



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), Eli Guinee (Chautauqua Cattaraugus Library System), Lisa Erickson (Nioga Library System), Timothy Binga (Center for Inquiry Library), Alicia Thompson (Erie 1 BOCES, SLS) Charles Lyons (UB-University Libraries), Lindsay Delaney (Orleans Niagara BOCES SLS), Deborah Chairella (UB, HSL) Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC)

EXCUSED: Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), Mary Jean Jakubowski (BECPL)

ON POLYCOM: Ann Tenglund (St. Bonaventure University), Paul Cieslik (Lipsitz, Green et. al)

ABSENT:

GUESTS: Marc Panaro (CFP)-Lincoln Investments (formerly The Legend Group)
 Staff Members-Jaclyn McKewan (Digital Services Coordinator)
 Grace Di Virgilio/Olivia Helfer (Co-coordinators-HLSP)

DATE: **Wednesday, March 29, 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 2:33 pm.		
2. Financial Report-Marc Panaro	Marc Panaro (Lincoln Investments) introduced himself to the board members and provided his background information. He also provided an overview of what he and his company could provide to WNYLRC. There will be a Business and Finance Committee meeting before the next Board meeting. They will be		



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	<p>discussing the 2017-2018 General Fund Budget, investment recommendations and WNYLRC's investment policy.</p>		
<p>3. New Business a.) Demo of New Equipment- Jaclyn McKewan</p> <p>b.) HLSP 2017-2018 Budget- Grace Di Virgilio/Olivia Helfer</p>	<p>Jaclyn demoed the new tech equipment for the Board Members. In the Board Room, WNYLRC replaced the Smart board with an LED flat panel, installed a camera and video system and improved audio with additional speakers. In the Training Center, an upgraded short throw projector was installed and a new laptop was purchased. Jaclyn also demoed the ClickShare devices, which help share computer content wirelessly. All of the new equipment was purchased from PCC, which is the company Lindsay Delaney recommended.</p> <p>Grace and Olivia presented their 2017-2018 HLSP budget to the board for approval. They also reported that all the circuit hospitals that contracted with HLSP last year have re-signed for the coming year. They are working on a contract for onsite services at three Kaleida Health sites, that will replace the off site services contract currently in place. This Kaleida contract would provide their three sites (Buffalo General, Millard Fillmore Suburban and Children's) a combined total of 17 ½ hours of onsite services per week. Since there are no more print collections at Kaleida, these will all be electronic searches. There will be a new circuit librarian hired to cover the three Kaleida sites. The new person will be a 0.6 FTE and the salary and benefits will be covered completely by participation fees. Heidi Julien asked about two budget lines, #5140-01 & #5175-01. The first one, Membership dues was reduced from \$1400 to \$500 because HLSP is no longer paying LCHIB dues. The second line, staff development, was not reduced. Instead to maintain continuity among funds, conference expenses and</p>		



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	<p>travel have been added to the travel budget line instead of staff development. Library material grants have been increased by \$1,100 for grant hospitals and \$600 for circuit hospitals.</p> <p>John Hood asked for a motion to approve the HLSP 2017-2018 Budget.</p>	<p>Heidi Julien made a motion to approve the HLSP 2017-2018 Budget. Michael Cambria seconded. Motion was unanimously approved.</p>	
4. Approval of Jan 2017 Meeting Minutes	<p>John Hood asked for a motion to approve the Jan 25, 2017 meeting minutes.</p>	<p>Heidi Julien made a motion to approve the Jan 25, 2017 meeting minutes. Alicia Thompson seconded. Motion was unanimously approved.</p>	
5. Accounting Manager's /Treasurer's Report	<p>Tim Binga reported that 77% of funds had been expended and we are at the 2/3 mark of the fiscal year. HLSP is also in line with 88% encumbered with a new fiscal year starting April 1, 2017. As for investments, proceeds have increased since the end of 2016.</p>		
6. New Business Cont c.) Advocacy	<p>For 2017-2018, the State budget was discussed, as well as advocacy. The NYS Assembly has added \$4M over the governor's proposal for cuts to State Library Aid and \$11M for Library Construction Aid. The senate's proposal was \$8M Library Aid and \$15M Library Construction Aid over the governor's budget. The final funding was flat funding for Library System Aid and \$24M for Public Library Construction Aid. Sheryl commented that it is pretty disheartening, with all the efforts our area constituents have put into advocacy and end up with funding levels that are flat. She also felt that the phone calls will be more effective at this time, rather than emails. Sheryl also mentioned that the NY3RS (ESLN) has contributed toward the advocacy efforts of NYLA and are not especially happy with the results of that advocacy.</p>	<p>Discussion ensued regarding the way we are approaching advocacy (legislative education). Possibly, we are being too nice. Maybe a more "in your face" campaign would be better? We will need to make some decisions regarding this before advocacy starts for the coming year. There was also a discussion of some of the federal cuts that may impact our state aid. Lobby Day at the federal level is May 2, 2017.</p> <p>Heidi Bamford is looking into holding Town Meetings, using the libraries as meeting spaces. We are hoping to attract library trustees and patrons that support libraries, not just library employees. Alicia asked that these meetings be scheduled so school librarians can attend.</p>	



