



Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

ATTENDING: John Hood (Ecology & Environment), Lisa Erickson (Nioga Library System), Alicia Thompson (Erie 1 BOCES, SLS), Charles Lyons (UB-University Libraries), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), Heidi Julien (UB/DLIS), Lindsay Delaney (Orleans Niagara BOCES SLS), Michael Cambria (Buffalo School Library System), Mary Jean Jakubowski (BECPL)

 Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC)

EXCUSED: Kristine Kasbohm (Canisius College), Timothy Binga (Center for Inquiry Library), Deborah Chairella (UB, HSL)

ON POLYCOM: Paul Cieslik (Lipsitz, Green et. al), Ann Tenglund (St. Bonaventure University), Eli Guinee (Chautauqua Cattaraugus Library System),

ABSENT:

GUESTS: Robert Sendziak, CPA, WNYLRC Auditor

DATE: **Wednesday, September 20, 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 |
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| 1. Call to order | John Hood called the meeting to order at 2:34 pm. | | |
| 2. Audit Review- Bob 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 | | |



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| | boards' attention. He praised Debbie Porter's performance, saying she continued implementing the prior year recommendations, while streamlining the office and accounting operations, and is performing at a very high level. He commended Sheryl for taking a pro-active approach to controlling and reducing costs. He went over all of the financial statements that he provided, answering questions as he went through the information. There was one observation mentioned under accounts receivable. A substantial receivable from a member hospital was over 120 days old. This receivable has since been paid. The HLSP staff did know that 120 days was the norm for this institution. To solve this ongoing problem, in the coming year, HLSP will invoice earlier, so funds will be received at an appropriate time corresponding better with the beginning of the HLSP fiscal year. | | |
| 3. Approval of the June 2017 Meeting Minutes | John Hood asked for a motion to approve the June 28, 2017 meeting minutes. | Heidi Julien made a motion to approve the June 28, 2017 meeting minutes. Alicia Thompson seconded. Motion was unanimously approved. | |
| 4. Accounting Manager's /Treasurer's Report | Debbie Porter gave the Treasurer's Report, as Tim could not be in attendance at this meeting. Debbie wanted all board members to know that she is available at any time to answer questions from them. She stated that we have received all the state monies for 2017. There are various years for different funding streams, that's why it does look like some are overspent, when in actuality, they are not. | Discussion ensued regarding the RBDB funding and how it can only be used for technology. This cannot be changed because it is in the law. The law would need to be changed in order to use these funds differently. | |
| 5. New Business | | | |
| a.) Continuing Education Discussion | There was a conference call with all the system directors (public and school) to see what the needs and concerns were regarding CE. Some of the ideas mentioned were having training in other locations and also keeping money on account for | Discussion ensued. Some concerns /problems were multiple logins. Our current system can't handle that, but possibly putting workshops in as events would help. Also discussed was the cost | |
| i. System Needs | | | |



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| | <p>systems. We have followed through on some of the suggestions. We have put money on account for one system and we are doing fewer short term (less than a half day) workshops, but more full day ones. This issue was also discussed at the last Academic Director's Caucus, and they were asked for their input.</p> | <p>and length of events. WNYLRC always tries to keep costs low and this fall we are doing more half and full day workshops. Since release time and travel time have been cited as a problem, possibly this may help.</p> <p>Some other suggestions were video-taping sessions and video conferencing. The problem is that many presenters do not want their sessions taped and video conferencing equipment is very cost prohibitive.</p> <p>Lindsay commented that she was very appreciative that WNYLRC listened and is trying to fill training needs in the region. Eli commented that the half and full day sessions are helpful to CCLS and also setting up separate accounts for their systems was appreciated. He thanked Sheryl and the WNYLRC staff for their help in this matter.</p> | |
| <p>b.) New Staff Person Update</p> | <p>The phone interviews for the IT manager position have narrowed down the field to four candidates. Those four will be interviewed in person. Two have been already been interviewed and two are scheduled for this Friday. The final decision will be made on Friday.</p> | <p>Sheryl answered some questions from the board. She used Indeed.com because it was free and most resumes came from there. Monster.com is a site we paid for and it resulted in one application. There were 28 applications, only one was a woman. We were requiring an associate degree, but many had a master's degree.</p> | |
| <p>c.) New Member applications</p> | <p>There were two member applications submitted. The first is the Town of Orchard Park. This is the first time we have had a town apply for membership. Sheryl did check with the other ESLN directors, regarding this membership application. It does seem that there are different types of organizations that are applying now, not the typical library anymore. The reason for this application is that Amy Glende, who is the Records</p> | | |



