



**Western New York Library Resources Council**

**Board of Trustees**

**MINUTES/DISCUSSION RECORD**

**ATTENDING:** Heidi Julien (UB/DLIS), John Hood (Ecology & Environment), 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), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), Mary Jean Jakubowski (BECPL), Ann Tenglund (St. Bonaventure University), Kristine Kasbohm (Canisius College) Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC)

**EXCUSED:** Deborah Chairella (UB, HSL), Paul Cieslik (Lipsitz, Green et. al), Michael Cambria (Buffalo School Library System)

**ON POLYCOM:** Eli Guinee (Chautauqua Cattaraugus Library System)

**ABSENT:**  
**GUESTS:**

**DATE:** **Wednesday, May 24, 2017 2:30 pm**

**LOCATION:** **WNYLRC Board Room**

**RECORDED BY:** Pat Klaybor (WNYLRC)

**MINUTES/DISCUSSION RECORD**

<b>TOPIC</b>	<b>DISCUSSION/ CONCLUSIONS</b>	<b>RECOMMENDATIONS/ACTION/ EVALUATION/FOLLOW-UP</b>	<b>RESPONSIBILITY &amp; TARGET DATE</b>
1. Call to order	John Hood called the meeting to order at 2:32 pm, followed by an introduction of WNYLRC's newest board member, Kristine Kasbohm. All board members introduced themselves around the table.		
2. Approval of the March 2017 Meeting Minutes	<b>John Hood asked for a motion to approve the March 29, 2017 meeting minutes.</b>	<b>Ann Tenglund made a motion to approve the March 29, 2017 meeting minutes. Alicia Thompson seconded. Motion was unanimously approved.</b>	



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<p>3. Accounting Manager's /Treasurer's Report</p>	<p>Tim Binga gave the Treasurer's Report. He reported that he and Debbie went over everything and it looks good. It will be year end shortly and 89-90% of funds have been used. Debbie has now included the cash balances of the individual funds in this report, per the board's request. Sheryl explained the format of the budget reports for some of the newer board members. The report is broken into by two categories, Internal and State Aid. It is helpful for us to report out this way during the year because that's the way the state requires it to be reported to them. The internal portion is more flexible, the State aid portion has more restrictions on what the funds can be used for. Also, there are two funds on the General Fund page, with two different fiscal years. The General Fund runs from July to June and RBDB runs from Jan to Dec. The HLSP fund year is April through March. In that program (HLSP), funds are broken out into Participation fees (fees paid by the hospitals) and State Aid.</p>	<p>Lisa Erickson asked Debbie Porter a question regarding Quick books and class accounting, Debbie replied that all reporting is coming from Quick Books but being exported to Excel.</p> <p>If there are ever any questions regarding the financials, all board members are welcome to call or email Debbie at any time, and she will be happy to go over anything with them.</p>	
<p>4. New Business a.) Member Bylaws changes</p>	<p>Sheryl explained the changes made to the Member Bylaws. The first change is in Section 3, Board of Trustees Membership and clarifies board representation. Currently, the requirements are two representatives from academic libraries. To have proper representation, the practice has always been to have one of those slots filled by a private academic, but that was not stated in the guidelines. Now it has been added. The second change is so our practices align with our bylaws. In Section 6-Board Meetings, the wording used was mailed and was changed to sent, since now material for board meetings is delivered electronically.</p> <p><b>John Hood asked for a motion to approve the Member Bylaw changes.</b></p>	<p><b>Tim Binga made a motion to approve the Member Bylaw changes. Ann Tenglund seconded. Motion was</b></p>	<p>This change to the Member Bylaws will be on the agenda and voted on by the members electronically after the Annual Meeting of the Membership.</p>



