Western New York Library Resources Council
Board of Trustees

MINUTES/DISCUSSION RECORD

ATTENDING: Lance Chaffee (Olean Public Library), Kerrie Fergen Wilkes (State University of NY at Fredonia), Mary Jean Jakubowski (BECPL), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), John Hood (Ecology & Environment), Lindsay Delaney (Orleans Niagaram BOCES SLS), Ann Tenglund (St. Bonaventure University), Timothy Binga (Center for Inquiry Library), Dr. Heidi Julien (UB/DLIS), Dean Hendrix (UB-University Libraries), Tom Bindeman (Nioga Library System) Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC),

EXCUSED: Michael Cambria (Buffalo School Library System), Paul Cieslik (Lipsitz, Green et. al), Margaret Wells (UB-University Libraries), Barbara Kane (Southwestern High School),

GUESTS: Cara Bradberry (HLSP Circuit Librarian, WNYLRC)

DATE: Tuesday June 16, 2015 2:30 pm

LOCATION: WNYLRC Board Room

RECORDED BY: Pat Klaybor

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<td>1. Call to order</td>
<td>Kerrie Fergen Wilkes called the meeting to order at 2:31 pm.</td>
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<td>New Business 4.a.) New Circuit Librarian-Cara Bradberry</td>
<td>Kerrie announced the first order of business would be the introduction of Cara Bradberry, the new HLSP Circuit Librarian. Introductions were made around the table for Cara &amp; the Board welcomed her to WNYLRC. Cara informed the Board that she was responsible for UMMC (United Memorial Medical Center) She will eventually be responsible for Medina Memorial Hospital who has recently rejoined the program. Cara has helped out at both Sister of Charity and Mercy Hospitals. She is also working on marketing for HLSP using the branding materials from the consulting firm hired by HLSP a couple years ago.</td>
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2. Approval of the May 2015 Board Meeting minutes

Kerrie Fergen Wilkes asked for a motion to approve the May 19, 2015 Board Meeting minutes.

Ann Tenglund made a motion to approve the May 19, 2015 minutes, with corrections and numbering clarification noted. Heidi Julien seconded. Motion was unanimously approved. Corrections will be made.

3. Treasurer's Report

Tim Binga gave the Treasurer's Report. He said everything was in line and looked good. There was a question regarding the investment report. It was requested that Debbie Porter add information to this report. The Board would like to see the change in value since the last reporting date. Debbie will provide the last quarter numbers for all future meetings. This way there will be a better understanding of the trends. Also discussed was the request of the former Treasurer, Rose Ann Dulski to move WNYLRC’s investments. There has been more scrutinization of state funds lately and Sheryl was hesitant to make this move to another investment firm. We were considering the Legend Group, which handles clients similar to WNYLRC, as opposed to M & T, who usually deals with much larger clients. The Business and Finance Committee will get together to discuss this issue and report back to the Board.

4. a) New Business – New Circuit Librarian-Cara Bradberry

See Above

4. b) Approval of the Slate of Nominations

Board members reviewed the proposed slate of nominations. Dean Hendrix reported that he did issue a call for candidates a second time and there were no further nominees. So, the three candidates are Kerrie Fergen Wilkes, (representing Academic Libraries) who will be serving her second term.
4. c.) Election of a Temporary Secretary

Lyons (Academic Library with Largest Collection), replacing Margaret Wells and Eli Guinee (Public Library System) replacing Lance Chaffee. Sheryl reminded everyone that there could still be nominations from the floor at the Annual Meeting, which is where the voting of the slate of nomination for the WNYLRC Board of Trustees takes place.

Kerrie Fergen Wilkes asked for a motion to approve the 2016 Slate of Nominations for the WNYLRC Board of Trustees.

We need to elect a Temporary Secretary for this meeting. Margaret Wells, who is the Secretary of the Board, could not attend this meeting. There are forms that need to be submitted to the NYS Retirement System. The signature on this paperwork also requires that the person be in attendance at the meeting when the vote has been taken, so, even though Margaret Wells offered to stop by the office to sign the paperwork, that was not a viable option.

Kerrie Fergen Wilkes asked for a volunteer to be the Temporary Secretary, elected only for this meeting of the WNYLRC Board of Trustees, being held Tuesday, June 16, 2015.

Ann Tenglund volunteered.

