

Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

ATTENDING: Heidi Julien (UB/DLIS), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), Timothy Binga (Center for Inquiry Library), Ann Tenglund (St. Bonaventure University), Barbara Kane (Southwestern High School), Tom Bindeman (Nioga Library System), Mary Jean Jakubowski (BECPL) Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC)

EXCUSED: Michael Cambria (Buffalo School Library System), John Hood (Ecology & Environment), Charles Lyons (UB-University Libraries),

ON POLYCOM: Eli Guinee (Chautauqua Cattaraugus Library System), Kerrie Fergen Wilkes (State University of NY at Fredonia), Lindsay Delaney (Orleans Niagara BOCES SLS), Paul Cieslik (Lipsitz, Green et. al),

ABSENT:

GUESTS: Grace Di Virgilio and Olivia Helfer -Co-coordinators of the HLSP (Hospital Library Services Program)

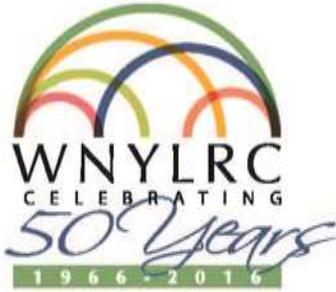
DATE: **Wednesday April 20, 2016 2:30 pm**

LOCATION: **WNYLRC Board Room**

RECORDED BY: Pat Klaybor (WNYLRC)

MINUTES/DISCUSSION RECORD

TOPIC	DISCUSSION/ CONCLUSIONS	RECOMMENDATIONS/ACTION/ EVALUATION/FOLLOW-UP	RESPONSIBILITY & TARGET DATE
1. Call to order	Heidi Julien called the meeting to order at 2:34 pm.		
2. New Business: a.) HLSP/MISP Budget	Heidi informed the board members that the Business and Finance Committee has reviewed all the budgets prior to this board meeting and the committee members were Ok with all budgets. Grace DiVirgilio and Olivia Helfer presented their 2016-2017 HLSP/MISP budget. Their budget numbers for HLSP are		

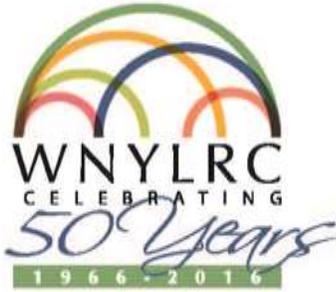


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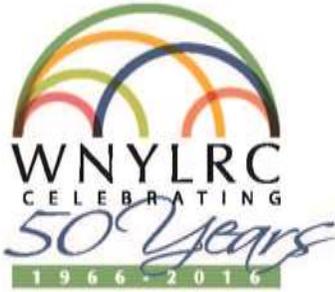
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	<p>based on a 4% projected increase in NYS Aid. There is no increase in the numbers for MISIP due to the alternate funding formula used by the State Library for MISIP. Grant amounts for each grant hospital have been increased by \$800.00 and grant amounts for circuit hospitals have been increased by \$400.00. The \$380.00 administrative fees that was charged to the grant hospitals in the past has been removed. HLSP is planning on sponsoring an assessment course presented by Lisa Janicke-Hinchliffe (University of Illinois, Champaign-Urbana).</p> <p>Heidi Julien asked for a motion to approve the 2016-2017 HLSP/MISIP Budget.</p>	<p>Sheryl asked about outreach to the hospitals that no longer participate in HLSP. Grace responded that all non-participating hospitals receive a letter each year, explaining the benefits of participation. This year, we did receive one response. It was a thanks, but no thanks letter, but a response, nevertheless.</p> <p>Tom Bindeman made a motion to approve the 2016-2017 HLSP/MISIP Budget. Mary Jean Jakubowski seconded. Motion was unanimously approved.</p>	
<p>3. Approval of March 2016 Meeting Minutes</p>	<p>Heidi Julien asked for a motion to approve the March 3, 2016 meeting minutes.</p>	<p>Tom Bindeman made a motion to approve the March 3, 2016 meeting minutes. Tim Binga seconded. Motion was unanimously approved, with one correction noted.</p>	
<p>4. Accounting Manager's /Treasurer's Report</p>	<p>Tim Binga gave the treasurer's report. He said everything was in line. The General fund balance in at 77%, and is in line, as it is about three-quarters of the way through the fiscal year for that fund. RBDB's fiscal year is complete. He did, however, question the money market account balance</p>	<p>Debbie Porter reported that the negative balance in the money market account balance is not a negative investment balance. The monies in that account pass through the account to be invested at a later date. That money has since been invested, so there is not a negative balance. Sheryl requested that the Business and Finance Committee be available so that we can review</p>	



