



MINUTES/DISCUSSION RECORD

COMMITTEE: WNYLRC Committee Chairs Meeting Fall 2018

ATTENDING: Sheryl Knab (WNYLRC/RAC and RSC), Heidi Ziemer (WNYLRC/Preservation and HS to College), Olivia Helfer (HLSP,WNYLRC/CHIA), Pat Klaybor (WNYLRC/WNYLA), Linda Lohr (UB/HSL/Preservation), Lucy Waite (Villa Maria College/RSC), Jill Aures (WNYLRC/HLSP), Debbie Porter (WNYLRC), Adrienne Doepp (WNYLRC, HLSP), Emily McDonald (BECPL/ WNYLA), Kristi Dougherty (BECPL/ CHIA), Erin Weller (BECPL/CE), Keri Thomas-Whiteside (SUNY Erie/RAC), Jonathan Coe (Niagara University/RAC), Derek Roberts (WNYLRC)

Excused: Grace Di Virgilio (WNYLRC/HLSP), Caitlin Kenney (WNYLRC/CE), David Lewis (Bryant & Stratton-HS to College)

On Polycom:

ABSENT:

DATE: Thursday October 25, 2018

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 9:03am.		
2. Introductions	Introductions were made around the table.		
3. Approval of Spring 2018 Minutes	Sheryl asked for a motion to approve the Spring 2018 meeting minutes. That meeting was held on May 10, 2018. Pat thanked Kristi Dougherty for some typos that she sent to her before copies were made. Erin Weller pointed out that Emily McDonald's name was misspelled in the attendance list. Corrections will be made.	Kristi Dougherty made a motion to approve the minutes. Keri Thomas-Whiteside seconded. Motion passed unanimously.	



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<p>4. Committee Workshop Grant Funding Update</p>	<p>Sheryl explained the process of applying for the committee funds. Any committee requesting these funds must submit this request electronically to Sheryl with information regarding what the committee's intentions are for the money and a budget, if possible. The format of this request can be found in the committee guidelines. Then, Sheryl forwards the proposal to all the committee chairs, who vote on the proposal. Sheryl then informs the requesting committee chair of the decision. The amount in the WNYLRC budget for Committee activities is \$1500.00. This money does not roll over and is not replenished, once used. Sheryl did state, however, that if you do have a project you need funds for, to please contact her & she will see if there is money elsewhere that she could possibly use. The time frame is July 1, 2018 through June 30, 2019. Even though the deadline for applying is June 30, 2019, Sheryl did ask that if you were going to apply, to do it by the first part of June so we have time to get it on the books for that fiscal year. Sheryl went around the table asking each committee chair what their balance. Also, each committee has their own logo, that they can use for promotional purposes. She gave an example of a different type of request for funding, other than workshops. The CHIA Committee had postcards printed to use at their outreach functions. So, there are a variety of things this funding can be used for. Sheryl did go around the room and ask if there were any plans by the committees to submit a request for the funding. There were some ideas mentioned, but nothing concrete yet.</p>		
<p>5. Committee Membership a.) Committee Charges b.) Committee Funding Update- Debbie Porter i. Individual committee funds</p>	<p>Sheryl reminded the committees that all charges should be gone over once a year to ensure that the charge details what the committee is concentrating on. The WNYLRC Board reviews and approves all changes to charges at their September meeting, so this information is for next year. CHIA was the only committee that had a change this year. When any committee does submit a charge, both the old and new need to be submitted, with an explanation of why the change was made, so the board members know exactly what the changes are that they are voting on.</p> <p>Debbie Porter asked if there were any questions regarding current balances. She informed everyone that the balances should be accurate, unless a committee had a recent workshop or event, like the CE Committee's Unconference. That was held less</p>	<p>During the discussion regarding conferences, Sheryl reminded the committee chairs that every effort should be</p>	