John Hood made a motion to approve the 2016 Slate of Nominations for the WNYLRC Board of Trustees. Tim Binga seconded. Motion was unanimously approved.

Robin Tashjian has chosen to take

Kerrie Fergen Wilkes asked for a motion to approve the appointment of Ann Tenglund, as Temporary Secretary of the WNYLRC Board of Trustees for this meeting only.

Tim Binga made a motion to approve the appointment of Ann Tenglund, as Temporary Secretary of the WNYLRC Board of Trustees for this meeting only. Mary Jean Jakubowski seconded. Motion was unanimously approved, with a total of eleven board members present at this meeting.
4. d.) Resolution of Section 75-g

Advantage of the separation package that was offered to employees. She is taking Option 2 and working part-time for a one-year period. When she spoke to the NYS Retirement System regarding her retirement options, she learned that WNYLRC is a Section 75-c, which means she would only receive 75% of her benefit wages for her entire retirement. This only affects Tier 1 & 2, of which Robin is a Tier 2. There are no other Tier 2 employees. The current resolution for NYS Retirement is at Section 75-g. To adopt Section 75-g, there would be a one-time cost to the council of $456.00. To provide this benefit to an eligible employee, there is a resolution and affidavit that must be signed.

Kerrie Fergen Wilkes asked for a motion to approve the resolution of Section 75-g of the NYS Retirement System.

Discussion ensued regarding the tiers and how complicated the system is. All board members agreed it was a small amount to pay to insure that Robin was given her full retirement benefits.

4. e.) Change to Employee handbook-Maximum Sick Days

At the last meeting, held May 19, 2015, the board voted to approve providing the benefit of Section 41-j (allowance for unused sick days to be converted to service credit of up to one half year). Ann Tenglund (Temporary Secretary) will also sign this form today. The change is to our Employee Handbook. There is no financial burden to WNYLRC to change this benefit; we are only matching our maximum limits of accrued time to the state retirement system limits. Currently the maximum number of accrued hours is 1050 and 150 days. The change would be a maximum of 1155 hours and 165 days.

Kerrie Fergen Wilkes asked for a motion to approve the change to the Employee Handbook-Section 4-maximum accrued sick days.

Mary Jean Jakubowski made a motion to approve the change to the Employee Handbook-Section 4-maximum accrued sick days.
| 5. Executive Director’s Report | Janelle Toner has taken advantage of the incentive offered and is leaving WNYLRC. Her last day will be 6/26/15. For right now, Sheryl is going to split Janelle’s job duties between Heidi Bamford and Jaclyn McKewan. Heidi will be responsible for CE and Jaclyn will take over digitization. Sheryl would like to evaluate the results of the strategic planning survey before she makes any hiring decisions. The survey results from the academic directors indicated that they need technical support. The next Strategic Planning meeting will be held in August.

On July 20, 2015, Joy Murray from OCLC will be at WNYLRC. She is the new QuestionPoint contact replacing Susan McGlamery. There was a request to look into having AskUs 24/7 work on mobile devices.

There was a question regarding the question marks in the NY Heritage statistics. Also the website needs to be searchable by collection alone. Sheryl reported that we are waiting for a few remaining permission letters from collection holders to be able to proceed with the rest of the DPLA harvesting. This is just for collections, not newspapers. The newspapers are being moved to a separate platform.

Sheryl reported on the change in the Empire Library Delivery. It will be incorporating UPS Campus Ship into its services. There will also be options of 1, 2 or 3 day a week delivery. There will possibly be more interest from institutions that do not require 5 day delivery service.

AcademicShare—Sheryl explained what the program is and how it developed out of the Infopass. |

|  | Heidi Julien seconded. Motion was unanimously approved. |

|  | Sheryl will ask staff members & report back. Sheryl will talk to John Hammond. Possibly some of the functionality of the website needs to be “tweeked”. |
program. This is an agreement between academics which allows lending using only a college ID. This is the only open system in the state. No other council is using an open system like this. There is a small glitch, with regard to statistics. It's difficult to get the libraries to keep track of stats. In the Infopass system WYNLRC keeps track of usage stats.

The number of attendees is down for training workshops.

May 1, 2015 was the last legislative visit. It was held at Senator Ranzenhofer’s office. This one was postponed, which is why it was so much later than all the others. Sheryl again thanked Heidi for all her efforts with the legislative visits.