		<p>investment firms. She requested that all members make every attempt to attend the meeting this time, as we have had to reschedule twice in the past already.</p>	
<p>5. Additional New Business a.) Committee Guidelines</p> <p>b.) New Board Member</p>	<p>The Committee Guidelines were revised in November of 2015, but board approval that is needed was overlooked. Sheryl explained the revision. There was a concern when committee members win prizes/give awards at conferences. The revision states that, in the future, raffle need to be self-supporting either through a paid drawing by event attendees or items donated or paid for by committee members. Committee members are encouraged, but not required to remove themselves from the drawing or raffle, whenever possible.</p> <p>Heidi Julien asked for a motion to approve the revised Committee Guidelines.</p> <p>Charles Lyons and Lindsay Delaney (Board Nominating Committee) began a search to replace Dean Hendrix on the WNYLRC Board of Trustees. Dean's representation was special libraries, since he was originally a medical librarian at UB/HSL. They did try to recruit medical librarians in some of the larger grant hospitals, to no avail. They are presenting to the board, Deborah Chiarella, for approval. Deb is an associate librarian and Coordinator of Education Services at UB/HSL. She is also the liaison to the School of Pharmacy and Pharmaceutical Sciences.</p> <p>Heidi Julien asked for a motion to</p>	<p>Mary Jean Jakubowski made a motion to approve the revised Committee Guidelines. Tim Binga seconded. Motion was unanimously approved.</p> <p>Tim Binga made a motion to</p>	

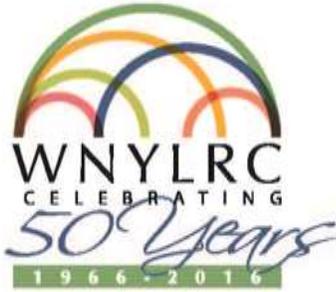


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<p>d.) General Fund/RBDB Budget</p>	<p>Sheryl went over the General Fund/RBDB budget and pointed out various budget lines. The values are based on a projected 4% increase in New York State Aid. She pointed out equipment that we plan on purchasing which include some staff computers and two projectors. The projectors are twelve years old. Just purchasing replacement bulbs, if they are even available anymore, is extremely expensive. Sheryl reported that Debbie Porter has saved the council money by moving to a new vender for our copier. The savings are about \$200.00 a month. We have also changed our reporting salaries format in the budget. Salaries are being divided up differently, because DLD is requiring this. The benefit we have been receiving from E-Rate has been diminishing. Proposed salaries represent a slight increase. Sheryl is proposing using a salary pool comprised of 3% of last year's total salaries to be allotted to the staff based on performance. Travel budget was increased due to more Albany meetings. RBDB grants will be at \$40,000.00 for 2016, with extra monies being allotted to newspaper digitization. Also there are some special projects including delivery, a regional catalog and a regional institutional repository that could require some start up or seed money. These are potential projects, and funding may be allocated to other higher need areas at a later date. Robin has retired and there are no plans to replace this position.</p>	<p>unanimously approved.</p> <p>Tom Bindeman asked whether we are paying retiree health insurance, which led to a discussion about two former employees that we are still paying for. In Robin's case, as per the policy manual, WNYLRC will be responsible for 25% of the premium rate (on the day the person leaves the organization) which is the fixed cost contribution. Accumulated unused sick time is credited toward health insurance coverage. For</p>	
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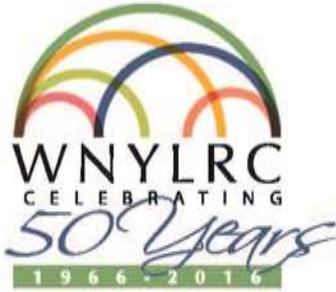