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	<p>than a month ago and all revenue and expenses probably are not accounted for yet. At any time, if committee chairs or liaisons need an updated balance, just contact Debbie.</p>	<p>made to at least recover the costs of having a conference and a major conference should be able to generate a small revenue.</p>	
<p>6. WNYLRC Updates a.) Ask the Lawyer</p> <p>b). Website & IT Projects-Sheryl & Derek Roberts</p> <p>c). Continuing Education Offerings-Caitlin Kenney</p>	<p>Sheryl reported that eight of the nine 3Rs councils now participate in Ask the Lawyer. Sheryl demoed the program on WNYLRC's website for the group. She did ask that anyone who would like to submit questions, to please contact their system director before doing so.</p> <p>There is also a program that is similar to Ask the Lawyer. It is Ask the SCORE Business Mentor. Heidi passed out postcards with more information regarding this program. Some of the topics covered are Strategic planning, business start-up, marketing and branding. Everyone was asked to take the information regarding both programs back to their committees and institutions.</p> <p>Derek reported on and demoed the case with the 360-degree camera and all the accessories. We do have two sets that can be borrowed at any time by members. There have been problems encountered with the Omeka software. There will be a meeting held tomorrow to try to resolve some of the issues.</p> <p>Caitlin Kenney gave Heidi Ziemer her written reports, so Heidi could inform the chairs in Caitlin's absence. Caitlin was unable to attend this meeting as she is on vacation. There were 13 workshops held this fall. If anyone has any ideas for spring workshops or wishes to present a workshop, please contact Caitlin. Heidi reported that there was a workshop held yesterday at BECPL, titled "How to Fill Out FOIA/FOIL Requests". It was a very good session. Keri Thomas-Whiteside inquired about the possibility of having evening workshops. Heid will pass this message on to Caitlin. Keri also suggested less messaging on the listserv.</p>	<p>Discussion ensued regarding WNYLRC's promotion of workshops on the listserv. There were many ideas offered, such as condensing our messaging to just once a week, promoting only the most relevant and using social media as a venue of advertising more often. There really are no answers. At this point WNYLRC is investing money in CE and not</p>	



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<p>d). ESLN Update</p>	<p>Sheryl explained, for some of the newer committee chairs, what ESLN is. The Empire State Library Network is a newer acronym for the NY3Rs. It is a statewide organization that all the councils belong to. They are in the process of crafting a Strategic Plan with the help of Margaret Sullivan Studios. One of ESLN's largest statewide initiatives is the Empire Library Delivery (ELD), which Sheryl briefly explained.</p>	<p>getting good numbers in attendance. We do ask what types of programming people would like us to do and then we offer it and we get very little response.</p>	
<p>e.) Legislative Letter Writing Campaign-Heidi Ziemer</p>	<p>There is information on the slider on WNYLRC's front page about this campaign. Heidi also passed out flyers with information. This is an old-fashioned letter writing campaign along with a Mailbox Contest and prizes for participants. This campaign will run through December. Heidi has secured five prizes for this initiative. The members will vote on the best "mailbox". The prizes are gift certificates in increments of \$100.00. One was donated by Gaylord and Ebsco and Gale each donated two gift certificates.</p> <p>Also, Heidi asked if there were any volunteers that would be willing to hold the legislative meeting in their libraries. Please let Heidi know as these meetings are held in January and February and take a great deal of time to set up, working around the legislators' schedules. Keri Thomas-Whiteside has already expressed interest in holding one of these meetings at SUNY Erie. The goal is to bring these legislators into all types of libraries, academic, school, public, hospital, corporate or special libraries. Lastly, she asked if anyone was interested in attending Leg Day in Albany, to also please contact her. There is usually carpooling that can be arranged.</p> <p>Sheryl asked that the Committee Chairs take all this information back to both your committees and your institutions.</p>		