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| <p>d.) Annual Report to State</p> | <p>Management Clerk for the Town of Orchard Park, would like to digitize some of the town's records and put them into NY Heritage.</p> <p>John Hood asked for a motion to approve the membership of the Town of Orchard Park.</p> <p>The second membership application came from the Buffalo Broadcasters Association. This organization would also like to utilize the NY Heritage platform, by applying for an RBDB grant. This will be a different type of digitization, as their media is film. We will need to investigate whether CONTENTdm can manage this.</p> <p>John Hood asked for a motion to approve the membership of the Buffalo Broadcasters Association.</p> <p>There needs to be an approval vote for the State Annual Report and Sheryl asked that each board member also check their information, which is contained in the report. She asked if there were any questions/concerns regarding the report. Since there were none, Sheryl then turned this portion over to Debbie Porter, so she could explain how this report is completed and the potential changes we may implement next year because of it. The system we use for reporting to the board is on an audit accrual basis. The Annual Report to the State is required to be on a cash basis. It is problematic to change over into the cash reporting system after the accrual has been used for the year. Debbie would like to change this so that our internal report and our report to the state both run on a cash basis. Our auditor, Bob Sendziak has offered to help with the</p> | <p>Heidi Julien made a motion to approve the membership of the Town of Orchard Park. Mary Jean Jakubowski seconded. Motion was unanimously approved.</p> <p>Lisa Erickson made a motion to approve the membership of the Buffalo Broadcasters Association. Alicia Thompson seconded. Motion was unanimously approved.</p> <p>The board had some questions that Debbie answered regarding going to this new system, one regarding new software, which this process will not require. The</p> | |
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| <p>e.) Executive Director's Review</p> <p>f.) Committee Charge Revision-CE Committee</p> | <p>transition. Debbie and Sheryl have also checked with some of the other ESLN councils regarding this. Debbie pointed out that because the Annual State Report and the auditor's report are done in the two different systems that the figures will not match. Debbie will begin this cash basis system in July of 2018. Debbie will provide a sample of this type of reporting prior to the beginning of the next fiscal year. Debbie did warn them that July 2018 will probably look very bad, because usually we do not receive our funding that early, but it will reflect what is actually in all accounts.</p> <p>John Hood asked for a motion to approve the WNYLRC Annual Report to the State.</p> <p>It is the time frame for Sheryl's review. Sheryl will get the portion she is required to submit to the board to them as soon as possible.</p> <p>The CE Committee, whose liaison was Jaclyn, has now moved to Heidi. Heidi has gone over the charge with the CE committee members and submitted revisions for approval. Sheryl read both the old and new charge prior to approval. Most of the changes were regarding irrelevant activities or ones no longer being performed.</p> <p>John Hood asked for a motion to approve the revised Continuing Education Committee charge.</p> | <p>board members are willing to let Debbie test this out. They felt that there was no need to take a vote on this.</p> <p>Heidi Julien made a motion to approve the WNYLRC Annual Report to the State. Alicia Thompson seconded. Motion was unanimously approved.</p> <p>Heidi Julien made a motion to approve the revised Continuing Education Committee charge. Charles Lyons seconded. Motion was unanimously approved.</p> | |
| <p>6. Executive Director's Report</p> | <p>Sheryl asked if there were any questions regarding the Executive Director's Report. She also informed them of an ESLN sponsored digitization conference that will be</p> | | |



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| | <p>held in Kingston, NY. It will be held Sept. 27-29, 2017.</p> <p>Sheryl also reported on the GoldRush project, which is a Resource Sharing Committee project. RAC has \$6,000 in their budget for innovative projects and she is considering bringing in the new IT Manager into the RAC committee. She feels the technical expertise would be useful in this committee. The ESLN directors will have an in person meeting at NYLA. There have been changes within ESLN. Laura Osterhout has replaced Kathy Miller, who has retired, as Executive Director of RRLC. Marc Windman is the new Executive Director of CLRC. Also, Herb Biblo (LILRC) is retiring at the end of 2017.</p> | | |
| 7.Old Business | There was no old business. | | |
| 8. Other Business | <p>John reminded the board about the WNYLRC Annual Meeting which will be held October 4th at the Marcy Casino in Delaware Park. Sheryl informed everyone that there are two parts to the registration process, one for the actual meeting and dinner and the other for the public art tours. There will be time between the tours and the business meeting for networking. There will be a cash bar set up outside the banquet room on the terrace overlooking Hoyt Lake.</p> <p>John Hood also mentioned that there will be a dedication of the Canisius College graphic novel collection in memory of Mike Lavin. John knew Mike personally, and commented that he had a huge interest in graphic novels, so the dedication in his memory is very appropriate.</p> <p>Sheryl asked that the board members look over the list of members that was handed out & let us know if any of the information is incorrect. We have</p> | | |



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| | found incorrect information when we try to use phone numbers or emails, so please check. | | |
| 9. Announcements | <p>Mary Jean Jakubowski invited all the board members to attend the Town Hall Meeting that BECPL is co-sponsoring with WNYLRC. There were flyers passed out with information. This will be held on Saturday, Sept. 23, 2017 from 10-11 am. Senator Tim Kennedy and Assemblyperson Crystal Peoples-Stokes will be attending. Mary Jean commented that even if they are not your representatives; consider attending as they are both champions of libraries.</p> <p>Heidi Julien announced that the Graduate School, Department of Information Science is waiting for course approval for a data curation course. This will not be a core course; rather it will be an elective. Heidi did comment that the university does move slowly. Their department is down to 7.5 faculty members. There is also a new dean, Susanne Rosenblith. She comes to UB from Clemson University in South Carolina.</p> | | |
| 9. Adjournment | <p>John Hood asked for a motion to adjourn. The meeting was adjourned at 3:55 pm. The last meeting of the 2017 year will be held on 11/15/17.</p> | <p>Heidi Julien made a motion to adjourn, seconded by Mary Jean Jakubowski.</p> | |