



Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

ATTENDING: Heidi Julien (UB/DLIS), Michael Cambria (Buffalo School Library System), John Hood (Ecology & Environment), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), Ann Tenglund (St. Bonaventure University), Eli Guinnee (Chautauqua Cattaraugus Library System), Mary Jean Jakubowski (BECPL), Lisa Erickson (Nioga Library System), Paul Cieslik (Lipsitz, Green et. al), Timothy Binga (Center for Inquiry Library), Alicia Thompson (Erie 1 BOCES, SLS) Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC)

EXCUSED: Charles Lyons (UB-University Libraries), Lindsay Delaney (Orleans Niagara BOCES SLS), Deborah Chairella (UB, HSL),

ON POLYCOM:

ABSENT: (Resigned just prior to meeting) Kerrie Fergen Wilkes (State University of NY at Fredonia)

GUESTS:

DATE: **Wednesday, Jan 25, 2017 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	John Hood called the meeting to order at 2:35 pm.		
2. Approval of Nov 2016 Meeting Minutes	John Hood asked for a motion to approve the Nov 9, 2016 meeting minutes.	Ann Tenglund made a motion to approve the Nov 9, 2016 meeting minutes. Alicia Thompson seconded. Motion was unanimously approved.	
3. Accounting Manager's /Treasurer's Report	Tim Binga commented that because this statement is now in a different format, it's a little difficult to read, but all in all, everything is in order. Tim did, however, bring up the annuity that is coming up for renewal.	Discussion ensued regarding the annuity and the transfer of some of the funds from M & T Bank to the Legend Group. Dennis questioned how those decisions are made. Sheryl responded that they are	Dennis Galucki and Eli Guinnee have volunteered to be on the Business and Finance Committee



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>looked over by the Business & Finance Committee, who then makes recommendations to the entire board. The annuity is due in March, but we can leave it for another year, if we choose to do so.</p> <p>There was also a discussion about interest rates possibly going up.</p>	<p>and Sheryl will arrange a meeting with this committee in the next few weeks.</p>
<p>4. New Business (added to agenda) Acceptance of resignation of Board Member</p> <p>a.) Anticipated and Recurring Agenda Items</p> <p>b.) Board Committees</p>	<p>This item was added to the agenda, as Kerrie Fergen Wilkes resignation was just received today. This information needs to be passed on to the members of the Nominating committee, neither of whom at in attendance at this meeting. The WNYLRC Board of Trustees has accepted Kerrie's resignation and her vacancy needs to be filled by an academic institution, but not from UB, as they have a separate slot as academic with the largest collection.</p> <p>Board members commented that this was a nice presentation chart. Sheryl went over some of the important recurring items including the financial investment review which occurs twice a year, in April and November.</p> <p>It was decided to revise the chart and to put the Executive Director's Review in the September time frame, since June is normally an optional meeting and is sometimes canceled.</p> <p>There have already been some changes to the Board Committees, because committees like the Executive Committee require that board officers occupy the slots on that committee. Sheryl went through all the committees, asking board members if they still wish to serve on the same committees as last year. The changes are as follows:</p>	<p>Sheryl will pass this information on to both Lyndsay Delaney and Charles Lyons. If anyone has any recommendations for this vacancy, please see Sheryl.</p> <p>Discussion ensued regarding the time frame for the Executive Director's Review.</p>	<p>New anticipated and recurring agenda charts will be available at the March meeting.</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

