



MINUTES/DISCUSSION RECORD

COMMITTEE: WNYLRC Committee Chairs Meeting Spring 2017

ATTENDING: Sheryl Knab (WNYLRC/RAC and RSC), Heidi Bamford (WNYLRC/Preservation and HS to College), Jaclyn McKewan (WNYLRC/CE), Olivia Helfer (HLSP, WNYLRC/CHIA), Carol Kowalik-Happy (Olean Public Library-RAC), Cindy Koninieć (WNYLRC), Emily McDonald (BECPL-WNYLA), Pat Klaybor (WNYLRC/WNYLA), Danielle Glynn (RPCI-Preservation), David Lewis (Bryant & Stratton-HS to College), Lisa Erickson (Nioga-WNYLRC Board Member), Deb Chiarella (UB-HSL-WNYLRC Board Member)

Excused: Grace Di Virgilio (WNYLRC/HLSP), Jill Aures (WNYLRC/HLSP), Heather Damico (Erie 1 BOCES/HS to College), Ophelia Morey (UB-CHIA), Debbie Porter (WNYLRC), Amanda Shepp, (Lily Dale, RAC), Joe Riggie (RSC), Thomas Vitale (CCLS-CE)

ABSENT:

DATE: Thursday May 11, 2017

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 9:15 am.		
2. Introductions	Introductions were made around the table. Sheryl thanked those committee members who were attending to represent the committee chairs who could not attend. She would prefer that, as opposed to committee liaisons giving the reports. She also explained why we hold these Committee Chairs Meetings. This explanation was important because some of the new committee chairs are also new to WNYLRC committee membership. The Committee Chairs Meetings are held twice a year, Spring and Fall and provide a method of communication among all the committees. The committee chairs give reports on what has happened with their respective committee since the last meeting and their plans for		



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	<p>the future. Each chair is tasked with taking back information learned in this meeting to their individual committees. This is also a time to learn what is happening at WNYLRC. There were examples of each committee's new logo passed around and Sheryl explained that the committees can use these logos for marketing their individual activities, workshops or conferences.</p>		
3. Approval of Fall 2016 Minutes	<p>Sheryl asked for a motion to approve the Fall 2016 meeting minutes. That meeting was held on October 20, 2016.</p>	<p>Carol Kowalik-Happy made a motion to approve the minutes. Danielle Glynn seconded. Motion passed unanimously.</p>	
4. Committee Workshop Grant Funding Update	<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 2016-2017 WNYLRC budget for Committee activities is \$1,500. The deadline for applying is June 30, 2017. Sheryl did mention that this is the third year that these funds have not been used. Some of the committees have their own funding sources and do not use this grant funding, so Sheryl may consider discontinuing the grant funding or just distributing it to the committees with the lowest balances, as she has done in the past.</p>		
5. Committee Membership a). Committee Guidelines Revisions	<p>We had gone over the revisions regarding eligibility to participate in raffles/givaways at a previous Committee Chairs Meeting, but neglected to take a vote. Sheryl has gone over the guidelines again and added other changes. Some were minor. An example of that being removing the DHP Advisory Committee, as it no longer exists, because the DHP Program itself no longer exists. Other changes included adding all new committee members to the WNYLIB listserv and committee listserves. At this point Sheryl requested that chairs and liaisons check over their rosters and please see that all members are registered on WNYLRC's website. If they do not register, the online rosters will be incorrect, as the website pulls that information from their profiles. This requirement will be added to the guidelines under Article VI-Standing Committee Members, where a Section 6 will be added. Many of the other changes were made to</p>	<p>Discussion ensued regarding clarification on some of the changes.</p>	



