

MINUTES
SUNYLA Executive Board/Council Meeting
Friday, March 26, 1999
11:00am – 3:00pm
232-233 Hewitt Union, SUNY Oswego

1. Approval of the Minutes.

Unofficial Minutes of the November 20, 1998 Board/Council meeting were APPROVED with two corrections: 1) correction in section 5.2, as already noted in the Unofficial Minutes, and 2) insertion of Laura Cohen's Web Page Committee report, which had been omitted.

2. Announcements, correspondence, appointments.

Bill Drew: Morrisville has hired a new librarian, Laurie Cuthbert; also the College has become a ThinkPad™ Campus, and the library is home to a spiffy new "cyberlounge."

Barb Greil: Alfred has been able to rehire a librarian (name?) who has worked for them in the past.

Marianne Eimer: Fredonia is seeking a new director. See the College web page (www.fredonia.edu/library/) for job description and other details.

Cathy Reed: Oswego has added librarian Wendy Ackerman to its staff, and is also conducting a search for a new director.

Laura Cohen: Albany is the midst of the interview process for staff for its new science library.

Holly Chambers (Potsdam): would like to hear from folks with experience with proxy servers.

3. Officers' Reports

3.1 President

Bill Drew stressed the need for activism and advocacy with respect to the SUNYConnect initiative, recent actions by the SUNY trustees, etc. Congratulations to Kate Majewski on winning grant support to attend an OCLC metadata workshop. Please send items for the Newsletter to Kathleen McGriff Powers ASAP.

Request for funds to support his and Mark Smith's attendance at the SCLD conference April 28:
APPROVED.

3.2 First Vice-President

Mark Smith presented the Nominating Committee's slate for the upcoming election:

First Vice-President Julie Wash (Brockport)
Second Vice-President/ Deborah Emerson (Monroe CC)
Conference Chair
Treasurer Hilary Sternberg (Buffalo State)

If Julie is elected, a replacement will need to be appointed to finish the second half of her term as Secretary. Anyone interested?

Ballots will be sent to Mark since Julie is on the ballot. He and Barb Greil will count them.

Mark offered to step down as FACT Liaison when he becomes President. Bill saw no problem with Mark continuing in that capacity if he's willing. No objections from the Board or Council.

3.3 Second Vice-President/Conference Chair

Joyce Miller presented a draft of the Brochure and a statement of the "Guidelines Regarding...Expenses..." for the Annual Conference.

She also requested an additional \$2000 subsidy for speakers' fees, if needed. APPROVED.

Deborah Curry urged that the non-member conference rate should be higher than the member rate by MORE than the membership dues. (Have I got that right?)

A discussion of the costs to the Association and rates charged to attendees for food, speakers, boat ride/dinner followed, leading to the question of what level the conference fee should be set at.

Natalie Sturr argued for keeping the fees as low as possible, thereby returning some of the Association's surplus funds to the membership. Judith Adams-Volpe pointed out the problems of having the fee fluctuate too much from year to year. The Conference Committee will be taking these and other points raised into consideration when it finalizes the rates.

Those planning on attending the Conference should plan ahead more than usual, as accommodations will have to be found and reservations made at local hotels, motels and B&B's. Lodging info can be found on the Conference web site.

Officers and Committee Chairs are asked to send their annual reports to Joyce by May 15 so those documents can be included in the Conference packets.

Bill emphasized the importance of attendance at the Board/Council meeting held during the Conference.

3.4 Secretary

No report.

3.5 Treasurer

Hilary Sternberg reported that for the period 7/1/98 through 3/25/99 Association total cash inflow was \$7095 (\$5595 from membership and \$1500 seed money returned from '98 Conference). Total outflow for the period was \$5635.10, making income less expenses \$1459.90. Association net worth as of 3/25/99 is \$18,280.77.

Hilary pointed out that last year's conference, like many others recently, made money, which should be returned to the membership in some form. She also reminded folks who have had their requests for funding approved that they must still send her a written request, receipts or other documentation when the funds are actually needed.

4. New Business

4.1 Request Support for Survey

Cathy Reed of Oswego distributed draft copies of the survey "Access to Materials in SUNY Libraries" which she and Nedra Peterson would like to conduct with Association endorsement and support. She also asked for suggestions for additions or changes to the survey document.