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<p>b.) Personnel Committee i. 3.5 Performance review policy</p>	<p>In Section 3-Compensation Practices 3.5 Performance Reviews of the WNYLRC Employee Handbook, new language was suggested by the Personnel committee. Again, this change actually reflects what we do. Instead of the policy stating every twelve month, the new language narrows down the time frame. This is the actual time frame in which the reviews occur.</p> <p><b>John Hood asked for a motion to approve the revisions to Section 3.5 of the WNYLRC Employee Handbook-Performance Reviews.</b></p>	<p><b>unanimously approved.</b></p> <p><b>Heidi Julien made a motion to approve the revisions to Section 3.5 of the WNYLRC Employee Handbook-Performance Reviews. Alicia Thompson seconded. Motion was unanimously approved.</b></p>	
<p>ii. 6.10 Computer Usage Policy</p>	<p>Sheryl explained that this policy was written a long time ago and used to be two separate categories: one regarding the computer and the other for the internet. These two policies were combined and updated as appropriate. Sheryl did point out a portion dealing with violation of copyright law, which is a large concern in the library world today. Board members offered language clarification changes which will be added before the policies are distributed to staff.</p> <p><b>John Hood asked for a motion to approve the revisions to Section 6.10 of the WNYLRC Employee Handbook-Computer Usage Policy.</b></p>	<p><b>Heidi Julien made a motion to approve the revisions to Section 6.10 of the WNYLRC Employee Handbook-Computer Usage Policy. Mary Jean Jakubowski seconded. Motion was unanimously approved.</b></p>	
<p>c.) Business &amp; Finance Committee Report i.) 2017-2018 Budget</p>	<p>Eli Guinee (Business and Finance Committee) stated that this committee had met and gone over the budget proposed. This year we are working with a deficit budget, but as stated in the budget narrative-we have</p>	<p>Discussion ensued regarding the 3% staff salary increase. Was this to be a guarantee? This is based on the inflation rate over the past</p>	



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<p>ii. 9.5 Conflict of Interest Policy</p>	<p>budgeted for deficit budgets in the past and have rarely ever needed to use any of our fund balance. The deficit is not a large one, it is \$9,945.</p> <p>What Sheryl was suggesting in this budget was a pool of money based on 3% of base for the 2016-2017 year. The board would agree to that as long as it was not misunderstood by the staff as being an automatic 3% raise for everyone.</p> <p><b>John Hood asked for a motion to approve the 2017-2018 General Fund Budget with the understanding that the 3% salary increase is discretionary and not an absolute.</b></p> <p>Eli Guinee brought this policy to Sheryl's attention in January when the yearly signing of the Conflict of Interest Statements was taking place. At that time is decided to sign the current one and then look further into this issue and possibly revise the form we currently use. Eli provided Sheryl with examples of statements and this new one is the result of that collaboration. The new one is much more in depth, covers a lot more areas, and gives examples in the policy itself, as to what would be instances of conflict. This new statement will be utilized in 2018. The one signed in January of 2017 will remain on file for this year.</p> <p><b>John Hood asked for a motion to approve the revisions to Section 9-</b></p>	<p>twelve months of 2.7%. COLA was not used as cost basis because it does not take into account living expenses such as groceries. Other issues were discussed including the increase in the cost of health insurance, and the fact that there is a possibility, this year that grant money from the state could be awarded and then taken back. The governor is asking for the authority to cut budget lines, especially if there are federal changes to Medicare. The state budget figures this year will greatly depend on the federal budget. If mid-year cuts happen, can a "rainy day fund" withstand those cuts or would we need to reduce other services or programs?</p> <p><b>Mary Jean Jakubowski made a motion to approve the 2017-2018 General Fund Budget with the understanding that the 3% salary increase is discretionary and not an absolute. Dennis Galucki seconded. Motion was unanimously approved.</b></p> <p><b>Lindsay Delaney made a motion to approve the</b></p>	
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<p>iii. 9.7 Records Retention</p>	<p><b>Administration Policies-9.5 Conflict of Interest Policy.</b></p> <p>Sheryl asked Debbie to look over the retention policies and make recommendations. Some of the current retention period needed to be made permanent. An email retention policy has also been added. Debbie added retention numbers for more of the financial and tax records.</p> <p><b>John Hood asked for a motion to approve the revisions to Section 9- Administration Policies-9.7 Records Retention Policy.</b></p>	<p><b>revisions to Section 9- Administration Policies-9.5 Conflict of Interest Policy. Heidi Julien seconded. Motion was unanimously approved.</b></p> <p>At this point, because we are experiencing storage issue on the server, Sheryl asked the board members' opinions regarding the board information that is up on the Board of Trustee Pages of the website. Currently it is 12-15 months' worth of information. Board members agreed that six months would be a good number, as long as if there was a request for information older than that, it could be retrieved for them. All of that information is on our internal drives and is retrievable, so there would not be an issue with this.</p> <p><b>Heidi Julien made a motion to approve the revisions to Section 9- Administration Policies-9.7 Records Retention Policy. Tim Binga seconded. Motion was unanimously approved.</b></p>	
<p>iv. 9.10 Investment Policy</p>	<p>This investment policy has previously been gone over by the Business and Finance Committee. The copy contained in the board packet contained the track changes, so everyone can see the deletions, additions and changes made to the policy. Discussion ensued.</p> <p><b>John Hood asked for a motion to approve the revisions to Section 9- Administration Policies-9.10 Investment Policy, which were the diversification percentages.</b></p>	<p><b>Ann Tenglund made a motion to approve the revisions to Section 9- Administration Policies-9.10 Investment Policy which were the diversification percentages. Charles Lyons seconded. Motion was approved, with one abstention, Alicia Thompson.</b></p>	



