



**MINUTES/DISCUSSION RECORD**

**COMMITTEE:** WNYLA

**ATTENDING:** Pat Klaybor, Rita Ferri, Ronda Turner, Cynthia Lenzner, Angie Stewart, Emily McDonald, Virginia Fryson

**Excused:** Deb Marshall

**ABSENT:**

**Guests:**

**DATE:** 2-18-16

**LOCATION:** WNYLRC Board Room

**RECORDED BY:** Pat Klaybor

TOPIC	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS /ACTION/ EVALUATION/ FOLLOW-UP	RESPONSIBILITY & TARGET DATE
Call To Order	Meeting was called to order at 1:40pm.		
1. Meeting Minutes	Pat will need to email the minutes of the previous meeting and this one to everyone for approval.		
1. Tammy Linkowski's Resignation	Tami Linkowski has sent her letter of resignation, which the committee accepted.		
3. Discussion of Library Assistants Day at the History of Medicine (UB)	Rita made the arrangements for the celebration of Library Assistants Day at the History of Medicine. Thank you, Rita! It will be held on Tuesday, April 12, 2016. It will start at 1:30, with the tour to begin at 1:45. The tour will last about an hour. Rita also asked that we put information on the flyer regarding carpooling and possibly a link to a map of the campus, so people can use the Park & Ride parking lot. Rita can't issue that many parking tags for use in the student lots. We will limit the number that can attend to twenty. More than that will be very crowded.		
a.) Flyer	Pat agreed to do the flyer for the event; as long as no one cares that she reuses an old flyer & just changes the		



## WESTERN NEW YORK LIBRARY RESOURCES COUNCIL

Questioning existing practices. Testing new ideas.  
WNYLRC: a leader in library innovation.

Airport Commerce Park East | 4950 Genesee Street | Suite 170 | Cheektowaga, NY 14225-5528  
phone 716.633.0705 | fax 716.288.9400 | www.wnylrc.org

<p>b.) Charge for event</p>	<p>information.</p> <p>It was decided to charge \$5.00 for the event. That will help with the cost and also insure attendance. Events that we do not charge for many times have a higher rate of no-shows.</p>		
<p>c.) Food (Bring/Buy)</p>	<p>We discussed types of food we would like to serve and whether we should divide the list &amp; bring it ourselves or just buy it. It was decided that Pat would just go &amp; buy all the food. Otherwise, there would be a large amount of receipts that would need to be processed by WNYLRC's accountant and paid out. The grocery list includes: cheese, crackers, grapes, cookies and a small cake (preferably both yellow/chocolate) with "Happy Library Assistants Day" printed on top. We will have coffee and use a water pitcher that Linda Lohr has offered us. We will just need to bring lemons and limes.</p>		
<p>d.) Game Ideas</p>	<p>We usually have a problem with people not "chatting" and getting to know other people. One tactic that we decided to use was Deb Marshall's suggestion about putting name tags in a bowl, having everyone pick one out &amp; finding the person that the name tag belongs to. Pat suggested a sort of BINGO game with activities instead of numbers on a card, The idea is to go around starting conversations to see if anyone has done the activities on the card. The person with the most squares filled in wins. It was decided to go with Ronda's idea of making the "fortune tellers" that we all remember playing with as children.</p> <p>Misc. Items- We also discussed a way to honor the work that library assistants do at our event. We thought about flowers with ribbons around them &amp; maybe a tag that said something nice about the work all of us in this field do. Ronda had an idea about making flowers out of books. She showed us all a picture on Pinterest and they are just stunning. She will let us know if she needs help doing them. We thought about just making a few &amp;</p>		



## WESTERN NEW YORK LIBRARY RESOURCES COUNCIL

Questioning existing practices. Testing new ideas.  
WNYLRC: a leader in library innovation.

Airport Commerce Park East | 4950 Genesee Street | Suite 170 | Cheektowaga, NY 14225-5528  
phone 716.633.0705 | fax 716.288.9400 | www.wnylrc.org

