Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

ATTENDING: Alicia Thompson (Erie 1 BOCES, SLS), Kristine Kasbohm (Canisius College), Justin Cronise (SUNY Erie), John Hood (Ecology & Environment), Charles Lyons (SUNY-Buffalo State), Jeannine Doyle (BECPL), Lisa Erickson (Nioga Library System), Paul Cieslik (Lipsitz, Green et. al) Heidi Julien (UB/LIS), Deborah Chiarella (UB, HSL), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC)

EXCUSED: Michael Cambria (Buffalo School Library System), Valle Blair (Chautauqua Cattaraugus Library System), Timothy Binga (Center for Inquiry Library)

ON POLYCOM: Lindsay Delaney (Orleans Niagara BOCES SLS)

ABSENT:

GUESTS: Marc Panaro, The Legend Group

DATE: Wednesday, January 9, 2019 2:30 pm

LOCATION: WNYLRC

RECORDED BY: Pat Klaybor (WNYLRC)

MINUTES/DISCUSSION RECORD

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<th>TOPIC</th>
<th>DISCUSSION/CONCLUSIONS</th>
<th>RECOMMENDATIONS/ACTION/EVALUATION/FOLLOW-UP</th>
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<td>1. Call to Order</td>
<td>Charles Lyons called the meeting to order at 2:40 pm.</td>
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<td>2. Investments - Marc Panaro</td>
<td>Marc Panaro went over WNYLRC investment portfolio and answered questions from the board members. The Barclay CD was also discussed. We need to make a decision on this in March of 2019. Debbie Porter informed the board that she had contacted Mary Carol at M &amp; T Bank and they can put the funds into a money market until we decide what to do. Charles Lyons asked if this was a board decision or a committee discussion ensued regarding the ethics of funds. Heidi Julien raised the question, citing her objection to investment in Philip Morris. We did discuss this before and the issue of imposing various opinions on our investments was raised. Marc Panaro can furnish WNYLRC with a list of socially responsible funds.</td>
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decision. Sheryl explained that the Business and Finance Committee meets first, then makes their recommendation to the entire board. A vote is then taken.

There will be a meeting or conference call for the Business and Finance Committee set up prior to the next scheduled Board Meeting in March.

3. Approval - November 2018 Meeting Minutes
Charles Lyons asked for a motion to accept the November 14, 2018 meeting minutes.

John Hood made a motion to accept the November 14, 2018 meeting minutes, seconded by Jeannine Doyle. Motion passed unanimously.

4. Accounting Mgr/Treasurer's Report
Debbie Porter gave the report, as Tim Binga was not in attendance at this meeting. She reported that all state monies have been received. She cited some of the budget lines and gave explanations for some totals including the Worker’s Comp overage in line 4400-00 and the fact that the internal percentage received was only at 11% because the membership dues were just sent. Debbie did not have the investment balances to include in this report, so the balances are the same as the previous report. We newly received from Legend Group a current financial reporting from Marc Panaro, but we do not have the Community Foundation information.

5. New Business
a.) Anticipated and Recurring Agenda Items
Sheryl went over the Anticipated & Recurring Agenda Items handout, so everyone is familiar with the scheduled items requiring the Board’s attention in 2019. She pointed out that the Board nominations really do need to be completed by May 1st, as the Annual Meeting will be held earlier again this year.

The next Strategic Plan is due in March of 2021. She is bringing this to Board’s attention early, since the last one took eighteen months to complete. WNYLRC will need to put funds aside if we are going to utilize a strategic planning consultant. Currently, ESLN is using Margaret Sullivan Studios. This consulting firm helped Peter Bromberg (Salt Lake
c.) Board Committees

City Public Library) with their strategic plan, which was featured in Library Journal. We will also need a Strategic Planning Committee to help with the process. For now, Sheryl is asking to allocate $25,000 in the 2019-2020 budget to hire a consultant. She was asked if she would like a formal vote on this item and she did.

**Charles Lyons asked for a motion to include in the 2019-2020 budget $25,000 to be used for a consultant to assist with the strategic planning process.**

Sheryl reviewed all the board committees, with some of the changes that have already been made, due to the incoming board officers. These members automatically serve on certain committees. At this time of year, Sheryl always gives board members the opportunity to decide which committee they would like to be part of.

The updates are as follows:
- Executive Committee- Justin Cronise was added. He was overlooked when we revised the list. He is the President-Elect for 2020.
- Business and Finance Committee- John Hood was added.
- Nominating Committee- Charles Lyons was taken off, as he is the President this year and Kristine Kasbohm was added.
- Personnel Committee- Heidi Julien and Jeannine Doyle were added.
- Strategic Planning and Marketing Committee- Justin Cronise was added.

Conflict of Interest statements were handed out, signed and collected at the meeting. For anyone not in attendance today or on the Poly-Com, forms will be emailed.

**Alicia Thompson made a motion to include in the 2019-2020 budget $25,000 to be used for a consultant to assist with the strategic planning process, seconded by Justin Cronise. Motion passed unanimously.**

d.) Conflict of Interest Statements

6. Executive Director’s

Sheryl asked if there were any questions on the Executive Director’s
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<th>Report</th>
<th>Report. Since there was nothing that needed clarifying, she went on to report on statewide initiative. First, she informed the board that she is part of the search committee for the new State Librarian. In the beginning, this committee did not have system representation, which was rectified. The first round of meetings will be in February. ESLN is in the process of doing its' Strategic Plan. There will be a statewide digital symposium, probably late 2019, early 2020. It will take place in the Albany area. WNYLRC will be contributing funds though ESLN for this. Ask the Lawyer is extremely popular, there have been 67 questions asked from WNYLRC members, so far. Some board members commented on the service. Lindsay Delaney said the answers were concise, well written. Jeannine Doyle said the responses were excellent. Lisa Erickson has had Stephanie Cole Adams at Nioga for workshops and she does a great job. Eight of the nine councils are using this service. Ask the Business Mentor is not doing as well. We are starting up the Archivist Services Program. This program has been explained to the Board in the past, but just briefly, it is a program to help members with archival services. WNYLRC has hired Jessica Johnson as a sub-contractor and WNYLRC will be subsidizing her payments to make it more affordable for members to contract for archival services. There is a form up on the website available for members to fill out who would be interested in the archival services. This is a trial program that will be re-evaluated in June.</th>
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<td>7. Old Business a.) Staffing Update</td>
<td>Since the discussion involved a personnel issue, Jeannine Doyle strongly suggested that all matters having to do with personnel issues should be conducted in Executive Session. The Executive Director, Sheryl Knab and the HR Director, Debbie Porter</td>
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<td>8. Other Business</td>
<td>Some handouts were given at this meeting including the WNYLRC Board of Trustee Members for 2019. Members were asked to check their contact information for accuracy. Heidi Julien noted that DLIS should be changed to Department of Information Science in her contact info.</td>
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<td>9. Announcements</td>
<td>Dennis Galucki handed out information regarding the upcoming events in his IMAGINE Buffalo Series.</td>
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<td>10. Adjournment</td>
<td>Charles Lyons asked for a motion to adjourn. The meeting was adjourned at 4:05 pm.</td>
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