

Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

ATTENDING: Heidi Julien (UB/DLIS), Timothy Binga (Center for Inquiry Library), Lisa Erickson (Nioga Library System), Mary Jean Jakubowski (BECPL), Deb Chiarella (UB-HSL), Michael Cambria (Buffalo School Library System), John Hood (Ecology & Environment), Charles Lyons (UB-University Libraries), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), Barbara Kane (Southwestern High School), Ann Tenglund (St. Bonaventure University)
 Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC)

EXCUSED: Paul Cieslik (Lipsitz, Green et. al), Kerrie Fergen Wilkes (State University of NY at Fredonia)

ON POLYCOM: Eli Guinee (Chautauqua Cattaraugus Library System), Lindsay Delaney (Orleans Niagara BOCES SLS)

ABSENT:

GUESTS:

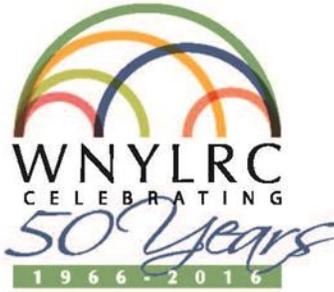
DATE: **Tuesday September 13, 2016 2:30 pm**

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 2:36 pm.		
2. Audit Report- Robert Sendziak	Bob Sendziak gave the board his annual audit report. He went over the details of the report that is sent individually to all board members prior to this meeting. He reported a "clean opinion", which means there are no issues that need to be brought to the boards' attention. He praised Debbie Porter's		

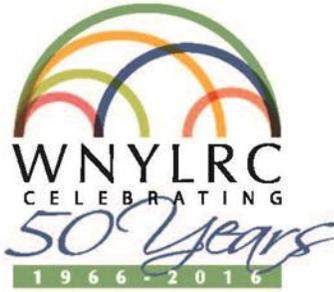


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	<p>performance, saying she continued implementing the prior year recommendations, while streamlining the office and accounting operations. She also completed a project to standardize WNYLRC's chart of accounts and make them consistent from fund to fund. He also spoke about the Revitalization Act of 2013, which is the first legislative overhaul in the not-for-profit sector in over 50 years. Bob touched on the Strategic Plan of Service 2016-2021 and how many issues were addressed and he commended Sheryl for taking a pro-active approach to controlling and reducing costs. He went over all of the financial statement that he provided, answering questions as he went through the information, including the buildout of this facility, income, cash balances, investments and contributions to the NYS Retirement System.</p>		
<p>3. Approval of May 2016 Meeting Minutes</p>	<p>Heidi Julien asked for a motion to approve the May 25, 2016 meeting minutes.</p>	<p>Ann Tenglund made a motion to approve the May 25, 2016 meeting minutes. John Hood seconded. Motion was unanimously approved.</p>	
<p>4. Accounting Manager's /Treasurer's Report</p>	<p>Tim Binga gave the Treasurer's Report. He reported that everything is in line and this is the "year end" report for the General Fund.</p>	<p>Tim raised the issue of Board Signatures. He has recommended changes.</p>	
<p>5. New Business a.) Review of WNYLRC Standing Committee Charges</p>	<p>The Standing Committees charges were reviewed, as they are once a year by the Board. The only committee that submitted changes at this time was the Resource Sharing Committee. Since she is the liaison to this committee, Sheryl went over the changes. Most involved outdated language or specific time frames that have already passed.</p>		

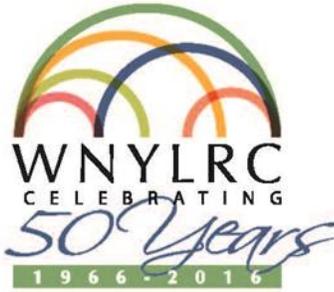


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<p>b.) HLSP Contract Packet</p> <p>c.) Clarification Language- Bylaws</p> <p>d.) WNYLRC Annual State Report</p>	<p>Heidi Julien asked for a motion to approve the WNYLRC Standing Committee Charges.</p> <p>An example of the contract packet that is sent out by the HLSP to their hospitals every year was included in the board packet, simply to keep the board members current on things taking place in the various programs. Sheryl pointed out that Grace Di Virgilio and Olivia Helfer are now Co-coordinators of HLSP and this is working out well for the program.</p> <p>These changes were just clarification of language issues that Sheryl wanted to bring to the board's attention before the vote at the Annual Meeting of the Membership later this month. These changes do not require a board vote at this meeting.</p> <p>The 2015-2016 Annual Report for Library Systems has been sent to the state for approval, but also has to be approved by the board. Sheryl asked if there were any corrections that may need to be made. Since there were none, Heidi asked to a motion and complimented Sheryl and Debbie Porter for a very thorough job.</p> <p>Heidi Julien asked for a motion to approve the WNYLRC Annual State Report.</p>	<p>Ann Tenglund made a motion to approve the WNYLRC Standing Committee Charges. Barbara Kane seconded. Motion was unanimously approved.</p> <p>Tim Binga made a motion to approve the WNYLRC Annual State Report. John Hood seconded. Motion was unanimously approved.</p>	
<p>6. Executive Director's</p>	<p>Since we are now in a new plan of service, the template for this report</p>		

