



Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

ATTENDING: 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), Timothy Binga (Center for Inquiry Library), Deborah Chairella (UB, HSL), Justin Cronise, SUNY ECC, Charles Lyons (UB-University Libraries),), Mary Jean Jakubowski (BECPL), John Hood (Ecology & Environment), Michael Cambria (Buffalo School Library System)

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

EXCUSED: Eli Guinnee (Chautauqua Cattaraugus Library System), Kristine Kasbohm (Canisius College), Lisa Erickson (Nioga Library System), Paul Cieslik (Lipsitz, Green et. al)

ON POLYCOM:

ABSENT:

GUESTS: Marc Panaro (The Legend Group)

DATE: **Wednesday, May 16, 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	Lindsay Delaney called the meeting to order at 2:31 pm.		
2. Mac Panaro-Legend Group-Report on Investments	Marc Panaro, from the Legend Group, went over the WNYLRC investment and made suggestions for diversification that the board decided to follow.		
3.Approval-March 2018 Meeting Minutes	Lindsay Delaney asked for a motion to accept the March 7, 2018 meeting minutes.	Heidi Julien made a motion to accept the March 7, 2018 meeting minutes, seconded by Justin Cronise.	
4. Accounting	Tim Binga reported that everything is		



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<p>Mgr/Treasurer's Report</p>	<p>in line and Debbie Porter is working on switching over to the actual cash basis. This reporting method will begin in July, which is also the start of the new fiscal year. Tim would also like to have a discussion regarding the Barclays CD.</p>		
<p>5. New Business- a.) 2018-2019 Budget</p>	<p>Sheryl reported on various items in her budget narrative. She stated that after a lot of statewide & local advocacy, the library system aid was increase by \$1,000,000. That equated to a total increase for WNYLRC of about \$7,900. That figure includes the general fund, RBDB and HLSP. In the 2018-2019 budget, we have decreased spending on products that have limited or no use to us anymore. There is funding in the budget for a part time position of archival services and Ask the Lawyer is being funded for another year in the amount of \$8,000. There will be a meeting in June with the Special Libraries, to discuss the viability of an archival program. Professional development is being funded again for \$7,000. Our attendance numbers are low, so we will be having discussions with our members on the relevance of this service. That will be one topic at the next Academic Directors Caucus. Also, there are discussions with the other NY3Rs councils regarding CE at the state level instead. The staff salary increases will be in the range of about 3% and will be merit based. The health insurance increase is averaging about 6%. Charles Lyons asked if we would be presenting the workshop that Stephanie "Cole" Adams presented here at WNYLRC last month on harassment and discrimination in the library. Sheryl said that we would. We had thought it would be a lot better attended, since it is such a timely topic. It was a worthwhile workshop to attend.</p> <p>Lindsay Delaney asked for a motion to accept the WNYLRC 2018-2019 Budget.</p>	<p>Discussion ensued. Possibly, CE is at a crossroads. There are many reasons for low attendance including desk coverage and people not being allowed release time. Possibly holding only 1 or 2 major events a year would be the answer.</p> <p>Heidi Julien made a motion to accept the WNYLRC 2018-2019 Budget, seconded by Alicia Thompson.</p>	



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<p>b.) Slate of Nominations-Board Members 2019</p>	<p>Lindsay went over the list of nominations on the slate for the 2019 WNYLRC Board of Trustees. Jeanine M. Doyle will be replacing Mary Jean Jakubowski, representing Public Library Systems. The other nominations are Tim Binga (Special Libraries) and Lindsay Delaney (School Library Systems). Both are current board members who have agreed to serve a second term.</p> <p>Lindsay Delaney asked for a motion to accept the WNYLRC Slate of Nominations for the 2019 WNYLRC Board of Trustees.</p>	<p>John Hood made a motion to accept the WNYLRC Slate of Nominations for the 2019 WNYLRC Board of Trustees, seconded by Dennis Galucki. Both Tim Binga and Lindsay Delaney abstained from the vote.</p>	
<p>c.) WNYLRC Jargon Dictionary</p>	<p>The WNYLRC Jargon Dictionary was put up on the board documents page, for board review. This document has not been update in quite a while. Grace Di Virgilio took the lead on editing it.</p>	<p>Board members thought the new version was well done.</p>	
<p>d.) Revised WNYLRC Employee Handbook</p>	<p>The entire WNYLRC Employee Handbook has been reviewed by Stephanie “Cole” Adams. The Personnel Committee did have a chance to review it, but John Hood, who is on the Personnel Committee, was concerned that there had not been enough time to look at the “tracked” version. He requested the tracked version be provided to all board members, so chances could be seen. The board decided to table this agenda item, and revisit it at the June meeting.</p> <p>Lindsay Delaney asked for a motion to table the vote on the WNYLRC Employee Handbook.</p>	<p>John Hood made a motion to table the vote on the WNYLRC Employee Handbook, seconded by Deb Chiarella.</p>	<p>This item will be put on the June 2018 agenda.</p>