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<p>v. 9.11 Email Retention Policy</p>	<p>There was more discussion on this policy, regarding the minimum return that is stated. The word minimum will be removed and the annual return desired will be 2-3% in excess of inflation.</p> <p><b>John Hood again asked for a motion to approve the revised return expectation revisions to Section 9-Administration Policies-9.10 Investment Policy.</b></p> <p>The revised policy was discussed and a few language clarifications were added. All emails are classified into three main categories, administrative, fiscal and general correspondence and all need to be retained for three years.</p> <p><b>John Hood asked for a motion to approve the revisions to Section 9-Administration Policies-9.11 Email Retention Policy.</b></p>	<p><b>Heidi Julien made a motion to approve the revised return expectation of revisions to Section 9- Administration Policies-9.10 Investment Policy. Dennis Galucki seconded. Motion was approved with two abstentions, Alicia Thompson and Ann Tenglund.</b></p> <p><b>Lindsay Delaney made a motion to approve the revisions to Section 9-Administration Policies-9.11 Email Retention Policy. Lisa Erickson seconded. Motion was unanimously approved.</b></p>	
<p>d.) WNYLRC Standing Committee Guidelines</p>	<p>Sheryl went over the changes in the standing committee guidelines. Again, in updating these guidelines, we needed to remove outdated information, such as the DHP Advisory Committee, since the DHP no longer exists. We are also informing each new committee member that they will be automatically be added to committee listserv and to WNYlib-l. (In the past, we asked new members to join the listserv, now we will add them to insure that they receive information regarding WNYLRC and its' activities.)There was an addition to WNYLRC Standing Committee Members, Section 6, requiring committee members to create a profile on WNYLRC's website. Committee rosters on the website cannot include member who do not</p>	<p>There was a language change suggestion for this section, which Sheryl will implement.</p>	



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	<p>have a profile. Under Staff Committee Liaison, Section 2, a new responsibility was added for the committee liaisons, that of maintaining committee rosters and adding members to all appropriate communication channels. Lastly, the Annual WNYLRC Committee Calendar was changed to reflect current practices.</p> <p><b>John Hood asked for a motion to approve the revisions to the Standing Committee Guidelines.</b></p>		
<p>e.) WNYLRC Preservation Committee Charge</p>	<p>This current charge of this committee was not included in the board packet, but the major revision in this charge was the removal of the PEM's (Preservation Environmental Monitor) from the charge. This committee no longer oversees this program.</p> <p><b>John Hood asked for a motion to approve the revisions to the Preservation Committee Charge.</b></p>	<p><b>Alicia Thompson made a motion to approve the revisions to the Standing Committee Guidelines. Heidi Julien seconded. Motion was unanimously approved.</b></p> <p><b>Tim Binga made a motion to approve the revisions to the Preservation Committee Charge. Lindsay Delaney seconded. Motion was unanimously approved.</b></p>	
<p>f.) Auditor Contract</p>	<p>Debbie explained to the board that she miscalculated the length of the current auditor's contract. She has asked Robert Sendziak, our current auditor, if he would be willing to extend his contract for one more year, contingent on the board's approval of that extension. Then, next year WNYLRC would put the audit process out for bid. Debbie did comment that it is not an easy bidding process, as we are a small organization and many auditors prefer to work with larger organizations.</p>		