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<p>b). Committee Charges</p> <p>c). New Members</p> <p>d). Committee Funding Update- Debbie Porter</p> <p>i. Individual committee funds</p> <p>ii. Committee workshop funds</p>	<p>reflect current practices. Sheryl asked if there were any questions regarding these changes.</p> <p>Sheryl asked for a motion to approve the changes made to the WNYLRC Standing Committee Guidelines.</p> <p>All individual committee charges should be looked at once a year. Changes can be made at any time, but the time frame for board approval is September. All committee charges need board approval. The Preservation Committee has made a change that has been put on the board agenda for the May meeting, but normally they are done as a group in September. Sheryl just wanted committee chairs to be aware of this.</p> <p>Sheryl went over the list of new committee members that was handed out to the chairs. Any member serving a second term is not required to attend the New Committee Member Orientation that will be held after this meeting. All liaisons and chairs are asked to stay after this meeting to participant in the orientation. It is the responsibility of both the liaison and committee chair to provide as much information as possibly to the incoming committee members. Sheryl also asked if everyone could take back to their various institutions that the WNYLA committee (Library Assistants), although growing, is still a very small committee. If anyone has support staff that they would like to see be involved in committee work, please let us know.</p> <p>Although Debbie Porter was not in attendance at this meeting, Sheryl passed out Debbie's accounting report for each committee to the chair. If there are any questions, please direct them to Debbie.</p> <p>Sheryl asked all committees to be aware of what they have to spend in their workshop committee funds balance and to use their resources wisely.</p>	<p>Emily McDonald made a motion to approve the changes made to the WNYLRC Standing Committee Guidelines. Lucy Bungo seconded. Motion passed unanimously.</p>	
<p>6. WNYLRC Updates</p>	<p>Ask The Lawyer is a great new service of WNYLRC, that will now be moving across the state, possibly</p>		



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<p>a.) Ask the Lawyer</p>	<p>becoming a statewide initiative. There is interest in the program being expressed by several of the other NY3Rs councils. Stephanie Cole Adams is the copyright attorney that is answering member questions. Sheryl wanted the committee chairs to be aware of the fact that the questions need to come from the system, not from individual libraries and also the service is giving advice to WNYLRC, which we are sharing. There will be a digitization workshop presented by Stephanie Cole Adams held here at WNYLRC in the fall.</p>		
<p>b). Website & Equipment Demo</p>	<p>Jaclyn demoed the new equipment in the Board Room and Training Center. There was an equipment update here at WNYLRC. It involved replacing the projector in the Training Center and replacing the Smart Board in the Board Room with an LED Flat Panel. Also, installing a camera & video system to help with participation in meetings, when people cannot be physically present.</p>		
<p>c). Continuing Education Offerings</p>	<p>Heidi went over some of the workshops she has planned for the Spring and Summer of 2017. She passed out a handout with information. Some of the topics include video production, lending and borrowing media and one regarding navigating the Ancestry.com website. Heidi also asked for help in designing her CE schedule. Our attendance is flat and sometimes on the low side and we are wondering if possibly we are not meeting the members' needs. There will be a meeting scheduled with directors of systems to try and address the training needs of these systems. Heidi is considering mobile access training as a possible solution. Heidi would greatly appreciate any suggestions anyone may have for her. Please contact her by email or call, if anyone has other suggestions.</p>	<p>Discussion ensued. Many suggestions were discussed including webinars, archiving content. Cost, staffing issues and release time were items mentioned that may be causes of low attendance.</p>	
<p>d). ESLN Update</p>	<p>There will be an ESLN Staff Retreat in July. Sheryl explained the evolution of the name-NY3Rs to ESLN, which is the Empire State Library Network. There will be a Digitization Conference sponsored by ESLN, September 27-28, 2017 in Kingston, NY. Sheryl handed out an informational flyer regarding ESLN, its members and the services offered.</p>		



