



WESTERN NEW YORK  
LIBRARY RESOURCES COUNCIL  
Questioning existing practices. Testing new ideas.  
WNYLRC: a leader in library innovation.

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# ***Western New York Library Resources Council (WNYLRC):***

## ***Standing Committee Guidelines***

***Revised November 2015***



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Standing Committee Guidelines***

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## Western New York Library Resources Council

### *Who We Are*

#### **Purpose statement**

WNYLRC is a member-driven organization that helps libraries build connections with each other, library users, and the larger community.

#### **Vision statement**

Questioning existing practices. Testing new ideas. WNYLRC: a leader in library innovation.

#### **WNYLRC Guiding Principles**

##### **Community and Collaboration: *Working together is more effective than working alone***

When we come together as a community and work toward a common goal, we are better, stronger, and more likely to succeed.

##### **Innovation: *Creating value through positive change***

New ideas, technologies, services, and programs need an incubator.

##### **Education: *Cultivating a culture of learning***

New skills and knowledge create opportunities.

##### **Connecting: *Blurring boundaries***

Building bridges requires facilitating connections among diverse groups.

##### **Advocacy: *Championing libraries***

Securing support requires telling a compelling story.



## Western New York Library Resources Council: Standing Committee Guidelines

The basis for the establishment of WNYLRC committees is found in the WNYLRC Board of Trustees Bylaws, Article V Committees, Section 1 states:

“The Executive Committee shall charge all standing committees and appoint members as required, except appointments to the Nominating Committee, which shall be confirmed by the Board of Trustees. The duties of each standing committee shall be such as are associated with its name or assigned to it by the Board of Trustees. The Executive Committee is also responsible for establishing and revising committee guidelines to ensure a fair and representative roster is appointed for each committee. Please see the WNYLRC Committee Guidelines for more information on appointing WNYLRC members to these committees.”

The WNYLRC Board of Trustees assigns the charge to each standing member committee and any other ad hoc or discussion group it deems necessary. Advisory groups to WNYLRC, such as the Documentary Heritage Program Advisory Committee, may wish to adopt these guidelines in part or in full.

Excepting the WNYLRC Board of Trustees Executive Committee, the relationship of standing committees to the WNYLRC Board of Trustees is advisory in nature.

### **Article I Representation**

Section 1 In appointing members to committees, the WNYLRC Board of Trustees Executive Committee will give consideration to appropriate qualifications provided by the nominee on the application form in relation to the committee's charge. Criteria for consideration include, but are not limited to, experience and awareness of library service in the areas relevant to the committee; membership and participation in such professional groups as ALA, NYLA, SLA, MLA, etc.; and the constituency represented by the appointee.

Committee Chairs work with the WNYLRC Board of Trustees Executive Committee and WNYLRC Executive Director in filling committee vacancies. A Committee Member must be employed by a member institution or be a dues-paying individual member under the patron category. The category of representation may be changed anytime during the Committee Member's term by a vote of the committee initiated by the Committee Chair and/or by the WNYLRC Board of Trustees Executive Committee. If the Committee Member is separated from his/her current employer anytime during the committee year, the Committee Chair(s) can choose to have the Committee Member stay on the committee until the end of the current committee year. If the Committee Member becomes employed by any organization that is not a member of WNYLRC, the Committee Member must resign at the end of the current committee year.

Section 2 Every attempt will be made to ensure broad representation of WNYLRC constituencies on each standing committee including at least one member from each constituent group (private academic, public academic, public, school (P-12), hospital, corporate, special



and one representative from the Patron Membership level (organizational, personal, or student).

Special libraries include those affiliated with corporations, hospitals, or cultural organizations. Additionally, there will be member-at large participants, with care given to balance by library type, organization, and geographic area. However, in the event that representation from a specific constituency cannot be achieved, a member-at-large will be substituted.

Each committee shall appoint liaisons to other WNYLRC committees as appropriate. A WNYLRC Staff Committee Liaison will be appointed to each committee by the WNYLRC Executive Director. Each committee can have up to thirteen (13) Committee Members not including the WNYLRC liaison, DLIS liaison or liaison from another standing committee or subcommittee. A committee which has a liaison from another standing committee or subcommittee cannot extend official Committee Member status to the liaison. In the case of a committee that has received more requests for members than the committee requires, preference will always be given to those members who do not serve on other committees and who comply with the required geographical and professional representation.

Each new Committee Member will receive an orientation which will include a meeting with the chair(s) of the committee and/or WNYLRC Staff Committee Liaison, and a packet of information.

## **Article II Terms of Service**

Section 1 Standing committee appointments shall be made for a period of three (3) years with a limit of two (2) consecutive full terms. Terms of each Committee Member are staggered so that a portion of the members on the committee expire each year. Each year, the terms will expire for approximately one-third of the members. A Committee Member who has served two (2) consecutive terms and wishes to be reappointed to the same committee may reapply after having been off the committee for one full year. The committee service year and terms of committee appointments begin on July 1<sup>st</sup> and end on June 30.

