



MINUTES/DISCUSSION RECORD

COMMITTEE: WNYLRC Committee Chairs Meeting Spring 2019

ATTENDING: Sheryl Knab (WNYLRC/RAC and RSC), Heidi Ziemer (WNYLRC/Preservation and HS to College), Olivia Helfer (HLSP, WNYLRC/CHIA), Pat Klaybor (WNYLRC/WNYLA), 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), Mandi Shepp (State University of NY at Fredonia/CE), Keri Thomas-Whiteside (SUNY Erie/RAC), Jonathan Coe (Niagara University/RAC), Grace Di Virgilio (WNYLRC/HLSP), Caitlin Kenney (WNYLRC/CE), David Lewis (Bryant & Stratton-HS to College), Jan Dekoff (CCLS/WNYLRC BOT), Tim Binga (Center for Inquiry Library/WNYLRC BOT), Justin Cronise (SUNY Erie/WNYLRC BOT)

Excused: Linda Lohr (UB/HSL/Preservation)

On Polycom:

ABSENT:

DATE: Thursday May 16, 2019

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.		
3. Approval of Fall 2018 Minutes	Sheryl asked for a motion to approve the Fall 2018 meeting minutes. That meeting was held on Thursday, October 25, 2018.	Kristi Dougherty made a motion to approve the minutes. Keri Thomas Whiteside seconded. Motion passed unanimously.	