	<ol style="list-style-type: none"> 1. John Hood and Lindsay Delaney added to the Executive Committee, as new board officers. 2. Kerrie Fergen Wilkes and Mary Jean Jabubowski removed from Business and Finance committee and Eli Guinee and Dennis Galucki added. 3. Kerrie Fergen Wilkes removed from the Personnel committee and John Hood added. 4. Again, Kerrie removed from the Strategic Planning and Marketing Committee and Lisa Erickson and Alicia Thompson added. 		
<p>c.) Conflict of Interest Statements</p>	<p>Conflict of Interest statements were handed out around the table. These are signed every year at this time and kept on file for one year.</p>	<p>Eli Guinee brought up the issue that this Conflict of Interest statement may no longer be appropriate, considering the new nonprofit laws that went into effect. Discussion ensued and many board members now sign much more lengthy and specific documents than the one WNYLRC currently uses. Some board members offered to send Sheryl samples of what they are currently using.</p>	<p>After the discussion, it was decided to sign this one, until more research is done into the possible use of a revised one next year. This will provide a time frame for research.</p>
<p>d.) Personnel Policies i. Personal days</p>	<p>To avoid confusion, all new policies were explained, and an approval vote taken on all three. i. Personal days-This policy is being brought before the board to simplify the payroll reporting process. Currently, there are five accrual categories, vacation, personal, bonus, floating holiday and sick time. Also, they are earned and distributed at different intervals. Some are based on a calendar year, some on a fiscal year and some are based on anniversary date. Debbie Porter has tried numerous payroll companies over the last couple of years trying to</p>	<p>Discussion ensued regarding each type of time accrual and the effect</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>find one that could handle all of our accrual categories and has not found one yet. The proposal is to combine personal, bonus and the floating holiday into one type.</p>	<p>this would have on payouts upon retirement. Only unused vacation days are paid out at the time of separation from WNYLRC. All the other types of time off (except sick) cannot accrue and are not paid out at the separation from WNYLRC. Also discussed was whether there would be staffing coverage issues by combining these time off days in this way.</p> <p>Sheryl informed the board that office coverage issues are looked at ahead of time (example- Christmas holidays) to ensure there are always two staff persons in the office.</p>	
<p>ii. Life Insurance Policy</p>	<p>WNYLRC is providing a life insurance policy for each employee in the amount of \$25,000 while the employee is in service and an accidental death and dismemberment insurance plan for all employees that work at least 21 hours per week.</p>		
<p>iii. Retirement Policy</p>	<p>The changes to this policy were the removal and addition of language. WNYLRC no longer employs anyone from Tiers 1 or 2, but does employ Tier 6 employees.</p> <p>John Hood asked for a motion to approve three new policies that will become part of the Employee Handbook.</p>	<p>Eli Guinnee made a motion to approve three new policies that will become part of the Employee Handbook. Tim Binga seconded. Motion was unanimously approved.</p>	
<p>e.) 2017 RBDB Grants</p>	<p>Sheryl explained the guidelines for the RBDB grant funds and then the process that takes place. After the applications are received, they are sent to the Reading Team. The Reading Team makes recommendations and then they are</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>sent to RAC, for approval. The final step in the process is Board approval. The Board can follow the recommendations of the Reading Team and RAC or decide to fund or not fund contrary to those recommendations. Each RBDB grant proposal is voted on separately, giving the Board Members an opportunity to abstain from the voting process on individual proposals. Sheryl explained each application prior to board voting. Sheryl also noted that there were more applications received this year than in the past, totaling almost \$100,000 and since there is only \$40,000 available this year, that some applicants will be disappointed. Sheryl was asked about the impact of partial funding and she stated that there is a check box on the application asking if the applicant would accept partial funding. They are all aware that they may not receive the full amount they are requesting.</p> <p>The first proposal is from B&ECPL, and is for the digitization of Buffalo City Directories. The proposal is to digitize directories for years 1894-1902. These directories are a valuable source of information for local and genealogical researchers.</p> <p>The second proposal is from the Buffalo School Library System and is for the digitization of high school yearbooks. There was a very large dollar value to this proposal, and the proposal was to include three high school yearbooks. The Reading Team decided which high school to start digitizing, since full funding would not be available. RAC supported this recommendation.