



MINUTES/DISCUSSION RECORD

COMMITTEE: WNYLRC Committee Chairs Meeting Spring 2018

ATTENDING: Sheryl Knab (WNYLRC/RAC and RSC), Heidi Ziemer (WNYLRC/Preservation and HS to College), Caitlin Kenney(WNYLRC/CE), Olivia Helfer (HLSP,WNYLRC/CHIA), Pat Klaybor (WNYLRC/WNYLA), Colleen Dippold (Hilbert College/Preservation), David Lewis (Bryant & Stratton-HS to College), Lucy Bungo(Villa Maria College/RSC), Jill Aures (WNYLRC/HLSP), Debbie Porter (WNYLRC), Matt Sajecki (WNYLRC), Adrienne Doepp (WNYLRC, HLSP) Deborah Chairella (UB, HSL), Justin Cronise (SUNY ECC), John Hood (Ecology & Environment),

Excused: Grace Di Virgilio (WNYLRC/HLSP), Ophelia Morey (UB-CHIA), Joe Riggie (RSC), Thomas Vitale (CCLS-CE), Emily McCormick (BECPL, WNYLA)

On Polycom: Amanda Shepp, (Lily Dale, RAC)

ABSENT:

DATE: Thursday May 10, 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 9:15 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		



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	<p>all the committees. The committee chairs give reports on what has happened with their respective committee since the last meeting and their plans for 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. This year, along with the usual handouts, the chairs were given a handout with the names of the new committee members in each committee and their institution.</p>		
<p>3. Approval of Spring 2017 Minutes</p>	<p>Sheryl asked for a motion to approve the Spring 2017 meeting minutes. That meeting was held on May 11, 2017. Apparently, the Fall 2017 meeting fell off the radar and we did not have a committee chairs meeting last fall.</p>	<p>David Lewis made a motion to approve the minutes. Lucy Bungo seconded. Motion passed unanimously. One mistake was pointed out, Lucy Bungo's name was omitted from the attendance list. This correction will be made.</p>	
<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. There is still \$600.00 left in that budget line. 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 deadline for applying is June 30, 2018.</p>		
<p>5. Committee Guidelines- Selection Process-New Members</p>	<p>She explained the committee application process. In February-March of each year, we send out a call for nominations. Each committee member serves a three-year term, with rolling expiration dates for each slot on the committee. This is done for continuity. After a person has served one three-year term, they do need to fill out an application for a second term. If anyone completes two consecutive terms on a particular committee, they must sit out for one year or they have the option of joining another committee. This process of terms and term limits assures that two or three institutions do not dominate the</p>		



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	<p>least the key note speaker, before relying on attendance figures. As an example, the RSC conference, "Open Up! Embracing the Open Education Resources Movement & the Library's Role In It", held in October of 2017 at Hilbert College, was not as well attended as the committee had hoped and did not do well financially.</p>		
<p>7. WNYLRC Updates a.) Ask the Lawyer b). Website & IT Projects-Matt Sajecki c). Continuing Education Offerings-Caitlin Kenney d). ESLN Update</p>	<p>Ask The Lawyer is a service of WNYLRC, that will be moving across the state, with five other councils now participating. CDLC has recently joined. There have been 45 questions asked since the inception of the service. Sheryl considers this service a "lost leader", because WNYLRC pays for the service entirely, there is no cost to members.</p> <p>Matt Sajecki reported that wnylrc.org is running properly. We have not moved to the cloud yet, we house the information here on a Lynx server. He is doing coding updates, currently. He is also working on access to the G drive off-site and has added monitoring software to the network.</p> <p>Caitlin Kenney gave the CE report. There was a harassment workshop held here on 5/1/18. It was presented by Stephanie Cole Adams, who is the Ask the Lawyer attorney. It was not well attended but was a great workshop and one that is required training. We will run it again, possibly in the fall or early spring of 2019. There are several tech workshops coming up and also a Girl Develop It one on 6/2/18. If anyone is interested in that, WNYLRC has two seats available.</p> <p>There are quite a few changes within ESLN. There are three retirements. Herb Biblo (LILRC), Kathy Miller (RRLC) and John Hammond (NNYLN). LILRC has not hired a new director yet. Laura Osterhout has replaced Kathy at RRLC and Meg Backus is John Hammond's replacement at NNYLN. There is also a new director at CLRC. Marc Wildman is replacing Debbie Emerson, who has accepted a different position. Sheryl is very optimistic about this new group. They seem to work collaboratively together very well. Sheryl is now the senior person of the group, with the most years working for a NY3Rs council. There will be something lacking as the</p>	<p>Discussion ensued regarding the workshop numbers and ways to improve them. Some suggestions were to advertise more on social media, and to be sure the offerings are what members want. This is an ongoing problem, and there doesn't seem to be any one solution.</p>	