Section 2 Conscientious attendance at committee meetings is expected of all Committee Members. Three (3) unexcused consecutive absences may cause a participant to be dropped from committee membership by a vote from the committee. The Committee Chair(s) is responsible for contacting the individual to let them know of the committee's decision.

Section 3 If a Committee Member is unable to complete the term of service on a committee, a letter of resignation should be sent to the Committee Chair(s) with a copy sent to the WNYLRC Executive Director.

## **Article III Governance**

Section 1 Each committee shall elect a chair from the Committee Membership. The term of office of a standing committee chair shall be one (1) year. The committee chair can be re-elected for an additional consecutive one-year term. The Committee Chair(s) is



responsible for calling all meetings. Each committee must meet a minimum of two (2) times per year,

Section 2 If a member leaves a committee mid-term, the WNYLRC Board of Trustees Executive Committee in communication with the Committee Chair(s) may appoint a replacement to serve for the balance of that Committee Member's term. Or, the Committee Chair(s) in consultation with the committee can recruit a replacement Committee Member on a temporary basis until the term is completed. Afterwards, the recruited member must officially nominate him/herself to be appointed to a first three-year term.

Section 3 The WNYLRC Board of Trustees Executive Committee may discontinue a committee, even though some members may have unexpired terms. The Executive Committee may increase the size of a committee by making additional appointments. The importance of assigning terms maintain the composition of the committee with first, second, third/final year members shall be considered.

Section 4 With the exception of the WNYLRC Board of Trustees Nominating Committee, the WNYLRC Board of Trustees President and the WNYLRC Executive Director of the Council shall be a member of all committees, *ex officio*.

#### **Article IV Committee Meeting Dates, Locations, Minutes**

Section 1 To maximize effective participation, meeting schedules whenever possible, should be set for a full year ahead and must include a minimum of two (2) meetings per year. A calendar of all WNYLRC committee meetings is updated regularly and maintained on the [www.wnylrc.org](http://www.wnylrc.org) web site as a guide for planning meetings. Committee meeting locations should be rotated throughout the region or planned for a convenient midpoint so that all Committee Members are equally inconvenienced by travel (suggested: to minimize travel inconvenience to members).

Section 2 Agendas, meeting minutes, and supporting documents will be transmitted by e-mail or regular mail by the committee chair, with assistance from the WNYLRC office, approximately seven (7) days prior to scheduled meetings. If no committee secretary is appointed, the WNYLRC Staff Committee liaison to the committee shall record minutes for the committee.

Section 3 Meeting minutes will be reported in the action step format. (See sample action step format attached to these *Guidelines*.) The Committee Secretary or the WNYLRC Staff Committee Liaison shall send the Committee Chair(s) a draft of the minutes for review. The Committee Chair(s) will forward meeting minutes to Committee Members. One hard copy must be on file at WNYLRC and posted to the Standing Committee page on [www.wnylrc.org](http://www.wnylrc.org).

#### **Article V Committee Support**

Section 1 WNYLRC supports standing committee requests out of the General Operating Fund (Committee Workshop Funds or other designated funds). Requests are honored for such items as honoraria for presenters at workshops, support for regional conferences, support for committee sponsored field trips, and other expenses deemed appropriate by



the WNYLRC Standing Committee Chairs and the WNYLRC Executive Director. The amount of committee support will vary from year to year based on the total monies received for the General Operating Fund. Occasionally, committee requests may also be funded through other WNYLRC grant funding.

Section 2 The process for WNYLRC standing committees to request funding from the Committee Workshop funds is as follows. Funding requests may be submitted twice per year: before September 30 and before January 31. Funding requests must include the following information:

- Name of Committee Chair(s)
- Name of Committee
- Date submitted for approval
- Purpose of the request
- Timeline of activities
- Intended audience (e.g.: academic, school, public librarians, all WNYLRC members, etc.)
- Benefits for the WNYLRC membership
- Detailed budget

The Committee Chair(s) should submit the request electronically to the WNYLRC Executive Director by the dates listed above. The WNYLRC Executive Director will forward the request to the other Committee Chairs and put one hard copy on file.

Section 3 The WNYLRC Executive Director will schedule a meeting with all WNYLRC Standing Committee Chairs shortly after each deadline. All attempts will be made to have this meeting coincide with the Fall and Spring Committee Chairs meeting. If this is not possible, the "Request for Funding" meeting can take place electronically. This group will review and prioritize the proposals, and make recommendations for funding to the WNYLRC Executive Director for approval.