</p> <p>The next proposal is from the Chautauqua Cattaraugus Library System (Olean Public Library) for the digitization of Early Olean Newspapers. There were no</p>	<p>As in the past, where yearbooks are concerned, there was a discussion of copyright issues. Sheryl reported that the copyright issues had been addressed and would not pose a problem moving forward.</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>concerns regarding this proposal.</p> <p>The fourth proposal is from Niagara County Community College to digitize their historic photograph collection. The photographs date from NCCC founding in 1962 through the early 21st century. Sheryl commented that although she was happy that NCCC had participated in the RBDB grant process (they had not submitted a grant before), RAC chose not to fund this proposal. The Reading Team felt that due to fact that two proposals were submitted this year and that the other one was being fully funded, they were recommending partial funding of \$1,200.00. RAC, however, felt that this project was more NCCC focused and had limited value to the library community. RAC's recommendation was not to fund this proposal.</p> <p>The fifth proposal also comes from NCCC. This is for the digitization of NCCC Yearbooks. The yearbooks span from 1965 through 1979. The recommendation from both the Reading Team and RAC was full funding.</p> <p>The sixth proposal was from the Nioga Library System, Niagara Falls Public Library and is for the digitization of Niagara Falls City Directories, 1886-1920. Although this was a very well written RBDB proposal, there was concern from the Reading Team regarding the current lack of library leadership at that library that could impact the success of this project. RAC supported this decision.</p> <p>The seventh proposal was also from the Nioga Library System, Lee-Whedon Memorial Library. This is a newspaper project to digitize 50 additional rolls (1959-1981) of the Medina Daily-Journal Register. The Reading Team recommended partial funding, while RAC decided on full</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>funding.</p> <p>The next proposal is from the University Libraries, University at Buffalo, "Empire Shared Collections, Phase 2". Sheryl reported that this is actually the fourth grant proposal for this project. The Reading Team recommended full funding. Only partial funding was recommended by RAC. UB was contacted regarding this proposal and they will accept partial funding.</p> <p>The final proposal is also from UB Libraries. It is the "Local Women's History Portal Phase Four: League of Women Voters of Buffalo Niagara". Since this is the fourth funding request for this collection, the Reading Team recommended not funding at this time. RAC, however, felt that with the anniversary of the suffrage movement in 2018, that this collection should be supported and recommended full funding.</p> <p>The RBDB Member Grant Proposals for 2017 are as follows:</p> <p>1. Buffalo & Erie County Public Library System - "Digitization of Buffalo City Directories (1894-1902)"</p> <p>Requesting: \$19,336 Funded: \$8,000</p> <p>John Hood asked for a motion to approve the Buffalo & Erie County Public Library System - "Digitization of Buffalo City Directories (1894-1902)" grant application, at the funding level indicated.</p> <p>2. Buffalo Public School System – "Digitization of high school yearbooks"</p> <p>Requesting: \$34,129</p>	<p>Dennis Galucki made a motion to approve the Buffalo & Erie County Public Library System- "Digitization of Buffalo City Directories (1894-1902)" grant application, at the funding level indicated. Heidi Julien seconded. Motion was approved with Mary Jean Jakubowski abstaining.</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>Funded: \$7,900</p> <p>John Hood asked for a motion to approve the Buffalo School Library System -“Digitization of high school yearbooks” grant application, at the funding level indicated.</p> <p>3. Chautauqua Cattaraugus Library System – Olean Public Library- “Digitization of Early Olean Newspapers”</p> <p>Requesting: \$9,902 Funded: \$6,000</p> <p>John Hood asked for a motion to approve the Chautauqua Cattaraugus Library System – Olean Public Library-“Digitization of Early Olean Newspapers” grant application, at the funding level indicated.</p> <p>4. Niagara County Community College- “Digitization of NCCC Historic Photograph Collection”.</p> <p>Requesting: \$2,400 Funded: \$0</p> <p>John Hood asked for a motion to approve the Niagara County Community College- “Digitization of NCCC Historic Photograph Collection” grant application, at the funding level indicated, which is \$0.</p>	<p>Heidi Julien made a motion to approve the Buffalo School Library System-“Digitization of high school yearbooks” grant application, at the funding level indicated. Alicia Thompson seconded. Motion was approved with Michael Cambria abstaining.