	raffling them off, but Ronda thinks she would be able to do one for everyone with some help from committee members.		
4. Second Spring Event yes/no?	We will discuss the NYLA program later in this meeting but Pat just wanted everyone to be aware of plans to bring the NYLA LAMP to this area. Even if committee members were not going to be attending, if we schedule an event for May or June, our attendance rate could be affected. The workshop is three full days on three consecutive weeks. That's a lot of time to be away from your library or institution and possibly library assistants would not be able to take more time to attend our events.	Discussion ensued. It was decided to just hold the Library Assistants Day celebration this spring and not schedule another GTKY or workshop till the fall.	
5. Committee Funds a.) Amount in Account	The statement of accounts for our committee was passed out. Debbie Porter (WNYLRC accountant) wanted everyone to know that there is a possibility that not all expenses and revenue have been accounted for, but it is pretty close. The total in the account currently is \$328.40. Also discussed was the fact that we can still ask for the WNYLRC Committee Funds, if we think we may need some for our Fall 2016 events.		
6. NYLA Library Assistants Program	Pat passed out information regarding the NYLA Library Assistants Training Program that Sheryl Knab (WNYLRC) and Doreen Woods (BECPL) are in the process of setting this program up here in the WNY area. There are tentative dates, some in May & some in July. We have no confirmed dates yet, but Pat wanted everyone to know about this program, so that if anyone is interested they can take the information back to their institutions. More information to follow as it becomes available.		
7. Ideas for Fall 2016 Workshop-Safety Workshop a.) Tentative Dates B.) Portions of Workshop-Committee Member responsible for Contacting	We narrowed down the dates of availability for our Fall Safety Workshop to October 25 and 27 and Nov. 3, 2016. We struggled with the idea of whether we had enough material for a whole day workshop. In the end, since we've never done a whole day, we decided to limit it to a half day. We thought that each	The members of the committee responsible for contacting presenters: 1. Deb Marshall will contact April McCloud. April actually has two 1-1/2 hour sessions, but	Ronda Turner asked that all information be forwarded to the other committee members, with a due date of April 1, 2016.



WESTERN NEW YORK  
LIBRARY RESOURCES COUNCIL

Questioning existing practices. Testing new ideas.  
WNYLRC: a leader in library innovation.

Airport Commerce Park East | 4950 Genesee Street | Suite 170 | Cheektowaga, NY 14225-5528  
phone 716.633.0705 | fax 716.288.9400 | www.wnylrc.org

<p>c.) Ideas for Pricing</p>	<p>segment could run 1- 1 1/2 hours. We did not discuss the issue of price. When we do decide, if we feel we need to, we can ask for committee funds.</p>	<p>we thought we'd just use the safety &amp; security piece, not the self-defense portion. 2. Rita Ferri will contact the Public Safety Officers on her campus to see if they would present safe practices and fire safety 3. Virginia Fryson will contact Jeanie Rak from the Buffalo Police Department, who teaches Verbal Judo and Self Defense Tactics.</p>	
<p>Other Business</p>	<p>We did discuss, in detail, the idea of going to the Zoo as a GTKY. Rita had initially spoken to Pam Rose, who is a docent there. Emily also spoke to someone at the Zoo. They do customize tours for groups. Possibly, we could make an educational tour out of the event.</p> <p>Ronda also brought up the subject that we need a volunteer to be the chair of this committee after June. Ronda has done it for the past two years and would like someone else to volunteer to take her place. Emily McDonald volunteered to be the new chair &amp; the committee members unanimously approved her. Thanks for volunteering, Emily!</p> <p>We also discussed venues for a Fall GTKY. We are considering a historic Buffalo River Cruise. The dates decided on were either August 18 or 19, 2016. We thought that if we made it later in the afternoon, possibly people would not have as hard a time getting release time. We will definitely look into a tour. Cyndy has mentioned this tour before. Virginia looked up information regarding these tours on her phone during the meeting, and gave us times/pricing. Cyndy and Virginia will work on getting information to the rest of the committee, so we can decide if we would like to have this as an</p>	<p>Discussion ensued. Since the zoo does not have an actual library, it was decided not to plan a GTKY there. Most members thought that there might be a problem getting release time to tour the Buffalo Zoo.</p>	



WESTERN NEW YORK  
**LIBRARY RESOURCES COUNCIL**

Questioning existing practices. Testing new ideas.  
 WNYLRC: a leader in library innovation.

Airport Commerce Park East | 4950 Genesee Street | Suite 170 | Cheektowaga, NY 14225-5528  
 phone 716.633.0705 | fax 716.288.9400 | www.wnylrc.org

	event in the summer.		
Schedule Next Meeting/ Adjournment	Ronda asked for a motion to adjourn. Meeting was adjourned at 4:34pm, and another meeting was not scheduled at this time. Possibly, the next meeting will be held in June/July.	Cyndy Lenzner made a motion to adjourn, seconded by Rita Ferri. Motion unanimously approved.	

G:\Committees\WNYLA\WNYLA Meeting Minutes\2015\WNYLA minutes 2\_18\_16.doc