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<p>7. Committee updates a.)</p>	<p>Committee for Health Information Access-CHIA (Kristi Dougherty/Olivia Helfer) Kristi Dougherty reported on the outreach activities that the CHIA Committee has participated in during the summer, including the Elmwood Farmers Market, Family Health Fair and the Elmwood Avenue Festival of the Arts. The committee has decided not to attend the Elmwood Farmers Market next year. The event was fun, but visitors were very low. The other two events impact a much larger number of people. CHIA has also requested funds to help cover the cost of applying for an MLA, Level I Consumer Health Information Specialization (CHIS). Kristi designed a flyer and the CHIA members have been working to get the word out about this opportunity. The committee is also working with a UB library science student, Jeanette Aprile to redesign the display board used at outreach events.</p>		
<p>7. Committee updates b.)</p>	<p>Continuing Education Committee- (Erin Weller/Mandi Shepp/Caitlin Kenney) Erin Weller gave the report for this committee. She reported that the committee just wrapped up its' Unconference. There were 10 participant-led programs for the event that was held on October 5, 2018 at the Hilton Garden Inn in downtown Buffalo. Some of the presentations included <i>Do Super Chickens Belong in Libraries</i>, <i>Assessing Assessments</i>, and <i>Mentoring the Mentors</i>. The conference also included an Escape Room, a Gadget Gallery and various tours during lunch. There was an Infomingle hosted by the committee after the conference as an informal way to finish off the learning. The attendance number was 57. Formal evaluations are still being collected, but the day-of feedback was overwhelmingly positive. The committee is considering making this type of Unconference an annual event.</p>		
<p>7. Committee updates c.)</p>	<p>High School to College- (Davis Lewis/Heidi Bamford) Heidi Ziemer Heidi reported in David Lewis's place, as he was unable to attend. Committee members worked on a presentation to aid with student research and information literacy skills. They presented at Depew HS. Unfortunately, the turnout was low, since the presentation took place during the summer. Even though the sessions were not well attended, Heidi thought that their presentation template could be used to replicate the training in other places. The participants were David Lewis, Maria Lowe, Molly Maloney and Beth Lewitzky. Alicia Thompson (Erie 1 BOCES SLS) would like to turn this presentation into an in-service training, possibly in cooperation with</p>		



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	<p>other SLS directors. The committee is also working on their contact list of names. This list is to help bring together high school librarians with academic librarians who may be interested in giving tours of their libraries or coming into HS classrooms to give presentations on information literacy.</p>		
<p>7. Committee updates d.)</p>	<p>Preservation (Colleen Dippold/Linda Lohr/Heidi Bamford) Linda Lohr gave the presentation for this committee. She and Colleen Dippold are new co-chairs of the Preservation Committee. This committee has many ideas for upcoming workshops such as a workshop presented by Jeremy Linden (Linden Preservation Services Inc.) on environmental monitoring/grant opportunities and a program on Exhibit Design, Online Platforms and Digital Commons. This would be presented by Hope Dunbar and Heather Gring. Two committee members, Omar Brown and Ken Swiatek, are working on creating a video presentation to teach people how to work with photographs and software. Omar also volunteered to do a YouTube presentation on the UB Preservation Department, which will highlight the some of the simple repairs done or a general introduction to the equipment used. Another event being planned is a Meet & Greet. They will also be reviewing the disaster planning manual and determine whether to replace it with the State Archives version. The Archival Assistance Program is moving forward and will launch in January of 2019. Discussion are still taking place as to whether there are viable alternatives to physical preservation workshops. Much planning, effort and expense goes into planning a workshop and sometimes the attendance is low.</p>		
<p>7. Committee updates e.)</p>	<p>RAC (Jonathan Coe/Keri Thomas-Whiteside/Sheryl Knab) Keri Thomas-Whiteside Reported that on this committee's agenda for their upcoming meeting is the approval of the digitization of the Polish Genealogical Society Historic Newspaper. This application was submitted on its' own, not under RBDB grants, but even though they are not asking for grant funds to digitize, it still needs approval from RAC to be put into NY Heritage. They will also recap their visit to the Strong Museum of Play in September. Keri commented that the museum was very interesting and there was an amazing display of coin-op toys, and Atari games. They also toured the closed stacks and viewed Sears catalogs, trade toy magazines and saw examples of older Cabbage Patch and Star Wars toys. Their next</p>	<p>There was also a discussion of MARAC and the archival community. Mandi Sheep had brought up the issue that there is a</p>	