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<p>7. Committee updates a.)</p>	<p>Committee for Health Information Access-CHIA (Ophelia Morey/Olivia Helfer) Cindy Konovitz reported in Ophelia Morey's place. The CHIA committee has once again started it outreach season, seeking to educate the public on where to find high quality, trustworthy consumer health information online and in print. Two events were attended by members in April, BECPL's 3rd Annual Health and Wellness Fair and Williamsville East High School's Student Wellness Fair. There is an outreach event today at the WNY Children's Psychiatric Center that will be attended by CHIA members and a table has been reserved for Senator Ranzenhoffer's Family Health Fair in August. CHIA has started an e-newsletter, Community Health Information and Activities (Also named CHIA). The Committee chair, Ophelia Morey spearheaded this initiative in hopes of providing information on local health related news stories and activities. The committee hopes to create this resource at least every other month. It will be distributed through the WNYLRC newsletter, on the CHIA LibGuide and through the listservs of several community organizations.</p>	<p>Discussed the effectiveness of outreach and how important it is that good consumer health information reaches the public.</p> <p>Heidi Bamford made a suggestion that this newsletter be sent to legislators.</p>	
<p>7. Committee updates b.)</p>	<p>Continuing Education Committee-(Tom Vitale/Jaclyn McKewan) Tom Vitale was ill today & could not attend, so Jaclyn McKewan gave the CE Committee report. She reported on the regional Conference that was held on April 21, 2017 at the Buffalo Niagara Heritage Village. There were 39 attendees, which is about half of the previous conference that was held in 2015. Possibly reasons for this was the delay in getting full descriptions/ bios from speakers and the trend in overall lower event attendance. The feedback from the conference was mostly positive. There will be a transition happening with this committee. Heidi Bamford will be taking over as liaison for this committee and Jaclyn asked that any ideas for future conferences be given to Heidi.</p>		
<p>7. Committee updates c.)</p>	<p>High School to College-(Heather Damico/Heidi Bamford) David Lewis reported in Heather Damico's place. David report that their event from October was well received and there were several follow-up ideas. This event, titled "The Skills Gap Crisis", was replicated in the Rochester area. The follow-up ideas are a work in progress. There was a meeting held in which two Akron teachers were invited to speak and share their ideas regarding information literacy in the classroom. David reported that it was a great session</p>		



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	<p>and many of the ideas may be incorporated into the committee's future work. The forward progress of this committee has been hindered by sporadic attendance of committee members over the last few months and also the resignation of a few members. This committee will be electing a new chair in July.</p>		
<p>7. Committee updates d.)</p>	<p>Preservation (Danielle Glynn/Heidi Bamford) Danielle Glynn gave the report for this committee. She reported on the Preservation Institute that was held here at WNYLRC. It was a four part series, starting in October of 2016 and ending in December of 2016. She went over the details of attendance, feedback from attendees and the cost of the institute. Cost may have been a factor in the low attendance numbers for the Preservation Institute, as the cost for all four sessions was \$300.00. Feedback was positive but the committee did sustain a \$1235 loss due to the low attendance and the cost of the speaker brought in for the four sessions. Upcoming events include a Preservation vs Conservation Workshop possibly in June and a Hands-on Processing Workshop at Niagara University. This one will probably be held in late July/early August. Danielle commented that she recently experienced purchasing through WNYLRC for material from Gaylord. Purchasing through WNYLRC gives the purchaser a 20% discount and one half off the shipping, but this discount is only for archival material.</p>		
<p>7. Committee updates e.)</p>	<p>RAC (Carol Kowalik-Happy/Amanda Shepp/Sheryl Knab) Carol Kowalik-Happy reported for this committee. RAC has met three times since the Fall 2016 Committee Chairs Meeting. On 10-21-16, they met at the Marion H. Skidmore Library at the Lily Dale Assembly, Inc. They were given a tour and updates by RAC committee member, Amanda Shepp, who is the library director there. On 1-13-17 the committee met at the Silverman Library on UB's North Campus and was again given a tour. The 4-15-17 was held at WNYLRC, which also included a joint meeting with the RSC. Carol then went over the grants that RAC approved for the 2017 year. There were seven grant recipients with a total awarded of \$40,300 in RBDB grants.</p>		
<p>7. e). i. Ask Us 24/7 Update- Jaclyn McKewan</p>	<p>Jaclyn McKewan reported that the AskUs advisory board met and discussed the future of the service, using OCLC's Question Point. There has been a cost</p>		