Section 4 Once approval is made and the activity is completed, the Committee Chair is required to submit a brief report of the outcomes of the activity, attendance, and budget summary of expenditures to the WNYLRC Executive Director within thirty (30) days of the completion of the event. This information is shared with the WNYLRC Board of Trustees and becomes part of the official record of WNYLRC for auditing purposes.

Section 5 Standing Committees are provided with funds to sponsor events and training sessions that may include a door prize or raffle. Items that are to be raffled off should be self-supporting either through a paid drawing by event attendees or with items donated or paid by the committee members. Committee members are encouraged but not required to remove themselves from the raffle or drawing whenever possible.

## Article VI Responsibilities

### WNYLRC Standing Committee Chairs

Section 1 Committee Chair(s) Responsibilities: Effective leadership is essential for the work of WNYLRC's committees. Committee Chairs work closely with their members and with the designated WNYLRC Staff Committee Liaison to accomplish the goals of the committee



and are expected to attend two meetings with other WNYLRC Standing Committee Chair(s) annually.

- Section 2 The Committee Chair(s) will preside at committee meetings, work with committee and WNYLRC Staff Committee Liaisons to develop annual committee goals and work to fill committee vacancies in consultation with the WNYLRC Executive Committee and WNYLRC Executive Director.
- Section 3 The Committee Chair(s) is responsible for sending dates of committee meetings for the year to WNYLRC by September 30 and their locations if available. Committee Chairs should work with the WNYLRC Staff Committee Liaison to set the agenda and review other documents as needed. Agenda and documents should be sent electronically to Committee Members in advance of the meeting no later than seven (7) days before the meeting.
- Section 4 The Committee Chair(s) and the committee's WNYLRC Staff Committee Liaison are responsible for reviewing and revising draft minutes before they are distributed to Committee Members.
- Section 5 The Committee Chair(s) attends WNYLRC Committee Chairs meetings to share plans/annual reports with other committees and prepare a one- to two-page written annual report of committee accomplishments.
- Section 6 The current Committee Chair(s) assists in orienting his/her successor(s).
- Section 7 The Committee Chair(s) communicates with the WNYLRC Executive Director on the committee's request for funding (See Article V – Committee Support).

#### **WNYLRC Standing Committee Members**

- Section 1 The Committee Member should make every effort to attend committee meetings or notify the Committee Chair(s) or WNYLRC Staff Committee Liaison in advance if unable to attend a meeting. Three consecutive unexcused absences from a meeting may terminate membership on a committee (see Article II, Section 2).
- Section 2 The Committee Member should be prepared for each meeting including reading the agenda, the minutes and supporting documentation beforehand. If items on the agenda will impact the type of library the Committee Member represents, the Committee Member should discuss implications with other members. The Committee Member should be prepared to provide information and participate in the discussion.
- Section 3 The Committee Member should bring the agenda and all documents including the minutes of the last meeting to be discussed at the meeting. The Committee Member should be prepared to take minutes if asked.
- Section 4 If the Committee Member is unable to complete a term of service, the Committee Member should send a letter of resignation to the Committee Chair(s) with a copy to the WNYLRC Executive Director.



Section 5 Committee members are excluded from reduced pricing for any committee or WNYLRC sponsored workshops, conferences, or events. Therefore, committee members are eligible to participate in raffles and give-aways since they are paying the same price as other attendees.

### **WNYLRC Executive Director**

Section 1 The WNYLRC Executive Director with the WNYLRC Board of Trustees Executive Committee appoints new Committee Members to all established standing committees. The WNYLRC Executive Director communicates with newly appointed Committee Members and provides them with the necessary materials to begin their term. These communications may include a letter of appointment to the committee stating the committee term, minutes of last year's committee meetings or a link to their location on wnylrc.org, a copy of the *Western New York Library Resources Council: Standing Committee Guidelines* or a link to its location on wnylrc.org, a copy of the committee roster or a link to its location on wnylrc.org, and a copy of the *WNYLRC Five-Year Plan of Service* or a link to its location on wnylrc.org.

Section 2 When appropriate, the WNYLRC Executive Director will provide newly elected Committee Chairs a copy of the *Western New York Library Resources Council: Standing Committee Guidelines*, a current committee roster, a copy of WNYLRC's *Bylaws of Members*, and a copy of the *WNYLRC Five-Year Plan of Service* or links to their locations on wnylrc.org.

Section 3 The WNYLRC Executive Director will work with WNYLRC staff to maintain each standing committee's mailing list, WNYLRC committee webpage, and committee roster.

### **WNYLRC Staff Committee Liaison**

Section 1 The WNYLRC Staff Committee Liaison will consult with the Committee Chair(s) about meeting agendas no later than ten (10) days before scheduled meetings and assist in preparing support documentation for meetings for duplication and distribution to the committee.

Section 2 The WNYLRC Staff Committee Liaison will attend committee meetings, record meeting minutes in action-step format (see page 11) or assist committee secretary or note-taker in recording meeting outcomes and provide a copy of the minutes to the Committee Chair(s) for his/her review.