Discussion ensued regarding causes of the lower numbers. Staff release time was one issue mentioned. The emergence of virtual workshops could also be a contributing factor. Sheryl commented that the workshops sponsored by the NY3Rs are primarily all virtual.

6. Old Business
   a.) Ideas/Subcommittee for WNYLRC’s 50th Anniversary Commemoration

The Board discussed ideas for the 50th anniversary commemoration. It was decided that we are going to be doing “small community events”. Some suggestions were using the friends groups of libraries and inviting them to be involved. Kerrie said she would definitely use her friends group. Also, she mentioned Tom Loughlin, who is the Chair of the Theatre and Dance Department that she would like to have involved. This goes along with the theme of the arts and culturals, artists, and/or artisans to be involved in this speaker series.

Kerrie asked for volunteers to be part of the sub-committee to spearhead and plan these events. The sub-committee will consist of Kerrie Fergen Wilkes, Ann Tenglund, Mary Jean Jakubowski, John Hood, Dennis Galucki and Lindsay Delaney. (Tim Binga also volunteered at this meeting, but the information was not recorded in the meeting minutes. It was added after Tim pointed out the oversight.) Of course, Sheryl will be part of the committee and she asked that staff members be included since they will
be responsible for a lot of the work. She asked that Robin Tashjian, Heidi Bamford and Pat Klaybor be part of this sub-committee also. We will do some conference calls, work on ideas in July, tentatively set up the first couple of events in August and report back to the rest of the board at the September meeting. Tim Binga offered to ask his boss, Joe Nickell, to speak and offered his institution as one of the venues. He also suggested that at every event, someone from WNYLRC be present to tell WNYLRC’s story. This year long series will culminate will WNYLRC’s 2016 Annual Meeting which will be held in Ellicottville.

7. Other Business

There was no other business.

8. Announcements

Mary Jean Jakubowski announced the return of the “Bookmobile” early next year. This is not the same Bookmobile that we remember; it will be very high tech. She also announced that by the end of June BECPL will have an online store. They will be selling reproductions from BECPL’s Rare Books and Special Collections. There was a tour of the Rare Book Room that benefitted the Lymphoma Society. There were large numbers for the Taste & Tour that WNYLRC held there in April. BECPL will have a presence at Canalside every Tuesday from 11am-1pm to promote summer reading. She also announced that the East Clinton branch reopened yesterday and the renovations at the Hamburg branch have been completed. Sheryl announced that the RAC committee will be undertaking a field trip to the Hamburg Public Library in October. Heidi Julien announced that DLIS is hopefully optimistic that they will receive accreditation. The decision is
made at ALA. Dean Hendrix made a couple announcements. One was that Mike Lavin has retired. Many people were not aware of that. UB Libraries is also in the middle of an organizational transformation. They are retooling and the new leadership comes in the form of AULs (Associate University Librarians, of which Dean is one). His new title is the Associate University Librarian for Research, Education and Outreach. Dean said that this is an exciting time and that the second layer of management will be announced soon.

Tom Bindeman announced that the Nioga System will be sponsoring an Emerging Leaders Training Program presented by Jerry Nichols. This series is designed for librarians interested in becoming directors of public libraries.

Lance Chaffee announced that he will be a “Grandpa” very soon.

Dennis Galucki announced that he was part of a private behind the scenes tour of the Albright Knox Art Gallery. He also announced that Friday, August 7, 2015 is “Buffalo Day” at the Chautauqua Institute. This free day applies to the greater Buffalo region. You need to show proof of residency and it is free for the afternoon only. The programming for that week is called “Vanishing”.

Kerrie Fergen Wilkes announced that her institution is in the process of interviewing for an archivist.

Ann Tenglund announced that St. Bonaventure University’s renovation pictures are online, if anyone is interested. IT will be moving into the library, while the Franciscan Studies will now be in the next building.

Tim Binga told the board that his institution needs to increase security for the near future, requiring having the access doors locked at all times. Tim suggested it would be best to call in advance to arrange for visits.

Lindsay Delaney thanked Sheryl for a New York Heritage presentation.
she did for one of Lindsay's Orleans/Niagara BOCES SLS meetings.

| 10. Adjournment | Kerrie Fergen Wilkes asked for a motion to adjourn. Meeting adjourned at 3:58 pm | Tim Binga made a motion to adjourn. Dean Hendrix seconded. Motion was unanimously approved. |