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<p>g.)CLTE Application</p>	<p><b>John Hood asked for a motion to approve the extension of the current auditor’s contract for one more year.</b></p> <p>WNYLRC has applied to NYSED for a CTLE (Continuing Teacher and Leader). WNYLRC applied for this to become a certified trainer for schools and allow attendees of those certified workshops/webinars to receive Personal Development Credit.</p>	<p><b>Mary Jean Jakubowski made a motion to approve the extension of the current auditor’s contract for one more year. Alicia Thompson seconded. Motion was unanimously approved.</b></p> <p>Discussion ensued regarding the difficulty in getting school personnel to attend workshops or even webinars given by WNYLRC. There is a problem because school librarians cannot get out during the day as there is a sub shortage. We could do training evenings and weekends, but that is a pretty hard sell. Hopefully, this certification will lead to higher attendance among school librarians.</p>	
<p>5. Executive Director’s Report</p> <p>a.) Annual Meeting</p> <p>b.) RSC Conference</p>	<p>Sheryl asked if there were any questions regarding her Executive Director’s Report. She then went on to tell the board members about the plans for WNYLRC Annual Meeting of the Membership. This year’s theme will be public art, and the meeting will be held on Wednesday, October 4, 2017, beginning at 3 pm. The meeting and dinner will be held at the Marcy Casino in Delaware Park. Prior to that portion, we will be focusing on public art with presentations given at the Buffalo History Museum, Albright Knox Art Gallery, Burchfield Penney Art Center and Buffalo Olmsted Parks Conservancy, with a “quiz” later at the meeting regarding public art. We hope to secure the Albright Knox Curator of Public Art as the keynote speaker at the event.</p> <p>Sheryl passed around a flyer for the RSC conference that will be held on Friday, October 20, 2017 at Hilbert College. The title is, “Embracing Open</p>		



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<p>c.) Northeast Regional Digital Collections Conference &amp; CONTENTdm User Group Meeting</p> <p>d.) WNYLRC Overview</p> <p>e.) Future Board Meeting Locations</p>	<p>Educational Resources”. The call has gone out for submission of proposals.</p> <p>Sheryl also provided a flyer for this conference. It is being organized by ESLN. It will be held on September 27 and 28, 2017 in Kingston, NY. Sheryl shared some information on interesting collections, such as some WWI music scores.</p> <p>Sheryl decided to do a WNYLRC overview presentation, since there were some questions that had occurred in her Executive Director Review regarding WNYLRC. Some board members were possibly not clear about our strategic plan, our purpose and our services. This presentation included WNYLRC’s Purpose and Vision Statements, the Guiding Principles, all of WNYLRC’s programs and services and job duties/responsibilities of staff.</p> <p>Sheryl also wanted to bring forth the idea of holding board meeting at other locations, as we did a couple of years ago. John Hood felt that WNYLRC was a central location for everyone and very convenient for him. Ann Tenglund was asked about traveling here, since she is one of the furthest away and she responded that she didn’t mind the drive. The location of meeting is always the Board President’s choice, so Sheryl just wanted to make that option available. Also, if anyone was interested in hosting a meeting to showcase their facility, please contact John or Sheryl.</p>	<p>Sheryl was asked the status of the new IT position proposal. She responded that the hiring needs to take place after July 1, 2017, since funding is appropriated in the next fiscal year. She also stated that she intends to put together a search committee.</p>	
<p>6.Old Business</p>	<p>There was no old business.</p>		



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7. Other Business	There was no other business.		
8. Announcements	<p>Dennis Galucki announced that the 8<sup>th</sup> annual Library Day at the Chautauqua Institute will be held this year on July 11, 2017 from 12-8 pm. It is during Week 3 of the institute's schedule this year. The theme for this week is "A Crisis of Faith?" and one of the speakers will be Bill Moyers.</p> <p>Mary Jean Jakubowski announced that BECPL will be holding a Shred-a-thon on Saturday, June 10, 2017 from 9am-12pm. The cost is just \$10.00 per box and proceeds will benefit Rotary Reads Kids Club.</p> <p>Mary Jean also announced that the architectural exhibit is up and running. It is entitled- "Building Buffalo-Buildings from Books, Books from Buildings". Amy Pickard will be doing a LIBTalk regarding this exhibit.</p> <p>She also announced that BECPL will be hosting the opening reception for the Gaelic Games in 2017. A James Joyce exhibit is being planned by the UB Libraries, with a preview being held during the reception. Mary Jean invited the board members to attend if they wish to. Buffalo has been chosen as the host city for the 2017 Gaelic Games Association Continental Youth Championships. The weekend tournaments will take place from July 26 through July 31.</p> <p>Heidi Julien cannot attend the next board meeting being held on June 28, 2017. She also announced that she is the President-Elect for ALISE. (Association for Library and Information Science Educators)</p>		
9. Adjournment	<p><b>John Hood asked more a motion to adjourn. The meeting was adjourned at 3:50 pm.</b></p>	<p><b>Heidi Julien made a motion to adjourn, seconded by Alicia Thompson.</b></p>	



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