



Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

ATTENDING: Alicia Thompson (Erie 1 BOCES, SLS), Lindsay Delaney (Orleans Niagara BOCES SLS), Kristine Kasbohm (Canisius College), Justin Cronise (SUNY Erie), John Hood (Ecology & Environment), Timothy Binga (Center for Inquiry Library), Charles Lyons (SUNY-Buffalo State), Mary Jean Jakubowski (BECPL), Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC)

EXCUSED: Michael Cambria (Buffalo School Library System), Heidi Julien (UB/DLIS), Deborah Chiarella (UB, HSL), Valle Blair (Chautauqua Cattaraugus Library System), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature),

ON POLYCOM: Lisa Erickson (Nioga Library System), Paul Cieslik (Lipsitz, Green et. al)

ABSENT:

GUESTS: Robert Sendziak, CPA

DATE: **Wednesday, November 14, 2018 2:30 pm**

LOCATION: **WNYLRC**

RECORDED BY: Pat Klaybor (WNYLRC)

MINUTES/DISCUSSION RECORD

TOPIC	DISCUSSION/ CONCLUSIONS	RECOMMENDATIONS/ACTION/ EVALUATION/FOLLOW-UP	RESPONSIBILITY & TARGET DATE
1. Call to Order	Lindsay Delaney called the meeting to order at 2:36 pm.		
2. Audit Review- 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 commented that this particular board meeting is always a pleasurable one, since things are being done correctly in the organization. He went over all of the		



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	<p>financial statements that he provided, answering questions as he went through the information. Bob commented that the internal controls in place were good, the costs have been controlled adequately and the system to adjust the reporting from accrual to a cash basis has begun. Bob looked at the Strategic Plan of Service that is in place. It is a good plan, follow it and modify it when necessary.</p> <p>After Bob Sendziak left, Sheryl asked that a vote be taken to accept the audit report. This is because it is required by the state to have board acceptance of an audit report.</p> <p>Lindsay Delaney asked for a motion to accept the audit report.</p>	<p>Tim Binga made a motion to accept the audit report. John Hood seconded. Motion was approved.</p>	
3.Approval-September 2018 Meeting Minutes	<p>Lindsay Delaney asked for a motion to accept the September 20, 2018 meeting minutes.</p>	<p>Justin Cronise pointed out that ECC has changed its' name to SUNY Erie and Pat had it written as SUNY ECC. It will be corrected. John Hood made a motion to accept the September 20, 2018 meeting minutes, seconded by Mary Jean Jakubowski. Motion passed unanimously.</p>	
4. Accounting Mgr/Treasurer's Report	<p>Tim Binga commented that he is getting used to the new way that the reports look, as we are using the cash system now. He went over the totals of income and expenses in all categories and reported that everything is in line. He also informed the board that Marc Panaro from the Legend Group will be here for the January meeting and there will be a decision made at that meeting regarding the Barclay CD.</p>		
5. New Business a.) Board Officers election for 2019 i. Vice President- President Elect	<p>The election of the WNYLRC Board of Trustees took place as follows:</p> <p>i. Vice President-President Elect-Justin Cronise.</p>		



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<p>ii. Secretary</p> <p>iii. Treasurer</p>	<p>Lindsay Delaney asked for a motion to approve Justin Cronise as the incoming Vice President/ President Elect for 2019.</p> <p>ii. Alicia Thompson volunteered for the office of Secretary.</p> <p>Lindsay Delaney asked for a motion to approve Alicia Thompson as the Secretary for 2019.</p> <p>iii. Tim Binga agreed to stay in his role as Treasurer.</p> <p>Lindsay Delaney asked for a motion to approve Tim Binga as the Treasurer for 2019.</p>	<p>Charles Lyons made a motion to approve Justin Cronise as the incoming Vice President/President Elect for 2019. Tim Binga seconded. Motion was approved, with Justin Cronise abstaining.</p> <p>Full disclosure, at this point, Sheryl pointed out that Dennis Galucki had also expressed interest in this board position. So, the slate of nominations for this position contains both Alicia Thompson and Dennis Galucki After a run-off vote, Alicia Thompson was chosen as the candidate.</p> <p>Tim Binga made a motion to approve Alicia Thompson as the incoming Secretary for 2019. Kristine Kasbohm seconded. Motion was approved, with Alicia Thompson abstaining.</p> <p>Mary Jean Jakubowski made a motion to approve Tim Binga as the Treasurer for 2019. Alicia Thompson seconded. Motion was approved, with Tim Binga abstaining.</p>	
<p>b.) 2019 WNYLRC Board of Trustees Meeting Dates</p>	<p>At this point, Lindsay Delaney turned the meeting over to Charles Lyons, to set convenient meeting dates for his year as Board President. Charles asked if members were all comfortable with the Wednesday meeting dates before he began the calendar for 2019. All meeting will take place on Wednesdays at 2:30pm, except for the June meeting, which is sometimes tentative anyway. That meeting will be held on Tuesday, since ALA begins that week. The Board of Trustees meeting dates for 2019 are as follows:</p>		