Section 3 The WNYLRC Staff Committee Liaison will assure that committee meetings minutes, and other documentation are posted on www.wnylrc.org. The WNYLRC Staff Committee Liaison will assure that an archival copy of the agenda and minutes are filed at WNYLRC.

Section 4 The WNYLRC Staff Committee Liaison will assist in coordinating activities and projects between committees and within the scope of the WNYLRC Guiding Principles as identified on wnylrc.org and in *WNYLRC Five-Year Plan of Service*.

### **WNYLRC Board of Trustees President**



Section 1      The WNYLRC Board of Trustees President participates in meetings of the Committee Chairs - minimally one (1) meeting per year.

**Members of the WNYLRC Board of Trustees Executive Committee**

Section 1      The WNYRLC Board of Trustees Executive Committee will appoint new members to established standing committees in the spring prior to the new committee year.

**Members of the WNYLRC Board of Trustees**

Section 1      The WNYLRC Board of Trustees will approve any changes in committee charges proposed by the Committee Chairs.

Section 2      The WNYLRC Board of Trustees will establish standing committees as needed. Please see WNYLRC Board of Trustees Bylaws.

Section 3      The WNYLRC Board of Trustees will annually meet with all WNYLRC Standing Committee Chairs at a specified meeting in the fall.



## **ANNUAL WNYLRC COMMITTEE CALENDAR**

In consultation with the WNYLRC liaison, each committee will set annual goals that fit with the committee's charge and that further the WNYLRC Five-Year Plan and mission. Note: Distribution of information below is via the WNYLIB-L listserv, posted on [www.wnylrc.org](http://www.wnylrc.org), and mailed directly to membership when fiscally possible.

### **July**

- Committee terms begin on July 1.
- Committee Rosters including identified committee chair, is given to each WNYLRC Staff Committee Liaison.
- WNYLRC compiles rosters and distributes to membership.

### **July - September**

- WNYLRC Executive Director meets with past Committee Chairs and incoming Committee Chairs.
- Committees plan objectives and activities for the year. Information is given to WNYLRC Staff Committee Liaison.
- WNYLRC Executive Director reports on activities and accomplishments in the WNYLRC Executive Director's report distributed at each WNYLRC Board of Trustees meetings.

### **September**

- Fall WNYLRC Standing Committee Chairs Meeting held with the chairs of all WNYLRC Standing Committees, WNYLRC Staff Committee Liaisons, WNYLRC Executive Director and with the WNYLRC Board of Trustees President and/or other members of the WNYLRC Board of Trustees.

### **October**

- WNYLRC Annual Meeting. Committees are recognized for their work. Committee Chairs report on the past year's activities.

### **November**

- WNYLRC Board of Trustees sets Board meeting calendar for coming year. Calendar is distributed to members.

### **November - December**

- Call for WNYLRC Standing Committee representatives appear in *WNYLRC WATCH*, WNYLIB-L listserv, and on [www.wnylrc.org](http://www.wnylrc.org).
- WNYLRC sends a formal invitation for committee representation to each library and library system director.
- Interested members submit their nomination form for consideration of an appointment to a WNYLRC standing committee.

### **April - May**

- The WNYLRC Board of Trustees Executive Committee and WNYLRC Executive Director meet to appoint/reappoint committee representatives.
- The WNYLRC Executive Director announces Standing Committee appointments via WNYLIB-I, *WNYLRC Watch* and on [www.wnylrc.org](http://www.wnylrc.org).
- Spring WNYLRC Standing Committee Chairs Meeting held with the chairs of all WNYLRC Standing Committees, WNYLRC Staff Committee Liaisons, the WNYLRC Executive Director and with the WNYLRC Board of Trustees President and/or other members of the WNYLRC Board of Trustees



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**June**

- WNYLRC Standing Committee Chairs submits year-end reports to WNYLRC Staff Committee Liaisons by June 30 (for July 1 – June 30 fiscal year). A new Committee Chair for the following year is elected.



## Meeting Minutes Template

### MINUTES/DISCUSSION RECORD

**COMMITTEE:**  
**ATTENDING:**  
**EXCUSED:**  
**ABSENT:**  
**DATE:**  
**LOCATION:**  
**RECORDED BY:**

<b>TOPIC</b>	<b>DISCUSSION/ CONCLUSIONS</b>	<b>RECOMMENDATIONS/ACTION/ EVALUATION/FOLLOW-UP</b>	<b>RESPONSIBILITY &amp; TARGET DATE</b>

#### Version Control:

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2005: Revised and Approved by the Board of Trustees on 20 September 2005.

2006: Revised and approved by the Board of Trustees on January 31, 2006.

2008: Revised and approved by the Board of Trustees on June 24, 2008

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