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>4. Committee Workshop Grant Funding Update</p>	<p>Sheryl reported to the chairs that the funds in the Committee Workshop Grant Funding budget line often go unused, she will be setting aside grant funds to put into select committees. The WNYLRC Board approved this funding at their meeting on Tuesday. So as of 7/1/19, which is the start of the new committee year as well as the fiscal year, these are the amounts for each committee-CHIA-\$500, CE-\$1000, HSC-\$500, Preservation-\$1000, RSC-\$1000 and WNYLA-\$500. If anyone does need more funding for workshops, conferences, etc. Sheryl asked that the chairs let her know that and she will see what she can do.</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. If there is a change to any of the charges, they should be received by early September and the documentation should include both the current charge and the revised one, with changes noted, so the board can understand exactly what they are approving.</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. At any time, if committee chairs or liaisons need an updated balance, just contact Debbie.</p>		
<p>6. WNYLRC Updates a.) Ask the Lawyer b). Website Update/ Requested Changes-Sheryl & Caitlin Kenney</p>	<p>Sheryl explained the Ask the Lawyer program and informed the chairs that there have been changes made to the website. There are now 45 RAQs just from WNYLRC members and there is no cost to our members. Eight of the nine NY3Rs councils now participate in this service. Sheryl did want to inform everyone that because the systems are WNYLRC's members, that individual public and school libraries should first go through the system and not directly to us. Also, for academics, the questions should go through their directors, so check with them before sending questions.</p> <p>Taking into consideration people's suggestions, there were improvements made to portions of WNYLRC's website. Caitlin demoed the Ask the Lawyer portion of the website. There will be a perma-link that links to each question. There was also a feature added so</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). Continuing Education Offerings-Caitlin Kenney</p>	<p>you can return to the top without scrolling through all the questions. Under the “my account page”, there are now events as well as the workshops. Under job postings there were fields added.</p> <p>Caitlin shared with the chairs the difficulty she has been having in getting people to attend workshops. She has had brochures made that will handed out and also mailed to encourage people to attend workshops. We will be hosting Michelle Young (2019 NYLA President) on 6/3/19 and have speakers lined up to share projects that are either developing or ongoing in our region. Anyone interested, please register. She set up a Narcan class which did need to be canceled because the minimum was ten, and we did not have that many. She did ask the chairs if anyone has suggestions regarding topics or how to increase attendance, please let her know. Caitlin also informed everyone that LYNDAs.com is coming to an end. Linked-In has bought the service and there is no longer a product that fills our consortia needs. The replacements will be Treehouse and Skillshare. We will be using Sign up Genius and have two seats in both programs. They will be given out on a rotating basis in two-week increments. Caitlin has previewed some of the workshops and she thinks they are good.</p>	<p>The chairs did share some ideas for utilizing the training space. One possibility sited was opening it up to outside people. Yes, we do that now in the library community, but maybe we should look into the utilization by other non-profits. Also discussed was the fact that there are many part timers in libraries and they should be encouraged to sign up for our listserv so they are informed. There was also a discussion of our listserv and possibly using it less often, grouping workshop together to make one announcement, possibly weekly.</p>	
<p>d). ESLN Update</p>	<p>ESLN is in the process of putting together their Strategic Plan of Service. Also, Metro is developing The open source Archipelago platform and hiring a team to manage it.</p>		
<p>e.) Advocacy-Heidi Ziemer</p>	<p>Heidi reported that our advocacy efforts were not as effective as we would have liked. The census monies did not come to libraries at all, rather will be distributed through local economic development agencies, even though the libraries will be on the front line for questions and helping patrons to fill out the online forms. We will be starting our advocacy efforts earlier this year, late summer early fall. Anyone interested in participating in our efforts, let Heidi know. We will also be doing our letter writing campaign again this year.</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>f.) WNYLRC Annual Meeting and Awards- Sheryl Knab</p> <p>g.) Archival Services Program</p>	<p>The annual meeting this year will be held on September 25, 2019 at the Hotel Henry, on the Richardson Olmsted Complex. There will be a slightly different format this year. We will not have a speaker, instead there will be tours of the complex and a poster session. The poster sessions topic will be re-adapted space. This fits the venue well, as the Richardson space has all been renovated. Sheryl hopes that numerous libraries will participate, there will be forms up on the website soon. The day will start with tours at 3:00pm, the business meeting at 5:00pm, followed by networking, dinner and the awards presentation. Sheryl also encouraged everyone to submit a nomination in any of the four award categories. The deadline for submission is 6/28/19.</p> <p>We have contracted with Jessica Johnson for our Archival Services Program. This is a cost share program, where WNYLRC will try to offset the cost of services for institutions for short term archival projects. Some of the institutions that has sought Jessica's help so far are the BBA (Buffalo Broadcaster Association) and the Buffalo Museum of Science.</p> <p>Sheryl asked that the Committee Chairs take all this information regarding WNYLRC back to both your committees and your institutions.</p>		
<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. Some examples are the Galleria Wellness Fair, the Williamsville East HS Wellness Fair and the B&ECPL Annual Wellness Fair.</p> <p>Kristi reported that their past initiative for sponsoring Level I Consumer Health Information Specialization (CHIS) applicants was not successful, so the CHIA committee has discontinued this project. They will continue to pursue other avenues of educating the public regarding high quality, reliable health care information sources. Also due to cost and difficulty filling volunteer slots, they will not be participating in the Elmwood Avenue Festival for the Arts this year.</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>7. Committee updates b.)</p>	<p>Continuing Education Committee- (Erin Weller/Mandi Shepp/Caitlin Kenney) Both Erin and Mandi gave the CE report. After reading the evaluations from the 2018 Unconference, the committee decided to hold another Unconference in 2019. It will again be held at the Hilton Garden Inn in downtown Buffalo on 10/4/19. This year's theme is "the Global Library". Idea proposals have been reviewed and 15 idea contributors have been contacted and asked to submit a longer proposal and the second round of assessments will begin on 6/1/19. Some features of last year's Unconference will be repeated and modified. There will be tours provided again this year and the committee will host an informal post-conference meetup at Big Ditch Brewing Company. To keep costs down this year the committee will be soliciting sponsorship donations from a variety of library-supporting organizations at various levels of sponsorship. One goal of sponsorship is to create subsidized attendance for three DLIS students and library volunteers. The committee will finalize all the details of this conference over the next few months.</p>		
<p>7. Committee updates c.)</p>	<p>High School to College- (Davis Lewis/Heidi Ziemer) Last year, committee members worked on a presentation to aid with student research and information literacy skills. This year, David reported, the committee, in conjunction with Erie 1 BOCES and Orleans Niagara BOCES School Library Systems, presented a workshop, "Fostering Student Research and Information Literacy Skills. This workshop offered attendees an opportunity to develop teaching techniques which will help students understand the research process. It was well attended by teachers, secondary school librarians and college librarians.</p>		
<p>7. Committee updates d.)</p>	<p>Preservation (Colleen Dippold/Linda Lohr/Heidi Ziemer) Heidi Ziemer gave the report for this committee as Linda Lohr was not able to attend & Colleen Dippold had laryngitis. This committee is planning to ask Jeremy Linden of Linden Preservation Services Inc. to do a ½ day workshop on environmental monitoring/grant opportunities possibly in the Fall of 2019. Details are forthcoming. Omar Brown and Ken Swiatek continue to work on a user friendly/best practices brochure that provides basic information on using digital cameras, Gimp,</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>Photoshop and the pros and cons of using these programs. The disaster planning manual has been replaced with the State Archives version. Heather Gring reported to the committee that it may no longer be possible to do the previously proposed Exhibit Design and Online Platforms Workshop because the software needed is not openly available to potential attendees. Heidi mentioned using the Excel spreadsheet (Ryan & Chuck developed) to focus on putting exhibits in NY Heritage and possibly having a session at the Unconference. Details to follow. Discussion are ongoing as to whether there are viable alternatives to physical preservation workshops. The possibility of creating online presentations that can be viewed at the convenience of individuals is being investigated. Micro-credentialing, similar to mini-degrees or certifications were discussed as a possible future Preservation training model. The Preservation Committee would like to take a tour of UB's Annex and several members are also interested in participating in SENYLRC's Dark Archives Initiative.</p>		
<p>7. Committee updates e.)</p> <p>7. e). i. Ask Us 24/7 Update- Caitlin Kenney</p> <p>7. e). ii. NY Heritage- Heidi Ziemer</p>	<p>RAC (Jonathan Coe/Keri Thomas-Whiteside/Sheryl Knab) Keri reported that the RBDB grants have been approved for this year. There was \$60,000 to be distributed this year, the \$40,00 in the budget line and an extra \$20,000 that was re-allocated as RBDB. Keri went through the list of recipients which included:</p> <ol style="list-style-type: none"> 1. Buffalo Broadcasters Association 2. Burchfield Penney Art Center 3. Niagara County Community College 4. Nioga- Lee-Whedon Library 5. Nioga – Niagara Falls Public Library 6. SUNY Buffalo State 7. University at Buffalo <p>Caitlin reported that the service is losing two libraries, SUNY Plattsburg and the College of New Rochelle, which is closing. Ask Us started in 2003 using an RBDB grant.</p> <p>Heidi reported that collections are no longer on DPLA, there was one final harvest last week. The upcoming focus will be on cleaning up collections. Some of the current metadata is not great.</p>	<p>The RBDB Grant guidelines will be revised this year. Also, the application form will be revamped. Keri asked if anyone was interested in volunteering to help. It shouldn't take more than one to two meeting to complete.</p> <p>If anyone is having any problems with collections, please contact Heidi.</p>	<p>Heidi and Caitlin will be helping, along with Tim Binga (Center for Inquiry Libraries)</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>7. e). iii. NYS Historic Newspapers- Heidi Ziemer</p> <p>7.e). iv. Empire Archival Discovery Cooperative EAD- Heidi Ziemer</p>	<p>We are trying to get newspapers from all counties into the NYS Historic Newspapers platform. There are quite a few newspapers in this grant cycle, including the Buffalo News and the Buffalo Courier Express. Heidi also mentioned the possibility of a discussion with Fulton History to collaborate.</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. Burchfield Penney now has finding aids in EAD. There will be a beta site available soon according to Jen. There are issues with it and we don't want to put out a product with problems, we want the best product possible before release.</p>		
<p>7. Committee updates f.)</p>	<p>Resource Sharing (Lucy Waite/Sheryl Knab) The RSC has explored two different initiative this year and is going to explore two more next year. Lucy Waite reported on the Augmented Reality Project (ESIE), which does have a logo and a URL. The ESIE kit consists of a 360camera, tripod, camera weather helmet, iPad and instructions for use. The project is struggling though in terms of storage of images. We are going to look at partnering with other 3R's entities to modify a forthcoming version of a platform to see if it will work and be reasonably cost effective.</p> <p>The Shared Staffing Pilot cannot move forward as originally envisioned due to a large number of legal considerations. For next year, the first project that will be undertaken is Guide on the Side tutorials. We will be exploring the creation of an open educational resource repository of Guide on the Side tutorials. The second initiative the RSC will be looking into is a regional salary survey. Lucy reported that they are tentatively exploring topics on which to hold a regional conference. Also, this is her final year as chair of Resource Sharing and the new chairs are Chris Hulsman (Hilbert College) and Reed Jones (UB).</p>	<p>Lucy was asked if it can be used in libraries. She informed the chairs that it could be used to create tours of your libraries. Other possible uses, for example, for the program are the night sky, using overlays with information about constellations. She was also asked if it was compatible with Google Cardboard and it is.</p>	
<p>7. Committee updates g.)</p>	<p>WNY Library Assistants (Emily McDonald/Pat Klaybor) Emily McDonald reported that will be a combination GTKY (Getting To Know You) tour on 6/25/19. We will be touring both the Albright-Knox Art Gallery (before it closes for remodeling) and the Richardson Olmstead Complex and anyone is</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