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	<p>organization moves forward and that is the historical knowledge that directors that have had longer tenures possessed.</p>		
<p>8. Committee updates a.)</p>	<p>Committee for Health Information Access-CHIA (Ophelia Morey/Olivia Helfer) This committee report was given by Olivia Helfer, as Ophelia was unable to attend. CHIA is entering another busy outreach season, educating the public about high quality, reliable healthcare information, but over the winter, their focus was on a few other items. The committee started an electronic newsletter in May of 2017 featuring health related events and informational tips. There was not a lot of positive feedback on this, so they discontinued the newsletter and decided to create targeted Facebook posts to be released every two months on the HLSP Facebook page. CHIA applied for grant funding to help with the cost of some giveaways at outreach events and to partially cover the cost of applying for the MLA's Consumer Health Information Specialist certification for approximately six applicants. The committee had recently purchased information postcards to hand out at events. We hope to gain additional interest in our committee through distribution of these. The committee has attended three wellness/health fair recently. They have four more planned for the summer, including Elmwood Village Farmers Market throughout the summer and the Spotlight on Public Health Initiatives Awards and Expo.</p>		
<p>8. Committee updates b.)</p>	<p>Continuing Education Committee- (Tom Vitale/Caitlin Kenney) Tom Vitale was ill today & could not attend, so Mandi Shepp along with Caitlin Kenney gave the CE Committee report. They reported on their upcoming bi-annual regional conference which will be held on October 5, 2018. This is going to be an Unconference, which works very differently than the conferences we have had in the past. It will be at the Hilton Garden Inn in Buffalo. It is participant driven, everyone feels included in the planning of it by voting for the proposals put forth. There have been more than twenty proposals submitted and the top picks (most votes) will be selected for presentation. There will be boxed lunches, so that the attendees can take advantage of tours planned at lunchtime. There are three tours being offered, one at BECPL, one at WNYBAC and a walking tour of downtown with Explore Buffalo. Over the next few months, this committee will be finalizing all the details of this Unconference.</p>		



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<p>8. Committee updates c.)</p>	<p>High School to College-(Davis Lewis/Heidi Bamford) David Lewis reported that the committee began the development of a practicum proposal for students interested in gaining exposure to professional organizations, while pursuing a degree in Library and Information Science. Also, the committee developed a workshop for faculty members in the Depew UFSD at the request of the district's superintendent. The workshop will be held over the summer and include a total of four training sessions. The purpose of this workshop is to help teachers guide their students in the process of framing research questions, use advance search techniques and evaluate information found on the web.</p>		
<p>8. Committee updates d.)</p>	<p>Preservation (Danielle Glynn/Heidi Bamford) Colleen Dippold reported today, as Danielle Glynn is on maternity leave. There are new co-chairs on this committee, Colleen and Linda Lohr. This committee hosted a second Enclosures workshop at Albright-Knox Art Gallery. Although attendance was low, the participants that did attend learned a lot and were appreciative. They did a sit visit to the Town of Orchard Park. Amy Glende, the Records Management Clerk had invited the committee to visit her archives to offer some advice. A "Getting Back to Basics" workshop was held at Niagara University. Feedback was positive. They do have some things in the works for the future including a workshop for archiving on a budget and a Meet & Greet.</p>	<p>Sheryl had to leave the meeting at this point, because she was leaving for an out of town meeting and Heidi Ziemer took over chairing the meeting.</p>	
<p>8. Committee updates e.)</p> <p>8. e). i. Ask Us 24/7 Update- Caitlin Kenney</p>	<p>RAC (Jonathan Coe/Amanda Shepp/Sheryl Knab) RAC has finished the grant cycle for 2018-2019. There were some interesting grant proposals. There were two yearbook submissions, one from Daemen and the other from ECC. The TR Site (Theodore Roosevelt Inaugural Site) submitted a grant to digitize portions of the Pan American exhibition. There were some contentious ones that the committee thought should not be funded. The committee is planning a field trip to the Strong Museum of Play on 9/21/18.</p> <p>Caitlin reported that everything is going well, there is great communication with the participants. Since she is new to this program, Caitlin will be doing a couple hours herself on the reference desk to familiarize herself with how everything works. She will be attending a conference in Ithaca tomorrow, where there will be discussions regarding virtual reference.</p>		



