**Western New York Library Resources Council**  
**Board of Trustees**  

**MINUTES/DISCUSSION RECORD**

**ATTENDING:** Michael Cambria (Buffalo School Library System), Margaret Wells (UB-University Libraries), Ann Tenglund (St. Bonaventure University), Laurie Dean Torrell (Just Buffalo Literary Center), Dean Hendrix (UB-UL), Kerrie Wilkes (SUNY Fredonia), Tom Bindeman (Nioga Library System), Barbara Kane (Southwestern High School), Lance Chaffee (Olean Public Library), Timothy Binga (Center for Inquiry Library)

**EXCUSED:** Mary Jean Jakubowski (B&ECPL), Paul Cieslik (Lipsitz, Green et. al), Rose Ann Dulski (Honeywell, Inc.), Dr. Heidi Julien (UB/DLIS), Lindsay Webb (Orleans-Niagara BOCES)

**ON POLYCOM UNIT:** Merri Carol Hall (M & T Securities, Inc.)

**ABSENT:**

**GUESTS:** Debbie Porter (WNYLRC)

**DATE:** Tuesday, January 21, 2014  2:30pm  
**LOCATION:** WNYLRC Board Room  
**RECORDED BY:** Pat Klaybor

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<th>TOPIC</th>
<th>DISCUSSION/CONCLUSIONS</th>
<th>RECOMMENDATION ACTION</th>
<th>RESPONSIBILITY &amp; TARGET DATE</th>
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<tr>
<td>1. Call to Order</td>
<td>Tom Bindeman called the meeting to order at 2:34pm and asked for introductions around the table.</td>
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<td>2. Approval of the November 2013 minutes</td>
<td>Tom Bindeman asked for a motion to approve the November 19, 2013 meeting minutes, with corrections noted as follows: the motion contained inside the Executive Session regarding the approval of the Executive Director’s salary increase needs to be put after the Executive Session ends.</td>
<td>Michael Cambria made a motion to approve the November 19, 2013 meeting minutes. Ann Tenglund seconded the motion. Motion unanimously approved. Corrections will be made to the minutes.</td>
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<td>3. Accounting Manager's/ Treasurer Report a.) Investments</td>
<td>Our M &amp; T bank investment brokers were asked to join this board meeting, to explain some of our investment shortfalls. Nick Gentile and Nocole Stymus were here in</td>
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<td>a.) 2014 Agenda Items</td>
<td>person, Merri Carol Hall was on the PolyCom unit. Sheryl informed them that she was a little disappointed with the investment results over the last few months.</td>
<td>Merri Carol assured everyone that the one large loss on the statement was a paper loss and would not be realized unless the fund shares were being sold. She also explained what happens in certain markets, the correlation between stocks and bonds and the conservative rate at which WNYLRC chose to invest. Discussion ensued on various topics including the actual investment policy, whether some money should be moved and whether we are locked into a certain set of investments. Currently, we are maintaining a 5% ROI, which is what the original goal was as stated in our investment policy.</td>
<td>It was decided to remain on this course, in keeping with the goal of long term growth with low risk options.</td>
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<td>b.) Financials</td>
<td>In Rose Ann Dulski’s absence, Debbie Porter reviewed the financial statements for the board. She pointed out that the General Fund was at 49%, and 12/31/13 was halfway through the year. RBDB 2013 is at 91% and she will soon close out the year. She also explained the E-Rate discount figures. In past years, the discount was received once a year &amp; Debbie has now requested it in monthly payments, so there is an overlap this year. In the HLSP account, she explained that it looks like the hospitals have underspent their budgets, but that’s because the HUBNET invoice has not been received yet and the remaining balances are used for that.</td>
<td>There are some handouts this meeting including the 2014 agenda items, the meeting dates, and the contact information for all Board members that are intended to update each board member’s board book. Sheryl requested that each member update their individual books. She then went over the agenda items and pointed out that this is the year we will be doing our Health Care Review. So far, the proposed rates seem to be lower except for the family plan. A new plan, single parent with children has been added. We have been informed that we will no longer have the option of choosing to add riders. This will be a transitional year, with many of the Independent Health plans comparing</td>
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b.) 2014 Board Officers