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	<p>Heidi Julien asked for a motion to approve the 2016-2017 General Fund/RBDB Budget.</p>	<p>every two unused sick days the employee retains at the time of retirement they receive one month of subsidized health care coverage.</p> <p>Mary Jean Jakubowski made a motion to approve the 2016-2017 General Fund/RBDB Budget. Ann Tenglund seconded. Motion was unanimously approved.</p>	
<p>6. Executive Director's Report</p>	<p>Sheryl reported on task groups mentioned above that have been formed to explore new initiatives. There are three of them, a regional delivery task group, an institutional repository task group and one to explore a union catalog, again.</p>		
<p>7. Old Business a.) WNYLRC's 50th Anniversary Commemoration List</p>	<p>The next in the series of 50th Anniversary events will be held at the Hoag Library in Albion on 4/28/15 from 5-7pm. After that, one will be held at the Richmond Memorial Library in Batavia on 6/14/16 from 6-8 pm. The last event before the Annual Meeting will be held at the State University of NY at Fredonia on 8/10/16 from 5-7pm. All of these events and descriptions are on WNYLRC's website and Sheryl encouraged board members to attend.</p> <p>Sheryl also went over some of the details of the WNYLRC Annual Meeting. We have booked a block of rooms for attendees convenience, if they choose to stay overnight after the meeting. There will be a continental breakfast, then a presentation on the Ellicottville Chamber of Commerce, followed by the business meeting. At the meeting we will be voting on new board members and the membership by-laws. Lunch will follow. Sheryl asked board member to please think about contributing baskets for the event. Possibly, something that represents your region or individual libraries within</p>	<p>Sheryl was asked about rooms on Thursday night also. We will look into that.</p>	

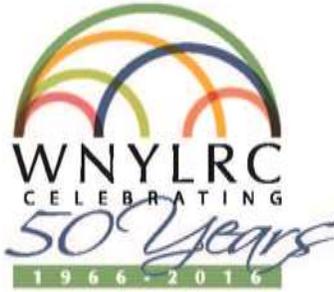


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<p>b.) New Board Committee</p>	<p>your systems. Sheryl was asked about delivering these baskets and she said to let WNYLRC staff know and she could pick them up. There are meetings that staff attends all over the region. She would rather have them ahead of time and not brought to the meeting. There will be a ceremonial cake cutting, followed by a presentation by Jennifer Reingold, who is a senior editor at Fortune Magazine. Then Sheryl would like three speakers from different libraries to speak regarding the future of libraries, the next fifty years. Finally after the event, there will be pre-arranged activities that attendees can participate in, if they choose to.</p> <p>Sheryl questioned the makeup of the new board committee. The charge stated one member of the committee needs to be someone who is not on the Executive committee. Mary Jean Jakubowski, the member in question, who is currently on the Executive Committee offered to step down from this committee. The board felt that this was not necessary. Since this is a new committee, still in the very beginning stages, they can alter the charge. This committee really needs to start conducting business, so Heidi suggested sending out an email to get started. The possibility of having a meeting prior to the next board meeting was suggested, since board members are here at WNYLRC anyway. They could just come a little earlier. The Executive Director's Review needs to begin in June.</p>		
<p>8. Other Business</p>	<p>Sheryl welcomed Ann Tenglund back to the board meetings after her illness. Welcome back, Ann!!! Eli Guinnee invited WNYLRC members who wished to do so, to take advantage of workshop opportunities after WNYLRC Annual</p>		



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	<p>Meeting in Ellicottville. CCLS is holding their Annual Meeting at the Holiday Valley Resort the same day as WNYLRC's. All the workshop opportunities are free. If anyone would like to attend their dinner, in the evening, there is a cost. Sheryl announced that there probably will not be a June board meeting. However, if we find that there is no business to conduct in May, then that meeting will be canceled and the June one will be held.</p> <p>The handout packet, Sheryl pointed out to the board members, contains an article from Collaborative Librarianship. This is an article titled, "Now streaming: A Consortial PDA Video Pilot", which she co-authored with Tom Humphrey (Kanopy) and Caryl Ward (Binghamton University).</p>		
<p>9. Announcements</p>	<p>Tom Bindeman announced that his system is holding a public library awareness challenge, from April 11 through May 7. The PR work has been done by Crawley-Webb. There will be prizes given away including an iPad, and an X Box. The budget for this project is \$70,000.</p> <p>Dennis Galucki announced that Buffalo Day at the Chautauqua Institute this year will be Tuesday, August 9, 2016. The admission is free from 12-8pm. He handed out pamphlets from the Archive at the Institute. Dennis also let everyone know what is going on with the Imagine series, at BECPL, central branch.</p> <p>Mary Jean Jakubowski announced that BECPL now has on exhibit, the four folios of Shakespeare.</p>	<p>Barbara Kane also announced that the Chautauqua Institute has a Library Day also. It is usually in early July.</p> <p>Discussion ensued regarding the library at the Institute and whether it was a member of WNYLRC. Currently, it is not. They have been asked in the past to join, possibly we should ask again. Comments from board members who are familiar with this library were that this library has a great collection.</p>	
<p>10. Adjournment</p>	<p>Heidi Julien adjourned the meeting at 3:39 pm.</p>		