



MINUTES/DISCUSSION RECORD

COMMITTEE: WNYLA

ATTENDING: Pat Klaybor, Rita Ferri, Ronda Turner, Cynthia Lenzner, Angie Stewart, Deb Marshall

Excused: Tami Linkowski

ABSENT:

Guests: Virginia Fryson and Emily McDonald

DATE: 11-12-15

LOCATION: WNYLRC Board Room

RECORDED BY: Pat Klaybor

TOPIC	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS /ACTION/ EVALUATION/ FOLLOW-UP	RESPONSIBILITY & TARGET DATE
Call To Order	Ronda Turner called the meeting to order at 2:37 pm.		
1. New Members	We have two guests at this meeting who are interested in joining WNYLA. Both are from the central branch of BECPL. We all introduced ourselves around the table and told our guests about our "small but mighty" committee. Ronda also told them a little bit about the requirements of membership, such as attendance at meeting and events that the committee sponsors. Emily McDonald and Virginia Fryson were voted on and approved by all members attending this meeting for membership. Pat informed both of them that they would need to go through the formal nomination process in the spring of 2016. Welcome to our new members!		
2. Approval of 6/4/15 Meeting Minutes	Angie pointed out that her name was spelled in the minutes, as "Steward", which is incorrect. It should be "Stewart", and will be corrected. Ronda Turner asked for a motion to approve the committee minutes from 6/4/15.	Rita Ferri motioned to approve the minutes, with Cyndy Lenzner seconding. Motion carried unanimously.	



<p>3. Discussion of Fall 2015 Activities</p>	<p>We went over the evaluations of both the workshop, "You Can't Teach Nice" and our GTKY at the Buffalo Museum of Science. For the workshop, the feedback was mostly positive. The evaluations for the GTKY cited things like would have liked more time and more hands on. All in all, the two events were successful.</p>	<p>Discussion ensued regarding how to get the attendees of the GTKY events to interact more with each other. If everyone could think of ways to accomplish this for the next meeting, we can discuss it more at length then.</p>	
<p>4. Committee Funds a.) Amount on Account b.) Applying for Committee Funds</p>	<p>We currently have \$220.16 in our committee fund. Debbie Porter (WNYLRC's Accountant) wanted Pat to inform the committee that not all funds have been collected from events, so the total will be a little higher. Ronda and Pat explained the process of applying for committee funds. There are seven standing committees at WNYLRC that are eligible for these funds. Some of these committees do not apply because they have their own revenue streams. It is a first come, first serve process. There is money that WNYLRC puts aside every year and it is available by July 1st. The committee puts together a letter to Sheryl Knab (WNYLRC's Executive Director) stating what they wish to use the money for, with item pricing, or at least, estimates of cost. Then Sheryl forwards the request on to the other six committee chairs & a vote is taken. There was a question regarding whether food for an event can be purchased with committee funds. The answer is yes, but all committees need to realize that the funds should be self-sustaining. In other words, there should be a charge for attending the event to recoup some of the expenses.</p>		
<p>5. Discussion of Committee Charges</p>	<p>We need to look at our charge every year. There have not been any changes to it in a few years. Pat passed out copies & the committee members looked over the charge. This year a few changes were suggested. A copy of the changes suggested will be sent out to members, along with meeting minutes, for approval. We decided to add the word "staff", along with library assistants to the first charge to be more inclusive. In the third statement, we deleted "and</p>		



