



**Western New York Library Resources Council**

**Board of Trustees**

**MINUTES/DISCUSSION RECORD**

**ATTENDING:** John Hood (Ecology & Environment), Alicia Thompson (Erie 1 BOCES, SLS), 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), Timothy Binga (Center for Inquiry Library), Eli Guinnee (Chautauqua Cattaraugus Library System), Deborah Chairella (UB, HSL Mary Jean Jakubowski (BECPL), Justin Cronise, SUNY ECC Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC)

**EXCUSED:** Lisa Erickson (Nioga Library System), Paul Cieslik (Lipsitz, Green et. al), Kristine Kasbohm (Canisius College), Charles Lyons (UB-University Libraries),

**ON POLYCOM:**

**ABSENT:**

**GUESTS:**

**DATE:** **Wednesday, January 17, 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	Lindsay Delaney called the meeting to order at 2:41 pm.		
2. Approval of the November 2017 Meeting Minutes	<b>Lindsay asked for a motion to approve the November 15, 2017 meeting minutes.</b>	<b>Heidi Julien made a motion to approve the November 15, 2017 meeting minutes. John Hood seconded. Motion was unanimously approved. One correction was noted by Tim Binga, which will be made.</b>	



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<p>3. Accounting Manager's /Treasurer's Report</p>	<p>Tim Binga reported that everything is in line, the money is where it's supposed to be. He did report that the investments are doing well, although we do not have the December 2017 report from the Community Foundation. Debbie will be giving a report on the cash vs accrual reporting later in the meeting.</p>	<p>Debbie will update everyone when the report from the Community Foundation comes in.</p> <p>It was decided to bring both Marc Panaro (Legend Group) and someone from the Community Foundation in to present at upcoming board meetings. Since it would be awkward and also time-consuming to have them present at the same meeting, it was decided to invite each to a separate meeting, one at the April meeting and the other in May. If the April meeting gets canceled, we will move one of them to June.</p>	
<p>4. New Business</p> <p>a.) Anticipated and Recurring Agenda items</p>	<p>Sheryl went over the chart of Anticipated and Recurring Agenda Items. She noted such items as the approval of the HLSP Budget, RBDB approval time frames and the auditor report. Stephanie Cole Adams has also agreed to look over the Employee Handbook. We are going to move up the time frame for the Board Nominations Committee, since the Annual Meeting will be earlier this year. Sheryl also mentioned that it probably was time to re-activate the Strategic Thinking /Marketing Committee. They met the last time two years ago when the Strategic Plan 2016-2021 was being developed. It is now time to reconvene, since we are two years into the plan. Sheryl also pointed out that the Committee Chairs Fall meeting was overlooked in 2017. She asked the board if they would like to meet separately with the chairs, but they declined. They are always invited to the committee chairs meetings which are held twice a year, so they felt that that should cover it.</p>		



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<p>b.) Board Committees</p>	<p>Sheryl went over the Board of Trustees Committees. In the list that was handed out, those that require current board members to be part of that committee, the members were changed to reflect the 2018 Board. Sheryl then asked if anyone would like to remove or add themselves to other committees. Alicia Thompson was added to the Business and Finance Committee. Since Lindsay is the new Board President, she asked to be removed from the Nominating Committee. She was replaced by Justin Cronise. On the Personnel Committee, John Hood will become chair and Lindsay Delaney will become ex officio. There was a vacancy on the Strategic Planning Committee, which Deb Chiarella will fill. Sheryl thanked all the board members who were willing to serve on various committees.</p>		
<p>c.) Conflict of Interest Statement</p>	<p>This is the first year we are using the newly developed Conflict of Interest statements.</p> <p>Statements were signed and collected.</p>	<p>Discussion ensued regarding the information that was included with the Conflict of Interest statements regarding disclosure and relationships to WNYLRC vendors. One of the clauses states a definition of familial relationships. Mary Jean Jakubowski brought up the point that the board would have no way of knowing if there was a familial relationship with any of WNYLRC's vendors if they don't know the identity of the vendors.</p> <p>There was one question presented by Eli Guinee. He stated that currently WNYLRC is choosing to pay the premium for this as an employee benefit, but at a later date, can this cost be assigned to employees instead? The answer was yes. The reason for this question was that is supposedly going to get more costly, whereas currently it is very cost effective to add this to employee benefits.</p>	<p>Debbie Porter will provide all board members with a list of vendors, if they would like one.</p>
<p>d.) Personnel Committee i. NYS Paid Family Leave</p>	<p>There has been a new policy added to the Employee Handbook. John Hood reported that it has been reviewed by the Personnel Committee.</p>	<p><b>John Hood made a motion to approve the NYS Paid Family Leave Policy, Section 5.8. Tim Binga seconded. Motion was unanimously approved.</b></p>	



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<p>ii. Personal days</p>	<p><b>Lindsay Delaney asked for a motion to approve the NYS Paid Family Leave Policy, Section 5.8.</b></p> <p>The Personnel Committee has also looked over this change in the personal days policy. Sheryl explained that new employees have no time off available to them in the first six months of employment. Sheryl would like to rectify this by giving them six personal days upon hire.</p> <p><b>Lindsay Delaney asked for a motion to approve the Paid Personal Days Policy, Section 4.11.</b></p>	<p><b>Mary Jean Jakubowski made a motion to approve the Paid Personal Days Policy, Section 4.11. Deb Chiarella seconded. Motion was unanimously approved.</b></p>	
<p>e.) Budget Amendment</p>	<p>Sheryl presented the board with a budget amendment. We did have some staff that left WNYLRC last year. Since this was early in the fiscal year, Sheryl re-allocated the funds into different budget lines. She explained these line items. On the tech side, she is replacing some equipment, moving wnylrc.org to the cloud and replacing our phone system. Also, we are doing a legal review of our Employee Handbook, adding archival support funding to augment the DHPSNY services and added funds to the general printing line for folders and business cards for new staff members. This report was informational, no vote was necessary.</p>	<p>There was a discussion regarding archival services. Sheryl suggested to Eli Guinnee that he speak with Heidi Ziemer regarding his questions.</p>	
<p>f.) Member Dues Schedule 2020-2023</p>	<p>The dues schedule increases every three years and then remains static for the years in between the increases. Sheryl is bringing it to the board's attention because it will need to be voted on at the Annual Meeting of the Membership 2018. This gives</p>	<p><b>John Hood made a motion to approve the Proposed Member Dues Schedule for 2020-2022. Heidi Julien seconded. Motion</b></p>	