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<p>c.) Employee Handbook Policy Update i. Sexual Harassment Policy</p>	<ul style="list-style-type: none"> • January 9, 2019 • March 20, 2019 • April 17, 2019 • May 8, 2019 • June 18, 2019 (tentative) • Sept. 25, 2019 <p>Annual Meeting Sept 25, 2019</p> <ul style="list-style-type: none"> • Nov. 20, 2019 <p>The Annual Board Staff Luncheon will be held on January 9, 2019, one hour prior to the Board Meeting that will be held that afternoon. The time of the September Board Meeting and the Annual Meeting has not yet been determined.</p> <p>It is now required by law to have a separate Sexual Harassment policy. Stephanie Cole Adams (Ask the Lawyer) worked with Sheryl, so that this policy aligns properly with the new legislation. There is also training that needs to be done annually. The new policy is Section 2: Employment Practices 2.3. Since this type of harassment policy needed to stand alone, Unlawful Harassment or Discrimination, 2.12 need to be created also. Sheryl requested that these new policies be voted on separately.</p> <p>Lindsay Delaney asked for a motion to approve the Sexual Harassment Policy, 2.3 in the WNYLRC Employee Handbook and Administrative Policies.</p> <p>Lindsay Delaney asked for a motion to approve the Unlawful Harassment or Discrimination Policy, 2.12 in the WNYLRC Employee Handbook and Administrative Policies.</p>	<p>John Hood made a motion to approve the Sexual Harassment Policy, 2.3 in the WNYLRC Employee Handbook and Administrative Policies. Kristine Kasbohm seconded. Motion approved unanimously.</p> <p>Tim Binga made a motion to approve the Unlawful Harassment or Discrimination Policy, 2.12 in the WNYLRC Employee Handbook and Administrative Policies. Justin Cronise seconded. Motion approved unanimously.</p>	
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<p>d.) Executive Session- Executive Director's Review</p>	<p>The Executive Session was moved to The last business item on the agenda.</p>		
<p>6. Executive Director's Report</p>	<p>Sheryl reported that NYLA was an intense three days of meetings this year. She also reported that there are no system directors on the search committee for the new state librarian. There have been letters sent regarding this issue. Jeremy Johannesen (NYLA) is on the search committee.</p> <p>ESLN is working on their Strategic Plan and have hired Margaret Sullivan Studios as a consultant. ESLN is also planning a staff retreat in September in the Albany area. These are successful and they have been held two times over the last six years.</p> <p>Sheryl also reported on ELD. They have been working with Greg Pronovitz and have put together a survey for all the libraries that participate in ELD. Many of the libraries have not responded yet. The ideal would be 100%, because they would like this to be an inclusive process. Many institutions want tracking of material, but are not willing to pay for that.</p>		
<p>7.Old Business a.) WNYLRC Annual Meeting- Evaluations/ Recap</p>	<p>All the surveys from the Annual Meeting were positive. Everyone liked the venue and the speaker. Possibly the lower turnout was the location, but it was an interesting venue. We are bringing it back to Buffalo for 2019, and it will be at Hotel Henry. Times have not yet been determined, but she did mention that there is valet parking. At the Niagara Crossings, one negative mentioned was that there was a parking issue. Sheryl will keep everyone posted.</p>		
<p>b.) Allocation of</p>	<p>We did have both of these next items</p>		



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	<p>Buffalo News to gain access.</p> <p>Sheryl informed the board that WNYLRC has applied to two grants. The first one, was applied in cooperation with Charles Lyons and SUNY Buffalo State is the IMLS Civic Switchboard Project grant. We have also submitted a letter of intent for the Herb Block Foundation's "Defending Basic Freedoms" grant program. WNYLRC would like to work with other regions to conduct a statewide symposium on Digital Inclusion and develop a NYS Digital Bill of Rights.</p>	<p>There was conversation regarding full text and the OCR version not true text. Newsbank currently does not carry the Buffalo News.</p>	<p>have a contact at the Buffalo News and she will reach out to him.</p>
9. Announcements	<p>Lindsay Delaney thanked Sheryl for the WNYLRC funding that helped the SLS to create programming on Tuesday, 11/13/18 that included Donalyn Miller, The Book Whisperer. There were 130 participants. Lindsay reported that the evaluations were amazing.</p>		
Executive Session- Executive Director's Review	<p>Lindsay Delaney asked for a motion to move into Executive Session at 4:01 pm.</p> <p>The purpose of this session was the Executive Director's Review and salary discussion.</p> <p>The Board has determined an organizational scan should be developed by the Personnel Committee and the Executive Director after the first of the year.</p> <p>Lindsay Delaney asked for a motion to move out of Executive Session at 4:42 pm.</p>	<p>Alicia Thompson made a motion to move into Executive Session, seconded by Justin Cronise. Motion passed unanimously.</p> <p>Mary Jean Jakubowski made a motion to move out of Executive Session, seconded by Justin Cronise. Motion passed unanimously.</p>	
10. Adjournment	<p>Lindsay Delaney asked for a motion to adjourn. The meeting was adjourned at 4:44 pm.</p>	<p>Tim Binga made a motion to adjourn, seconded by Charles Lyons. Motion passed</p>	



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