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	<p>serve as a clearinghouse for relevant information” (this was a goal of a past committee chair, but we couldn’t seem to get it off the ground). In the fourth statement, we decided to change cooperate to collaborate. Lastly, we are considering taking out the correspondence with the national LSSIRT, since we do not know if we do indeed do that through NYSLAA.</p>	<p>Ronda Turner will look into this and get back to the group. Probably the person to ask is Ruth Oberg, (UB) who is the conference coordinator for NYSLAA.</p>	
<p>6. Ideas for 2016 GTKY’s</p>	<p>We talked about doing a GTKY in conjunction with a celebration for Library Assistants Day, possibly holding it at the History of Medicine Exhibit at UB/HSL. We also talked about a day of “pampering”, possibly asking beauty schools for volunteers for regular massages or chair massages. Other suggestions were stress centers and possibly a Health Fair, similar to one held at BECPL. Some other suggestions for places to hold a GTKY were the Zoo, Albright Knox Art Gallery, The Law Library, Historic Buffalo River Cruises, Buffalo & Erie County Naval & Military Park, Fort Erie, The Cave of the Winds, the Pierce Arrow Museum, an architectural tour of Buffalo’s City Hall, the Milestones of Science Exhibit at BECPL, and the Makerspace, which is also at BECPL. Also, suggested was contacting Susan Jaworski from SUNY Buffalo State to see about another wine tasting tour or doing one at Premier.</p>	<p>Rita will look into setting up a tour at the HOM with Linda Lohr & she will get back to the group.</p> <p>Other committee members were asked to compile information regarding their suggestions & report back to the group.</p>	
<p>7. Ideas for 2016 Workshops</p>	<p>We are discussing having a safety conference in the spring. Ideas were asking University Police to present by Rita Ferri. Virginia Fryson suggested a buffalo Police Officer, Jeanie Rak that did a presentation for BECPL on Verbal Judo (the art of paraphrasing) and Self Defense Tactics. Virginia also suggested</p>		



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	<p>Chief George w. Gast, who is a member of the Niagara Frontier Transportation Authority Police Department and did a presentation on Active Shooter; Information and Training You Should Know. Also suggested as a possible speaker was April McCloud. Deb Marshall suggested her as she has been to one of her presentations. She presents a two part session. One is on safety and security in your library and the second focuses on self-defense.</p>		
8. Committee Libguides	<p>Pat announced that we are holding a Libguides workshop on 12/3/15, here a WNYLRC from 5:30-8:00pm. She plans on attending. All committees currently have a Libguide on WNYLRC website. We have discussed this before and since none of us know how to create one, Pat thought she would mention it, if anyone is interested in learning.</p>		
9. Ideas for Survey	<p>We discussed the survey, possibly making it into a much smaller version. The problem is, the survey is a big undertaking with as few members as we have.</p>		
Other Business	<p>We did have a discussion regarding one member that has not attended any meetings or events in the past year. It was the consensus that we should ask this member to resign.</p> <p>We also discussed other communication venues to get the word out about events, such as Facebook. We do need to be more diligent with our postings, so they are kept up and current.</p> <p>Ronda brought up an issue that was discussed at the last committee chairs meeting that she attended. Sheryl Knab asked each of the chairs to bring the issue back to their respective committees to see what the consensus is. This issue involves providing chances for prizes at committee sponsored events. Ronda went on to explain that this is an ongoing issue that has come up in the past. Should committee members be excluded from raffles, even though they have also paid the registration fees? Should the committee</p>	<p>Ronda will send an email to Sheryl with the committee's decision, which is to allow the committee members to participate in the raffles but figure the cost of</p>	



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	<p>members possibly sell tickets for the raffles or should the cost of the basket/raffle be included in the price of attendance? She asked for discussion and a decision from the committee that she can go back to Sheryl Knab with.</p> <p>Ronda encouraged members to join NYSLAA. The cost to join is \$15.00 per year and next year the annual conference will be held at the Chautauqua Institute, June 8-10, 2016.</p>	<p>the raffle items in the price of attendance. We will also do a small disclaimer before drawing the prize, stating that committee members are required to pay the same prices as everyone else for attending the event.</p>	
Schedule Next Meeting/ Adjournment	Another meeting was not scheduled at this time.		
Adjournment	Ronda Turner asked for a motion to adjourn the meeting. Meeting was adjourned at 5:05pm		

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