Discussion followed regarding why SUNYLA should support the survey and what will happen to the survey data and report of findings. Bill Drew pointed out value of such data in both advocating and planning for SUNYConnect. Judith Adams-Volpe suggested adding questions regarding authentication of remote users.

A motion to support the survey by lending SUNYLA name and stationery in return for access to the raw data and survey report was APPROVED.

4.2 SUNYLA Newsletter

Bill pointed out that Kathleen McGriff Powers is still editor of the newsletter and Chair of the Publications and Communications Committee until after the Annual Conference. Submissions to the newsletter should be made to her. He also suggested that we need to consider what we want the newsletter to be: focused mainly on campus and Association news items or encompassing broader issues and features.

Natalie Sturr raised the question of where the newsletter begins and the listserv ends. Deborah Curry and Holly Chambers spoke in favor of keeping the print newsletter, as it offers something more permanent and coherent that can't be gotten piecemeal on the listserv. Further discussion recognized that while formal full-length articles may not be practical, shorter opinion pieces, descriptions of current projects, "how-we-do(did)-it" items and biographical features on new members/staffers would be possibilities of interest.

4.3 Advocacy with Board of Trustees

Bill distributed copies of his 3 February posting to the list and renewed his call for members to voice their opinions and take public stands on the actions of the SUNY Board and of other politicians that have an impact on the University or libraries. We should be advocating with government officials not only as an organization but as individuals. Legislators in particular need to hear that their constituents are aware and concerned. We need not fear reprisals in renewal, promotion or tenure decisions for exercising this civic responsibility.

Since many of us are not always "on top" of latest developments, the issuing of "action alerts" was suggested as a way to get people more involved.

5. Committee Reports

5.1 Ad Hoc SUNYLA Web Page Committee

Laura Cohen reported on web site usage: main screen has been visited 181 times in the last month, the conference section 71 times and rising; almost every page has received some hits, including, surprisingly, some of the old newsletters. Also, she has converted all the Association's permanent administrative documents to html format, including the Constitution, Bylaws, Manual of Duties and Responsibilities, Expenditure of Funds and Conference Expenses.

Laura raised the possibility of putting the Directory on the web site, preferably as a database. She expects to have the capability to do this in a year or two, but it raises some questions:

- 1) Should it be a Directory of members only?
- 2) Can or should it replace the print version?
- 3) How can we ensure that it will be kept up-to-date?
- 4) Would continuous updating be worth the time and effort?

After some discussion, it was agreed that these questions would be better aired on the listserv.

The Committee has discussed changing the Bylaws to create a permanent Web Manager position in the Association. This person would serve for an indefinite period at the discretion of the Executive Board and would be a voting member of the Board. Motion to place necessary changes to the Constitution and Bylaws on the upcoming election ballot was APPROVED.

5.2 Automation and Information Technology

Dan Kissane reported that the Committee is working on a web page and its listserv is up and running.

5.3 Library Instruction

Nancy Cannon's report:

The Distance Education Team continues compiling the results of a survey of SUNY libraries.

Gretchen Douglas is the new coordinator of the Information Literacy Team. Prue Stelling (Binghamton) and Lee Ann Johst (Oswego) have volunteered to review applicants to the SUNY Immersion program planned for Plattsburgh in July.

The RFP Team has written a draft RFP for a SUNY web-based course in information literacy. The draft is now being reviewed by other SUNY groups.

The Web Page Team will be giving a presentation on the Library Instruction site at the Annual Conference. An impressive number of contributors are involved in creating or updating the various sections of the site.

5.4 Membership Development

Deborah Curry reports that the Association brochure is ready. New members, Delegates and Executive Board members will receive a copy in April. SUNYLA has 50 new members!!! However, only a couple of them have indicated willingness to be featured in the Newsletter, and we'd prefer to have a total of 5. Could the Board and Delegates help identify more? The Committee is requesting \$321.20 to cover the brochure, membership forms and 2 new member gifts to be raffled at the Annual Conference. As always, suggestions for ways to increase membership are welcome.