- Sheryl suggested that this committee start the review process, after WNYLRC staff gathers as much information as possible to assist the committee.
- She has also requested that the nomination committee start gathering their information in May, not June/July because if the process is delayed, then the information is not ready for the board packets that are mailed in September.
- The Board of Trustees Officer Candidates was provided to all the board members. The Board Officer Candidates for 2014 are as follows:
  - Tom Bindeman- President
  - Kerrie Wilkes-Vice President, President Elect
  - Secretary-Margaret Wells
  - Treasurer-Rose Ann Dulski

  **Tom Bindeman asked for a motion to approve the slate of board candidates for 2014.**

Ann Tenglund made a motion to approve the slate of board candidates for 2014. Margaret Wells seconded the motion. Motion unanimously approved.

- Sheryl also asked at this time if anyone is interested in shadowing Rose Ann Dulski’s Treasurer position with the intention of becoming WNYLRC’s Treasurer in 2015. Rose Ann can no longer hold this position, as her term of office expires in 2014.

- Tom Bindeman informed the board that he has received Dagobert Soergel’s resignation letter from the WNYLRC Board of Trustees.

  **Tom Bindeman asked for a motion to approve the resignation of Dagobert Soergel.**

Ann Tenglund made a motion to approve the resignation of Dagobert Soergel. Lance Chaffee seconded the motion. Motion unanimously approved.

- Tom Bindeman will send a letter to Dagobert Soergel accepting his resignation and thanking him for...
d.) RBDB Grants

| Approve the resignation of Dagobert Soergel. | Seconded the motion. Motion unanimously approved. | Tim Binga made a motion to accept Dr. Heidi Julien as Dagobert Soergel's replacement. Kerrie Wilkes seconded the motion. Motion unanimously approved. |
| Dr Heidi Julien (DLIS Chair) will be completing Dagobert Soergel’s term of office. | | **his service to the WNYLRC Board of Trustees.** |

**Tom Bindeman asked for a motion to accept Dr. Heidi Julien as Dagobert Soergel’s replacement.**

**Tom Bindeman informed the board members that the RBDB Grant Proposals will be voted on individually. Before the votes were taken, Sheryl went over the grants proposals individually and clarified them.**

The RBDB grants have been previewed by an independent group of grant readers (list provided) and the proposed grants and funding levels have been vetted and approved by the Regional Advisory Committee (RAC) which oversees WNYLRC’s RBDB funding.

**The 2014 RBDB Grant Proposals are as follows:**

1. Buffalo & Erie County Public Library: “Digitization of Buffalo City Directories1894-1903”
   - Requested: $20,059.00
   - Funded: $0
   - Sheryl did call some of the possible recipients, including Mary Jean Jakubowski, when funding levels were going to be lower than anticipated or non-existent. This is the third request to fund these directories, with one prior request receiving full funding and the second partial (two thirds of request) funding. Mary Jean informed Sheryl that there was a possibility of receiving funding elsewhere.

   **Tom Bindeman asked for a motion to approve the BECPL: “Digitization of**

   **Tim Binga made a motion to approve the BECPL: “Digitization**
2. Buffalo & Erie County Public Library: “Digitization of Historical Local Newspaper: Island Dispatch”
Requested: $14,018.00
Funded: $9,000.00

Tom Bindeman asked for a motion to approve the BECPL: “Digitization of Historical Local Newspaper: Island Dispatch” funding of $9,000.00.

There has been a priority placed on the digitization of newspapers in the RBDB 2014 member grant guidelines. The newspapers have very high view rates on NY Heritage, unfortunately there is only $30,000 total for RBDB projects this year. This is the third phase of digitization of this newspaper.