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<p>8. e). ii. NY Heritage- Heidi Ziemer</p>	<p>Heidi reported on NY Heritage. She is also new at this program, so she will be learning as she goes along. She had a student intern helping her, Becky Burke, who did a great job. Becky revamped the NY Heritage documentation for both the end user and the users group. She has a new student intern starting next week. This is the first time in a very long time that WNYLRC has used interns. Sometimes, the nature of our work does not lend itself to the learning process required to incorporate an intern into the work flow. Ryan Perry (CLRC), who heads NY Heritage, will be having a user group meeting in Syracuse this summer, that Heidi plans on attending.</p>		
<p>8. e). iii. NYS Historic Newspapers- Heidi Ziemer</p>	<p>Heidi reported on the NY Historic Newspaper, also. She reported that they are working on an Eaditor, which is a standard finding aid and will hyperlink it into the site. She was asked if there was a cost to participate. No, there is no cost currently, but there may be one in the future. We do need to compute the cost structure for EAD. This is an ESLN project, in which WNYLRC participates.</p>		
<p>8. 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. This committee is proposing a pilot for shared staffing and a Digital Humanities conference. Possibly there is a chance to work with the HS to College Committee collaboratively on this. The OER Conference that was held in October of 2017 and sponsored by this committee did not fare well. The attendance was low, the speakers were expensive, so it lost money. There were positive reviews for the attendees, so it's really a shame that more people did not attend. They are still working on the Goldrush Project, which includes circulation data and linked data. They have created a Task Group to work on the Virtual Reality Recording Pilot. WNYLRC has purchased a 360 degree camera and a tripod, which will be lent out to members. Matt Sajecki is working on the back end, focusing on the storage of images, using OMECA. There are many uses for this type of technology, including library and college campus tours. Filming has been done at Shea's and is planned for next Monday at the Buffalo History Museum.</p>		
<p>8. Committee updates g.)</p>	<p>WNY Library Assistants (Emily McDonald/Pat Klaybor) Pat gave the report as Emily was not able to attend. She reported on two GTKY's that were held in the summer of 2017. The first, held on 6/21/18 was a docent led tour of Forest Lawn Cemetery that</p>		



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	<p>included a tour of the archives. The second one, held on 8/2/17, was a Buffalo River Historical Tour. Both tours were very interesting and well attended. The Spring 2018 GTKY will be a tour of Buffalo City Hall in conjunction with one at the Robert H. Jackson Courthouse. Our second one will be in October at the Buffalo History Museum. This will be a docent led tour of the exhibits, with a tour of the library there included. We will hold our next meeting at the UB Silverman Library. Again, this is a very small committee, so if anyone knows of library staff that would be interested in joining this committee, please let Pat or Sheryl know.</p>		
9. Other Business	<p>WNYLRC's 52st Annual Meeting of the Membership will be held on September 20, 2018 at the Niagara Crossings Hotel and Spa in Lewiston. The September board meeting will be held there also, prior to the Annual Meeting. Our speaker for the evening will be Ally Sponger, curator and director of the Underground Railroad Heritage Center. It is possible that we will be offering discount tickets for entertainment venues in Lewiston, such as the Jetboat. This is all in the planning process currently, more information to come.</p> <p>Pat also mentioned that we are taking nominations for the WNYLRC Awards. There are postcards on the table with information, please help yourselves. The information is also up on the website.</p> <p>Heidi Ziemer reported that we also have a new service modeled after the Ask the Lawyer service. It is called Ask the SCORE Business Mentor and there are postcards on the table.</p> <p>There will be a special collections group meeting on June 12, here at WNYLRC to discuss archival services. Some of questions discussed will be what services are needed in small repositories and who WNYLRC may be able to help.</p> <p>On the advocacy front, Heidi asked that members become more involved in the advocacy meeting and reported on a letter writing campaign. We are working out the details, but information from NYLA states that hand written letters to our legislators get the most response. More information to follow.</p>		
10. Fall 2017 Meeting	<p>The date for the Fall 2018 Committee Chairs Meeting was set for October 25, 2018. It will be held at WNYLRC starting at 9:00 am.</p>		
11. Adjournment	<p>Heidi asked for a motion to adjourn.</p> <p>Heidi adjourned the meeting at 11:02 am.</p>	<p>Colleen Dippold made a motion to adjourn. Lucy Bungo seconded.</p>	



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