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<p>g.) Annual Meeting Date-Sept. Board Meeting</p>	<p>the members at least a year to adjust their budgets accordingly to prepare for the increase. The Personal and Student membership prices will remain the same. The board thought that these price increases were very reasonable.</p> <p><b>Lindsay Delaney asked for a motion to approve the Proposed Member Dues Schedule for 2020-2022.</b></p> <p>We have scheduled the Annual Meeting for September 20<sup>th</sup> this year. There was a board meeting scheduled for the day before, September 19<sup>th</sup>. Sheryl would like to combine the two meetings, and have the board meeting just prior to the Annual Meeting. We have chosen the Niagara Crossings and Spa, in Lewiston, NY as the location this year, and will be starting the Annual Meeting earlier, around 3pm. The event is still in the planning stage, but we are working on incorporating an Underground Railroad theme or possibly a Re-enactment. More details to follow.</p>	<p><b>was unanimously approved.</b></p>	
<p>h.) Nomination/ Approval Schedule for 2019 Board Members</p>	<p>Since the nomination process is being moved up, it is on this agenda for discussion. There are three board members whose terms will expire at the end of 2018. They are Mary Jean Jakubowski, Tim Binga and Lindsay Delaney. Mary Jean has already served the maximum allowed of two terms, so she cannot serve again. Mary Jean needs to decide who from her system will replace her on the board and inform the Nominations Committee of her decision. Both Tim Binga and Lindsay Delaney will end their first term of service this year and can serve a second term. So, they also need to inform the committee whether or not they intend to continue</p>	<p>Discussion ensued regarding our current auditor, Bob Sendziak. Technically, his three year contract has expired. He has offered to help Debbie with the transition, so Debbie asked if was</p>	



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<p>i.) Example of Cash vs Accrual accounting Manager's Report</p>	<p>on the board.</p> <p>Debbie Porter went over her sample sheet of cash vs accrual methods of accounting. She has asked to be able to move toward the cash basis reporting because the State Report requires the cash format. So, this reporting method will alter how the Accounting Manager's Report appears by reporting what is received in any given time frame. In contrast, the accrual method divides the lump sum total into segments and 1/12 is report every month. This changeover will be time intensive to complete, but once it is in place, it will take less time to complete reports.</p>	<p>permissible to extend his services for one more year. She also pointed out that it is very difficult to find audits that are willing to do our audits, as we are very small, in comparison to their other clients. We are also a 501 C3, which would mean extra time on Debbie's part just to explain how we operate. Eli Guinee suggested that we avail ourselves of Bob's auditing services for one more year, and then send out an RFP. The board agreed.</p> <p>The Board also asked about any existing requirements of charging auditing firms periodically. Sheryl will ask Stephanie Cole Adams, our attorney, regarding this.</p>	
<p>j.) Executive Session Voting Procedure Clarification</p>	<p>There was a question regarding the vote that was taken at the last board meeting in Executive Session, so this was put on the meeting agenda for clarification. Sheryl stated that even though WNYLRC does not need to comply with the Open Meeting Law, the actual vote should be done outside of the Executive Session and recorded in the open session meeting minutes.</p>		
<p>5. Executive Director's Report</p>	<p>Sheryl reported that there were problems with the stats for both Ask Us 24/7 and New York Heritage for this Executive Director's Report. She has asked OCLC to investigate the matter. Until we get a firm understanding of where to take the stats from, she just wanted the board to know that we are working to solve the issue. Since we do not have a February meeting, the problem should be solved by the March meeting. Sheryl did go over some of the other items in the report including her attendance NYLA, along with Heidi</p>		



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	Ziener. She also mentioned the new Virtual Reality project that is in the works. Also, Matt Sajecki has taken over the coding of the website and will be moving it to the cloud.		
6.Old Business	There was no old business.		
7. Other Business	Tim Binga asked about the progress of filling the open WNYLRC job position. Sheryl responded that there were not a lot of resumes received. There are eight people that we are going to bring in at the end of January for interviews, including one from Albany. Sheryl also reported that there was not a lot of consistent experience in libraries and it's been a struggle, since there are really no standout stars. Sheryl is hoping to have someone in place before April 1 <sup>st</sup> .		
9. Announcements	Dennis Galucki passed around the schedule for the upcoming IMAGINE Buffalo Series.  Heidi Julien announced the start of the 2018 Bobinski Lecture Series and encouraged board members to attend. Clara M. Chu will be presenting on diversity on March 14, 2018. Heidi also thanked both BECPL and WNYLRC for sponsoring the reception following the Dr. Chu's presentation.		
9. Adjournment	<b>Lindsay Delaney asked for a motion to adjourn. The meeting was adjourned at 3:45 pm.</b>	<b>Heidi Julien made a motion to adjourn, seconded by John Hood.</b>	