Margaret Wells made a motion to approve the BECPL: “Digitization of Historical Local Newspaper: Island Dispatch” partial funding. Ann Tenglund seconded the motion. Motion approved.

For this funding request, Sheryl spoke to Eli Guinee (CCLS Director) to explain the circumstances of partial funding and encouraged him to locate additional funding to complete the project.

Barbara Kane made a motion to approve the Chautauqua-Cattaraugus Library System: “Portville Historic Newspapers Digitization Project” partial funding of $9,000.00.

Michael Cambria seconded the motion. Motion passed with one abstention, Lance Chaffee.

Sheryl commented that the reading team thought that this was an interesting collection to digitize and would be a huge draw for history buffs and researchers.
Tom Bindeman asked for a motion to approve the Nioga Library System/Niagara Falls Public Library: “Through the River and Over the Falls: Stories and Photographs of Niagara Falls Daredevils” full funding proposal.

5. University at Buffalo: “Local Women’s History Portal, Phase Two: Junior League of Buffalo”
Requested: $6,680.00
Funded: $6,680.00

Tom Bindeman asked for a motion to approve the University at Buffalo: “Local Women’s History Portal, Phase Two: Junior League of Buffalo” full funding proposal.

Requested: $10,400.00
Funded: $2,338.00

Tom Bindeman asked for a motion to approve the University at Buffalo: “Collaborative Remote Storage in WNY: Part 3 (Empire Shared Collection Program: Last copy Monographs Phase)” partial funding of $2,338.00.

Margaret Wells made a motion to approve the Nioga Library System/Niagara Falls Public Library: “Through the River and Over the Falls: Stories and Photographs of Niagara Falls Daredevils” full funding proposal. Kerrie Wilkes seconded the motion. Motion passed with one abstention, Tom Bindeman.

The Junior League of Buffalo has the distinguished history of being one of the earliest women’s clubs in the US and the reading team felt it was a very worthwhile digitization project.

Ann Tenglund made a motion to approve the University at Buffalo: “Local Women’s History Portal, Phase Two: Junior League of Buffalo” full funding proposal. Michael Cambria seconded the motion. Motion passed with two abstention votes, Margaret Wells and Dean Hendrix.

Sheryl also spoke to Karen Senglaup regarding the partial funding that will be received. This project has also received multi-year funding. (2012, 2013)