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	<p>planning meeting will be held at the Buffalo Museum of Science in January of 2019.</p>		
<p>7. e). i. Ask Us 24/7 Update- Caitlin Kenney</p>	<p>There is a new administrator for the AskUs24/7 program at BECPL, Sandra Courtney. Since she has been administrator BECPL's contribution percentage has increased to 66% and now ranges the highest it's been in many years. We have lost Onondaga County Public Library System and Onondaga Community College-they simply do not have the staff, funding or support to continue. The service is gaining two new members, Medaille College, who did belong in the past and Houghton, who is new.</p>	<p>lot of networking help when professional archivists get together. These gathering are especially helpful for solo practitioners.</p>	<p>Heidi Ziemer said she would see what she could do to get a networking meeting together.</p>
<p>7. e). ii.NY Heritage- Heidi Ziemer</p>	<p>Heidi explained EAD (encoded archival description) which is the structural encoding standard on which archival finding aids (or collection guides) are created for distribution and sharing on the web. There is now an easy template to create finding aids. Heidi is very excited about the TV/video collection of the Buffalo Broadcasters Association. There are news reels that could possibly be digitized, and it would be a very unique collection. Included in this collection are items that are historically important to the Buffalo area such as the Bethlehem Steel Plant layoffs. Heidi also informed the committee chairs about the two traveling collections that are available. These are the Erie Canal Bicentennial Exhibit and the Women's Suffrage Centennial Exhibit. There is a form that can be filled out on wnylrc.org to request these exhibits for a one-month period in your library.</p>		
<p>7. e). iii. NYS Historic Newspapers- Heidi Ziemer</p>	<p>We are trying to get newspapers from all counties into the NYS Historic Newspapers platform. In the next cycle of RBDB grant funding there are applications to digitize the Buffalo Evening News and the Courier Express. Newspapers can be digitized outside of the grant funding, but they still need approval by RAC and there is a cost of 15 cents per page, through NNYLN.</p>		



<p>7. Committee updates f.)</p>	<p>Resource Sharing (Lucy Waite/Sheryl Knab) Lucy Waite reported on the Augmented/Virtual Reality Project. Lucy built on what Derek Roberts said about using the kits that have been put together. The committee is encouraging use and feedback. It would help gather additional data about the user experience. Since there have been staff changes at WNYLRC, the storage and cataloging of the files is still in development. The Shared Staffing Pilot is in its' beginning stages. There is under-staffing in many libraries and RSC is working with WNYLRC and legal counsel to explore the feasibility of a shared staffing model where a pool of interested and qualified individuals would be made available to WNYLRC member libraries for short term or extreme part time work. Sheryl interjected that this process is turning out to be more complicated than we originally thought and there have been multiple discussions with Stephanie Cole Adams regarding the various human resources and legal implication of this pilot. The Gold Rush Collection Analysis and Conspectus Tool is essentially halted. There has been no progress in the development of the conspectus tool or incorporation of circulation data into the analytics. Possibly a white paper will be written on the project. The RSC will not be holding a conference this year. The 2017 conference, regarding Open Educational Resources, was well received, but unfortunately conference costs exceeded registration revenue. They will re-evaluate for the 2019-2020 year. She also went over the member changes in her committee and the openings that exist.</p>		
<p>7. Committee updates g.)</p>	<p>WNY Library Assistants (Emily McDonald/Pat Klaybor) Emily McDonald reported that there were two GTKY's (Getting To Know You) in 2018. The first was a tour of both the Buffalo City Hall and the Robert H. Jackson US Courthouse. The courthouse tour included a tour of the Court Library. It was held on 5/22/18 and there were 18 attendees. The City Hall tour included the Observation Deck. Unfortunately, it was very foggy that day, so the much-anticipated spectacular views were not seen. The second one was held on 10/9/18 at the Buffalo History Museum, also including a tour of the library. Both were great tours, very interesting. Our activities for 2018 are completed, we are beginning to think about activities for 2019. As always, since we are a very small committee, Emily asked the other committee chairs for recruitment help.</p>		



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<p>8. Spring 2019 Meeting</p>	<p>The date for the Spring 2019 Committee Chairs Meeting was set for Thursday, May 16, 2019. It will be held at WNYLRC starting at 9:00 am. Sheryl explained that the Spring meeting differs for the fall meeting. The new members of all the committee are invited for an orientation immediately following the chairs meeting. Everyone is expected to stay for the new member orientation. Each chair gives a report similar to one given in the meeting and then meets with the new members of their individual committees. This meeting usually begins at 9 and ends about noon.</p> <p>The nomination process for new members begins in February-March. Then the nominations need to be approved by the Executive Committee of the WNYLRC Board. If you do have an opening now, it can be filled without waiting for the nomination process to begin. That person does need to submit a nomination form in the next round on nominations.</p>		
<p>11. Adjournment</p>	<p>Sheryl asked for a motion to adjourn.</p> <p>Sheryl adjourned the meeting at 10:55 am.</p>	<p>Keri Thomas-Whiteside made a motion to adjourn. Linda Lohr seconded.</p>	