Youville/Preservation), Chris Hulsman (Hilbert/RSC), Reed Jones (UB/RSC), Mandi Shepp (State University of NY at Fredonia/CE)



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Excused: Andrew Johnston (Erie 1 BOCES, Clarence HS/HS2C), Christi Dougherty (BECPL/CHIA)

NEW COMMITTEE MEMBERS:

Danielle Glynn (RPCCC/CHIA), Joshua Gordon (UB/RSC), Christina Hilburger (SUNY Fredonia/RAC), Michele Brancato (Trocaire College/CHIA), Pam Edholm (BECPL/CE), Carli Wright (Erie 2 BOCES, Randolph Central Schools/HS2C), Britt White (Nichols School/HS2C), Sui Mei Grierson (UB/WNYLA), Janelle Toner (BECPL/CHIA)