Kerrie Wilkes made a motion to approve the University at Buffalo: “Collaborative Remote Storage in WNY: Part 3 (Empire Shared Collection Program: Last copy Monographs Phase)” partial funding of $2,338.00. Lance Chaffee seconded the motion. Motion passed with two abstention votes, Margaret Wells and Dean Hendrix.
<p>| e.) Review-Board of Trustee Committees | The board committee membership was reviewed, changes were noted and updated copies will be passed out at the next board meeting. | Some changes that were made include the following: On the Executive Committee, Dean Hendrix will be replaced by Kerrie Wilkes, as she is the Vice President/President-Elect. On the Nominating Committee, the opposite, Kerrie Wilkes will be replaced by Dean Hendrix. There was also a discussion regarding the The Strategic Planning and Marketing Committee. This is not a particularly active committee, but there will probably be at least a conference call this spring. | Changes will be made to the committee roster and handed out at the next meeting. |
| f.) Conflict of Interest | Conflict of Interest statements were explained, handed out, signed and returned to be kept on file for one year. | |
| g.) 2013-2014 CCDA Plan | Sheryl explained the guidelines for CCDA and how the NY3Rs are responsible for the administration of this program. Bryant &amp; Stratton College and ITT-Technical Institute are not eligible for CCDA monies. Included in the CCDA report were the individual grants that were awarded to each institution. The CCDA plan is developed using the data provided in the CCDA application by each eligible library. The CCDA plan is posted on the website. | |
| 5. Executive Director's Report | There are some issues with the New York Heritage site that Kerrie Wilkes brought to light. Many of the collections cannot be viewed by name only by the institution that holds them. Kerrie feels that this is a problem because the end users usually do not know which institution holds a particular collection. Lance Chaffee concurred that his institution’s collections seem buried too. Sheryl commented that three years ago, when the six councils moved to single license, the decision had to be made to | Discussion ensued. Sheryl and Kerrie agreed to meet with Janelle Toner, who is now in charge of New York Heritage, to see if they can find some solutions to this problem. |</p>
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<th>6. Old Business</th>
<th>contain collections by institution because of CONTENTdm’s collection limit of 600. The “institutional bucket” vs “collection bucket” in the CONTENTdm software makes it difficult to search by a distinct collection. Also Sheryl handed out a Professional development chart with the ROI for members. She explained that Jaclyn had done this chart and also reminded them that Janelle Toner will be taking over the Professional Development component as well as her duties with NY Heritage.</th>
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<tr>
<td>6. Old Business</td>
<td>Discussion ensued regarding this chart. Both Dean Hendrix and Margaret Wells offered suggestions before using as a marketing tool to our member libraries. They felt that the chart should be reworked with the spent columns prorated by the number of attendees. This would give a more accurate ROI.</td>
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<td>a.) Building and Grounds Committee</td>
<td>Sheryl asked if there were any questions on the proposed floor plan that was included in the board packet. She also explained that she is still waiting for pricing. We cannot move ahead without a cost. Because the floor plan was confusing to some board members, Sheryl explained the new layout, including the portions of the raised floors that will now be removed and the “suite space” that will include sound proofing. Also, handicap parking was discussed.</td>
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<td>7. Other Business</td>
<td>Kerrie Wilkes asked about the HLSP Marketing book. She thought from the November discussion and meeting minutes that is was to be re-presented at this meeting.</td>
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<td>7. Other Business</td>
<td>Sheryl explained that the presentation is not quite ready and will be part of the Board’s March meeting agenda.</td>
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<td>8. Announcements</td>
<td>Tom Bindeman would like to see the board more involved in “legislative education”. He reminded everyone that Advocacy Day is 2/26/14, but that this is actually a year round process. He suggested writing to your legislators (not email), writing thank you notes if there are increases and letting your feeling known if there are no increases. Also, joining the PAC will help us all speak with one voice.</td>
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<td>8. Announcements</td>
<td>Tom would also like to see the board meeting moved around to different institutions. Tim Binga has volunteered to host the March 25, 2014 meeting at the Center for Inquiry Libraries. We will probably meet slightly earlier so that Tim could offer a tour of his facility to the board members. Tom would also like to see some...</td>
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of the meetings held in the northern counties and the Southern Tier. Possibly holding the June meeting at a board member’s institution in Cattaraugus or Chautauqua counties. He also mentioned perhaps just doing a regional tour during the summer months when no board meetings are held, to familiarize board members with WNYLRC’s entire service area.

Tom also mentioned a call that came through the AskUs 24/7 service regarding a bomb threat. The call bounced through multiple IP addresses including AskUs 24/7, Nioga, Pennsylvania, Florida and Maryland. He commented that Jaclyn McKewan, the librarian here at WNYLRC who is the project manager for the service, handled the situation very well.

Sheryl handed out new board roster for 2014. Please get back to us with corrections. Sheryl announced that one of the five task groups of the I2NY (E-resources) sent a draft manifesto but didn’t receive any feedback. Possibly the email wasn’t received, so she will re-send it to everyone.

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<th>Kerrie Wilkes’s title has changed.</th>
<th>Corrections to the roster will be made.</th>
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9. Adjournment

**Tom Bindeman asked for a motion to adjourn.**
Meeting adjourned at 4:17 pm.

**Ann Tenglund made a motion to adjourn.** Lance Chaffee seconded the motion. Motion unanimously approved.