	welcome to attend. The Richardson tour is a hard hat tour of the unfinished areas of the complex. We are also considering an evening Moondance cruise during the summer, but no definite plans are in place yet. Pat added that Naciah Bell has been elected our new chair, thank you Emily for serving two years as chair. We have four new members joining this year, which bring our number up to eight, much easier to accomplish activities with a larger number of members.		
8. Fall 2019 Meeting	The date for the Fall 2019 Committee Chairs Meeting was set for Tuesday, October 29, 2019 at 9:30 am. This meeting is just the chairs, new member orientation is done only in the Spring. Sheryl also requested that if a chair cannot attend, please appoint another member of your committee to give your report.		
9. Other Business	There was a discussion regarding non attendance of committee meeting by members. Since time is nearing for the close of the meeting, this will be added to the agenda and we will discuss this at the Fall 2019 meeting.	Sheryl assigned homework to the chairs. Please review the Committee Guidelines prior to the next meeting and we will go over the issues you are encountering at the Fall meeting.	Absenteeism will be put on the Fall 2019 Committee Chairs agenda.
10. Adjournment	Before the meeting was adjourned, WNYLRC Board of Trustees members, Tim Binga and Justin Cronise said a thank you to all the committee chairs and their respective committees for all the great work the committees are doing. Sheryl asked for a motion to adjourn. Sheryl adjourned the meeting at 11:05 am.	Tim Binga made a motion to adjourn. Keri Thomas-Whiteside seconded.	