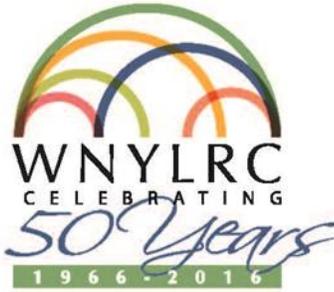


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<p>Report</p>	<p>will change for the next meeting. Sheryl is also considering the use of an Access Database for year end stats, making all this information easier to report on. Sheryl asked if there were any questions on her Executive Director's Report, before she reported on a few other items not included in the report. Heidi Julien asked about the downward swing of usage for AskUs 24/7. Sheryl pointed out that there are two sets of figures on page 7 of the report. The fiscal year is a full year of data and the calendar year only includes six months' of data, resulting in the lower number. Sheryl informed the board that she will be traveling more to Albany, because there are items that do require her physical presence there, rather than a conference call. Sheryl feels that it is important that the WNY interests be presented in Albany.</p> <p>Secondly, she announced a new WNYLRC service called "Ask the Lawyer". WNYLRC has signed a very favorable contract with a local attorney who is versed in copyright law. Once we evaluate the benefits, WNYLRC may extend this program.</p> <p>The third item that Sheryl brought before the board was the closing of all Kaleida libraries and the removal of the library staff. Board members were unaware of this and quite shocked. It has also come to Sheryl's attention that Kaleida has</p>	<p>Discussion ensued regarding this new service. Many board members, even those who have access to a legal department, thought this is a very innovative idea, that will greatly benefit the members. Discussion also arose regarding who can take advantage of this service. Since it is actually the systems that are the members, as the discussion was regarding schools, it will be best if all requests go through the System Directors.</p> <p>Discussion ensued. Deb Chiarella (UB) informed the board that the UB librarians were informed of this yesterday. Many physicians on staff at the Kaleida sites do have privileges at UB, but some do not and the question is who will provide libraries services that are needed. The question remains, is this a</p>	<p>Sheryl will send out that streamlining information to all System Directors.</p>
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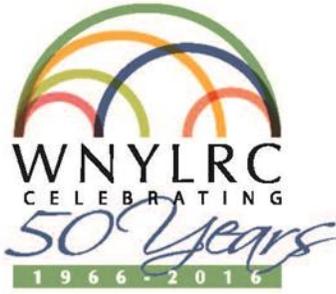


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	not paid its' HUBNET invoice, which could greatly affect the HLSP. HUBNET is based on cost-share, with the larger hospital paying a large portion of that cost, which could now be passed down to the much smaller circuit hospitals.	marketing opportunity and for whom?	
7. Executive Session	The board went into Executive Session at 3:10pm, with a motion made by Heidi Julien and seconded by Tim Binga. Motion was made by Ann Tenglund to go out of Executive Session and seconded by Charles Lyons. Executive session ended at 3:17pm.	A motion to approve the salary proposal made in Executive Session was made by John Hood and seconded by Barbara Kane. Motion was unanimously approved.	
8. Old Business a.) WNYLRC's 50 th Annual Meeting	Sheryl reported that there are only 38 registrants for the Annual Meeting. She would like to see at least 45 by this time in the registration process. So, she asked that the board members to remind their colleagues about the event. Sheryl also mentioned that each attendee will receive one sheet of tickets for the basket raffle that will take place at the Annual Meeting. Extra sheets will also be sold and the proceeds will be donated to the NYLA Advocacy Fund.		
9. Other Business	There was no other business.		
10. Announcements	Dennis handed out a flyer for the upcoming IMAGINE events.		
9. Adjournment	Heidi Julien asked for a motion to adjourn. The meeting was adjourned at 3:25pm.	Mary Jean Jakubowski made a motion to adjourn. John Hood seconded. Motion was unanimously approved.	



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