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<p>7. e). ii. NY Heritage- Jaclyn McKewan</p> <p>7. e). iii. NYS Historic Newspapers- Jaclyn McKewan</p>	<p>increase, which was not passed on to the participants. The participants have tested other software, but decided to stay with Question Point for the time being. This service may be at the plateau of usage. It has been in existence for over ten years.</p> <p>Jaclyn demoed the new beta site for NY Heritage. The new site lends itself to a more faceted search. Sheryl informed the chairs that there will be an announcement regarding the new site and a link to a survey. She asked that chairs give feedback on the survey.</p> <p>Sheryl reported that BECPL is getting their newspaper film back. NNLN, where the newspapers are digitized, has hired a new person, so the backlog will diminish. There are currently two million newspaper pages on NYS Historic Newspapers.</p>		
<p>7. Committee updates f.)</p>	<p>Resource Sharing (Joe Riggie/Sheryl Knab) Lucy Bungo reported for this committee, in Joe Riggie's place, as he was unable to attend. Lucy reported that the RSC has been focusing on their upcoming conference on Open Educational Resources. This will be an all-day conference held at Hilbert College on October 20, 2017. Nicole Allen (SPARC) will be the keynote speaker. There will be break out sessions following. One breakout slot has been filled. Kim Shimomura has agreed to speak about Creative Commons Licensing for OER's. The committee is still searching for a closing keynote speaker and sponsors. After Lucy's report, Sheryl gave an update on the Gold Rush project that this committee has also been working on. She reported that there are now ten institutions participating in Gold Rush.</p>		
<p>7. Committee updates g.)</p>	<p>WNY Library Assistants (Emily McDonald/Pat Klaybor) Emily reported that our fall 2016 Safety Workshop was held on 10/25/16. It was a half day workshop with portions on library safety and security, self-defense, safe practices, fire safety and diffusing potentially unsafe interactions with patrons. There were 19 attendees and evaluations were very positive. Some of the ideas for next year's activities have not worked out, so we are moving in another direction. We are planning on two GTKY's, one at Forest Lawn and the second one, a Buffalo River Historical Tour. For our workshop in 2017, we are looking into health related issues, such as nutrition and stress management. No decisions have been</p>		



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	made yet.		
8. Other Business	<p>Sheryl wanted to mention that WNYLRC's 51st Annual Meeting on f the Membership will be held on October 4, 2017 at Marcy Casino in Delaware Park. The event will also be about public art. We are putting together tours currently and will make the information available, as arrangements are finalized. We would like to include our member institutions that ae within walking distance, such as Burchfield Penney Art Center and the Albright-Knox Art Gallery and do a "Public Art Crawl".</p> <p>Jaclyn mentioned that WNYLRC is using a new format for its newsletter and that there are now a number of LibTalks up on our website.</p> <p>Sheryl mentioned that the WNYLRC Awards Committee is currently accepting award nominations for this year's award cycle. There were postcards mailed and also Jaclyn produced a YouTube video.</p> <p>Heidi Bamford reported that she is working on putting together a Town Hall Meeting as part of her advocacy efforts. Senator Tim Kennedy and Assembly Member Crystal Peoples-Stokes have agreed to a town hall type of meeting. In the past, when we visit their offices, they are listening to librarians point of views. They wanted this town hall style of meeting to be able to hear from constituents. Heidi commented that we will still be doing visit to local offices of the legislators, as we have done in the past. Lisa Erickson commented that building relationships with our local legislators is very important and an effective way to get our message heard.</p>		
9. Fall 2017 Meeting	The date for the Fall 2017 Committee Chairs Meeting was not set at this time.		
10. Adjournment	<p>Sheryl asked for a motion to adjourn.</p> <p>Sheryl adjourned the meeting at 11:15 am.</p>	<p>Carol Kowalik-Happy made a motion to adjourn. David Lewis seconded.</p>	