</p> <p>Tim Binga made a motion to approve the Chautauqua Cattaraugus Library System – Olean Public Library- “Digitization of Early Olean Newspapers” grant application, at the funding level indicated. Mary Jean Jakubowski seconded. Motion was approved with Eli Guinee and Ann Tenglund abstaining.</p> <p>Heidi Julien made a motion to approve the Niagara County Community College- “Digitization of NCCC Historic Photograph Collection” decision not to fund this grant application. Lisa Erickson seconded. Motion was unanimously approved.</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>5. Niagara County Community College- "Digitization of NCCC Yearbooks".</p> <p>Requesting: \$2,600 Funded: \$2,600</p> <p>John Hood asked for a motion to approve the Niagara County Community College- "Digitization of NCCC Yearbooks" grant application, at the funding level indicated.</p> <p>6. Nioga Library System, Niagara Falls Public Library- "Niagara Falls City Directories, 1886-1920"</p> <p>Requesting: \$9,668 Funded: \$0</p> <p>John Hood asked for a motion to approve the Nioga Library System, Niagara Falls Public Library- "Niagara Falls City Directories, 1886-1920" grant application, at the funding level indicated, which is \$0.</p> <p>7. Nioga Library System, Lee-Whedon Memorial Library-"Newspaper Digitization Project – Medina Daily – Journal Register", grant application, at the funding level indicated.</p> <p>Requesting: \$4,000 Funded: \$4,000</p> <p>John Hood asked for a motion to approve the Nioga Library System, Lee-Whedon Memorial Library- "Newspaper Digitization Project – Medina Daily – Journal Register",</p>	<p>Ann Tenglund made a motion to approve the Niagara County Community College- "Digitization of NCCC Yearbooks" grant application, at the funding level indicated. Michael Cambria seconded. Motion was unanimously approved.</p> <p>Heidi Juien made a motion to approve the Nioga Library System, Niagara Falls Public Library- "Niagara Falls City Directories, 1886-1920" grant decision not to fund this application at this time. Tim Binga seconded. Motion was approved with Lisa Erickson abstaining.</p> <p>Alicia Thompson made a motion to approve the the Nioga Library System, Lee-Whedon Memorial Library- "Newspaper Digitization Project – Medina Daily – Journal Register", grant application, at</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>grant application, at the funding level indicated.</p> <p>8. University at Buffalo, "Empire Shared Collection Phase 2"</p> <p>Requesting: \$11,000 Funded: \$5,120</p> <p>John Hood asked for a motion to approve the University at Buffalo, "Empire Shared Collection Phase 2", grant application, at the funding level indicated.</p> <p>9. University at Buffalo, "Local Women's History Portal, Phase Four: League of Women Voters of Buffalo Niagara" grant application, at the funding level indicated.</p> <p>Requesting: \$6,680 Funded: \$6,680</p> <p>John Hood asked for a motion to approve the University at Buffalo, "Local Women's History Portal, Phase Four: League of Women Voters of Buffalo Niagara" grant application, at the funding level indicated.</p>	<p>the funding level indicated. Tim Binga seconded. Motion was approved with Lisa Erickson abstaining.</p> <p>Ann Tenglund made a motion to approve the the University at Buffalo, "Empire Shared Collection Phase 2", grant application, at the funding level indicated. Tim Binga seconded. Motion was approved with Mary Jean Jakubowski abstaining.</p> <p>Dennis Galucki made a motion to approve the University at Buffalo, "Local Women's History Portal, Phase Four: League of Women Voters of Buffalo Niagara" grant application, at the funding level indicated. Tim Binga seconded. Motion was unanimously approved.</p>	
<p>5. Executive Director's Report</p>	<p>Sheryl reported that she had attended ALA-Midwinter from January 20-23, 2017. The new equipment upgrade in the Training Center and the Board Room will be done in February.</p> <p>There was also a discussion regarding NOVEL NY. Eli Guinee asked some questions regarding this. Sheryl relayed some</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

	background information and stated that anyone needing more information could contact her directly.		
6.Old Business a.) Executive Director's Review	Heidi Julien will be taking the lead in the Executive Director's Review, now that Kerrie Fergen Wilkes has resigned. She will organize the survey and send out to the other board members. This process is now seven months overdue.		
7. Other Business	Sheryl passed around an article that was published in the Buffalo News on 11/23/16. The article was in the Viewpoints section and titled, "Celebrating the Native American Heritage" and written by Heidi Bamford.		
8. Announcements	There were no announcements.		
9. Adjournment	John Hood asked more a motion to adjourn. The meeting was adjourned at 3:37 pm. Next meeting of the Board of Trustees will be held the last week of March (unsure of date).	Mary Jean Jakubowski made a motion to adjourn, seconded by Ann Tenglund.	