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<p>d.) New Board Member</p>	<p>Charles Lyons provided information on Kristine Kasbohm, the director of the Andrew L. Bouwhuis Library at Canisius College, who is the candidate to replace Kerrie Fergen Wilkes. Kerrie resigned from the board last month. Sheryl praised the Nomination Committee for a job well done.</p> <p>John Hood asked for a motion to approve Kristine Kasbohm as a member of the WNYLRC Board of Trustees, representing Academic Libraries.</p>	<p>Lindsay Delaney made a motion to approve Kristine Kasbohm as a member of the WNYLRC Board of Trustees, representing Academic Libraries. Heidi Julien seconded. Motion was unanimously approved.</p>	
<p>e.) April Board Meeting</p>	<p>The April 19, 2017 board meeting is canceled. That date is only three weeks away and the WNYLRC 2017-2018 budget will not be ready for submission by that date. It is doubtful that any numbers will be received from the state by that time. The next board meeting will be held on May 24, 2017 at 2:30 pm at WNYLRC.</p>		
<p>f.) Committee Chairs Meeting 5/11/17</p>	<p>Sheryl extended an invitation to all board members to attend the Spring 2017 Committee Chairs Meeting which will be held on Thursday, May 11, 2017, beginning at 9:15 AM. This meeting can be very helpful to understand many of the functions/activities of WNYLRC. Each board member will receive a postcard invitation in the mail and will be asked to RSVP.</p>		
<p>7. Executive Director's Report</p>	<p>Sheryl asked if there were any questions regarding her Executive Director's Report. She also passed out an updated Recurring Agenda Items sheet. As there were no questions regarding her report, Sheryl brought up some concerns that Heidi Bamford has voiced regarding CE. The numbers for CE have been trending down in the last two years and Sheryl asked board members for</p>		<p>Sheryl was asked to put numbers on the pages of the report, which she will do.</p>



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	<p>any suggestions to make improvements in these numbers. She handed out a workshop attendance numbers chart for 2016-2017. Sheryl would like to have an in person meeting with system directors, rather than the surveys we have relied on in the past.</p> <p>Sheryl also reported on ESLN project. She has been elected chair of ESLN to a two year term. Delivery (ELD-Empire Library Delivery) was also discussed. Both Nioga and BECPL are participating in a delivery pilot. According to Lisa Erickson, this has reintroduced ILL to Nioga member libraries, and there has been an increase in lending.</p>	<p>Lisa Erickson suggested possibly bringing training to the systems instead of holding the training at WNYLRC. Lisa thought that this was very successful last year when WNYLRC partnered with Nioga and offered training at the Nioga headquarters. That is a good idea, but Sheryl said it is not always fiscally possible unless the systems contribute.</p> <p>This led to a discussion regarding the lending of audio-visual material. Some of the board members commented that their systems do not lend DVD's. Sheryl also commented that in WNYLRC's Infopass & AcademicShare programs there is little to no loss of books.</p>	<p>Sheryl will confer with Stephanie Cole (ask the Lawyer) to see if she would be interested in putting together a webinar on the lending and borrowing of media.</p>
8.Old Business	There was no old business to discuss.		
9. Other Business	There was no other business to discuss.		
10. Announcements	Eli Guinee asked about registering for the Regional Conference. The conference will be held on April 21, 2017 at the Buffalo Niagara Heritage Village.		
11. Executive Session a.) Sheryl's Review b.) Salary Compensation c.) Proposed Position	<p>John Hood asked more a motion to move into Executive Session.</p> <p>The Board went into Executive Session at 3:52 pm.</p> <p>The Executive session was held to discuss the Executive Director's Evaluation, salary compensation for two employees and the creation of a new position.</p>	<p>Heidi Julien made a motion to move into Executive Session.</p> <p>Alicia Thompson seconded.</p>	



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	<p>John Hood asked more a motion to move out of Executive Session.</p> <p>The Board Moved out of Executive Session at 4:24 pm.</p>	<p>Heidi Julien made a motion to move out of Executive Session. Lisa Erickson seconded.</p>	
12. Adjournment	<p>John Hood asked more a motion to adjourn. The meeting was adjourned at 4:27 pm.</p>	<p>Michael Cambria made a motion to adjourn, seconded by Charles Lyons.</p>	