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	<p>Sheryl did, however, bring one HR problem to the boards' attention. There has always been some concern regarding the exempt/non-exempt status. Sheryl would like to change the status on an exempt employee to the non-exempt because that person does not fit the criteria set forth, regarding this status. One of the main criteria of the exempt category deals with supervision. Changing this one employee (Matt Sajecki) to non-exempt will mean that all exempt employees are also in a supervisory role.</p>	<p>Discussion ensued about the parameters of exempt vs non-exempt. After discussion, Sheryl stated that she did not anticipate any issues with overtime, because WNYLRC provides comp time for hours worked outside of normal business hours.</p> <p>There is no vote required on this matter. Sheryl just wanted the board to be informed of the decision that was made.</p>	
<p>6. Executive Director's Report</p>	<p>Sheryl reported that this is usually a quiet time here at WNYLRC, so there is not much to report.</p> <p>She instead reported on some on the things happening with ESLN. The directors met for the first time in person outside of Albany. They met at the Metro council, on May 11, 2018. Meg Backus is the new Executive Director for NNYLN. LILRC's new director, Tim Spindler will be starting on June 11, 2018. ESLN has hired a consultant, Greg Pronevitz (Mass Library System) to work with the ELD Advisory Group and the ESLN staff on an RFP process. They are also looking into hiring a consultant to work on the Strategic Plan of Service.</p> <p>Also, Sheryl mentioned that she had received a call from Paul Cieslik, complimenting Caitlin Kenney for her postings on the listserv.</p> <p>There was a meeting regarding the VR project at the Buffalo History Museum. We are currently moving content into a repository. Allison Lund has been a great help to WNYLRC's Systems Manager with this project.</p> <p>Sheryl shared three different postcards we are going to be using to market services. They are the Ask the</p>		



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	<p>Lawyer, the Ask the SCORE Business Mentor and one that the CHIA Committee has designed for their outreach work. The Ask the SCORE Business Mentor is modeled after the Ask the Lawyer one.</p> <p>Sheryl also asked the board to save the date for WNYLRC's bi-annual Regional Conference which will be held on 10/5/18. This year we will be using an Unconference format.</p> <p>The Spring 2018 Committee Chairs Meeting was held on 5/10/18, here at WNYLRC. Three board members attended-John Hood, Deb Chiarella and Justin Cronise. They all had positive feedback on this meeting.</p>	<p>There was also a discussion regarding the WNYLA Committee (Library Assistants) and the problem getting support staff to join this committee. Some board members intend to take back this message to their institutions to see if we can increase the numbers in this particular committee.</p>	
<p>7.Old Business a.) Member Bylaws Review</p>	<p>The Executive Committee has met. They will take time to review the bylaws and present their recommendation to the entire board at the next meeting. There are issues in the membership categories that need to be looked at and discussed. Also, old, obsolete language has been removed. Once these changes have been approved by the board, then it will go to the Annual Meeting for a vote by the WNYLRC membership.</p>		
<p>8. Other Business</p>	<p>Since there is very little actual business that needs to be conducted at the June meeting, Sheryl suggested a conference call instead of an in person meeting. We can't just cancel the meeting, because we are required to hold six a year, but Sheryl would rather not inconvenience board members with a meeting that will probably be of short duration. The board members agreed. The call will take place at the same time that the original meeting was scheduled, June 20, 2018 at 2:30 pm.</p>		
<p>9. Announcements</p>	<p>Dennis Galucki shared with the group the information on the upcoming May-June schedule for the IMAGINE Buffalo series. He also handed out information for a new program called "Talks & Walks". During the</p>		



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	<p>spring/summer months, on the second Saturday of each month, there will be a Downtown Library "Medical Mile". This series featured Mary Jean Jakubowski on 4/14/18. Dennis also informed the board that Tuesday, July 3, 2018 is Buffalo Day at the Chautauqua Institution. Mary Jean will also be speaking at the institution on Buffalo Day.</p> <p>Sheryl shared with the group that she participated in a panel discussion for Marie Bindeman's LIS management class at UB. She said they had a great time, even though there was no one else in the room. All LIS classes are now online and this session was being taped.</p> <p>Alicia Thompson thanked Sheryl and WNYLRC for co-sponsoring "Project Look Sharp".</p>		
10. Adjournment	<p>Lindsay Delaney asked for a motion to adjourn. The meeting was adjourned at 3:47pm.</p>	<p>Michael Cambria made a motion to adjourn, seconded by John Hood.</p>	