Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

ATTENDING: Alicia Thompson (Erie 1 BOCES, SLS), Heidi Julien (UB/DLIS), Lindsay Delaney (Orleans Niagara BOCES SLS), Timothy Binga (Center for Inquiry Library), Deborah Chiarella (UB, HSL), Charles Lyons (UB-University Libraries), Mary Jean Jakubowski (BECPL), Eli Guinnee (Chautauqua Cattaraugus Library System), Kristine Kasbohm (Canisius College), Lisa Erickson (Nioga Library System), Paul Cieslik (Lipsitz, Green et al), Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC)

EXCUSED: Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), Justin Cronise, SUNY ECC, John Hood (Ecology & Environment), Michael Cambria (Buffalo School Library System)

ON POLYCOM:

ABSENT:

GUESTS:

DATE: Wednesday, June 20, 2017 2:30 pm

LOCATION: Conference call due to small amount of business to conduct

RECORDED BY: Pat Klaybor (WNYLRC)

MINUTES/DISCUSSION RECORD

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<td>1. Call to Order</td>
<td>Lindsay Delaney called the meeting to order at 2:35 pm.</td>
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<td>2. Approval- May 2018 Meeting Minutes</td>
<td>Lindsay Delaney asked for a motion to accept the May 16, 2018 meeting minutes.</td>
<td>Heidi Julian made a motion to accept the May 16, 2018 meeting minutes, seconded by Mary Jean Jakubowski. Motion passed unanimously.</td>
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<td>3. Accounting Mgr/Treasurer's Report</td>
<td>Tim Binga reported that everything was in order and that we are nearly at the end of the fiscal year. Investments are down slightly, but otherwise in line. Debbie reported that although</td>
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they are down on this report, they are both currently rebounding. Debbie has received another update since this board packet was sent. Tim wanted to just mention that we should be thinking about what we will do with the Barclay CD. It is up in March of 2019. The decision was to let the Business and Finance Committee discuss it and get back to the board with recommendations.

4. New Business
   a.) New Patron Organizational Member

**WNYLRC has been working with SLAWNY (School Librarians’ Association of Western New York) for a while now. They have held meetings here at WNYLRC and would like to hold co-sponsored workshops in the future. We have also had discussions with them on the CTLE (Continuing Teacher and Leader Education). They would be joining WNYLRC as a patron organizational member.**

**Lindsay Delaney asked for a motion to accept SLAWNY as a patron organizational member of WNYLRC.**

**Heidi Julian made a motion to accept SLAWNY as a patron organizational member of WNYLRC, seconded by Tim Binga. All in favor, with one abstention, Alicia Thompson.**

5. Executive Director’s Report

**Sheryl informed the board that Matt Sajecki has resigned his position here at WNYLRC. Sheryl has investigated the best way to proceed, and has contracted with Lighthouse Technology Services to do an assessment here. They also do recruiting, so they will be sending us individuals that they feel can meet our needs. Sheryl thinks that possibly a hybrid situation would work. Lighthouse to work on the network and a person with programming skills to do coding. Eli Guinnee suggested reaching out to Matt Koeppel, who used to work for one of the NY3rs councils. Apparently, the funding that supported his current job was cut and he is available. There was a special libraries meeting to assess the feasibility of an archival position here at WNYLRC. There was a lot of information exchanged. The plan now is to have an assistant work**
under Heidi Ziemer. Sheryl leaves for ALA tomorrow. Sheryl doesn't always feel that the programming is worthwhile, but feels obligated to attend as she is on boards/committees. She will be coming off the ASLA board, but will be starting on the Financial Planning Committee. There was a conference call this morning with DLD regarding the RBDB regs. They were last updated in 2005. Currently, these regs are very restrictive and that means it is problematic for programming. Other systems, including the publics, are less restrictive.

6. Old Business
   a.) Member Bylaws Review
      Sheryl reported that the Executive Committee had already looked at the bylaws. Sheryl looked at the regs in the law as used language from the regs to make changes in the membership bylaws. She went over all the changes that were made. There was one typo pointed out. Sheryl asked the Ask the Lawyer attorney, Stephanie Cole Adams to review our Employee Handbook from a legal standpoint. She wanted to make sure we were complying with federal and state laws. After Stephanie gave her recommendations, the handbook was reviewed by the Personnel Committee. Sheryl asked if there were any questions. Eli Guinnee asked why in one  

| Lindsay Delaney asked for a motion to accept the revised WNYLRC Bylaws of Members. | Discussion ensued. One of the portions that Sheryl did clarify was the sharing of resources. There have been conversations in the past regarding institutions that charge for their resources. The wording that will be in the new bylaws, "to the extent possible", will at least give them some leeway. Many member organizations do not have the final word within their institutions regarding the issue of charging for resources. |

| Heidi Julian made a motion to accept the revised WNYLRC Bylaws of Members, seconded by Eli Guinnee. Motion passed unanimously. | |

| Sheryl will ask Stephanie the reason and get back to the board. If it has no significance, it will just be removed. | |

Discussion ensued. Eli Guinnee asked why the distinction was made regarding 30 miles outside of Erie county. The board also discussed a cap on meals and regional per diems. Tim Binga
place. Now, the Employee Handbook will be renamed to include the Administrative Policies that are also contained there. Eli also extended a thank you to whoever worked on this revision. Good job.

Lindsay Delaney asked for a motion to accept the revised WNYLRC Employee Handbook and Administrative Policies.

stated that it would be more work to calculate out the accepted rate in different regions. Common sense should be applied when traveling and ordering meals. Sheryl was also asked a whether WNYLRC pays for alcohol. We do not.

Heidi Julian made a motion to accept the revised WNYLRC Employee Handbook and Administrative Policies, seconded by Eli Guinnee. Motion passed unanimously.

7. Other Business

There was no other business.

9. Announcements

Sheryl reminded the board members that the September board meeting will be held the same day as the Annual Meeting of the Membership, Thursday, Sept. 20th. It will be earlier in the day at the same venue, Niagara Crossings Hotel & Spa, in Lewiston.

Sheryl will confirm the time of the meeting and get back to the board.

10. Adjournment

Lindsay Delaney asked for a motion to adjourn. The meeting was adjourned at 3:05 pm.

Heidi Julian made a motion to adjourn, seconded by Mary Jean Jakubowski. Motion passed unanimously.