5.5 Personnel Policies

Jackie Coughlan was unable to attend, but sent the following information through the Secretary:

She has not received all the Salary Survey forms back yet, despite numerous reminders by phone, email and fax. There are 7 institutions that have not responded yet.

Michael Kankiewicz is working on the statistical analysis and expects it to be done by the end of April. After that, the Committee will need to do some additional writing, and then the survey report will be printed.

Bill Drew asked which institutions had not yet responded to the survey. They were not listed in Jackie's message, but some of them were known to people in attendance at this meeting.

5.6 Professional Development

In the course of Carla Hendrix's discussion of the Sylvia Chu scholarship Fund, a motion was made to increase the Fund to \$2000, a jump of \$1700, to encourage more new members to attend the Annual Conference and put some of the budget surplus to good use. APPROVED. Carla will publicize this opportunity on the listserv and mail an announcement to new members.

The Committee is open to suggestions for this year's Friend of SUNYLA Award. Chris Haile was spoken of favorably by many present.

5.7 Publications

Kathleen McGriff Powers was not present but, as Bill pointed out, publications issues had been covered extensively already today.

5.8 Clearinghouse

Candace Merbler sent a printed report which indicated that the Clearinghouse has completed the loan of two documents totaling 12 items, and there have been no new additions to the Clearinghouse collection this report year. "In short—business is very SLOW!!!!!!!!!!!!!!!"

6. Liaison Reports

6.1 Computing Officers' Association

Natalie Sturr reported that the COA Executive Board is reorganizing, using SUNYLA as a model. They are working on various surveys and reports, including one on how technology fees are used around SUNY. The SUNY Technology Conference (??) is scheduled for June 7-9.

6.2 SUNY/OCLC

Kathleen Gundrum reported that SUNY/OCLC becomes Nylink, effective April 1st. The new web page address is <http://nylink.suny.edu>. Phone and fax numbers remain the same.

The new FirstSearch, with many significant changes, including Web-based administrative module and expanded and more visible full text, will be available in Beta version mid-April to early May for staff orientation. Full release is planned for August.

Kathy distributed a list of products with discounts available through the Cooperative Purchasing Program: Lexis/Nexus is coming up for renewal; price will go up slightly, but more content will be added. She also provided a list of training programs and workshops being offered this spring and pointed out that presentations can be arranged locally in addition to these regional ones scheduled in larger cities.

6.3 SUNY/OLIS

No report.

6.4 Union

No report, as David Kreh is involved in negotiations in Albany today.

6.5 Library Automation Steering Group

Mary Beilby reported these items from LASG's March 23rd meeting:

The Group forwarded two new suggested names for itself to Provost Salins. Provost is interested in a closer relationship with a library advisory group such as LASG on matters concerning SUNY Connect.

Carey Hatch, Janet Potter and other members of the Virtual Library Action Group (VLAG?) have been meeting with key members of the Legislature concerning SUNY Connect. Librarians are asked to contact local legislators on the value of SUNY Connect. Key point to link SUNY and SUNY Connect to economic development programs such as JOBS 2K and SMART NY.

SUNY Connect is requesting \$4M of SUNY capital funds for hardware and purchase of databases. This will mean SUNY owns the data, even if vendors later drop older material from their current databases. \$1.5K also requested for planning a storage facility.

Info will be forthcoming on Multilis Y2K compliance. Campuses may need to upgrade their OS software.

SLAM: RFP responses due Mar. 30th. First campuses begin installation in Fall '99. LASG approved the SLAM recommendation that the Evaluation Team recommendation will go directly to Provost Salins to expedite the process. A small implementation group will work on general issues of implementation and will form ad-hoc task groups to deal with specific questions. A charge will be developed for this group. LASG is drafting a letter to Provost Salins asking to fill 4 positions for the implementation after the request had been denied by other administrators.

Mary would like to have someone take over for her as the LASG liaison.

6.6 Faculty Access to Computing Technology

Mark Smith reminded the group that CIT'99 will be held June 9-11 at Utica/Rome (1 week before the SUNYLA Conference). Theme is Supporting Instructional Development: What Really Works. Mark had conference info/registration pamphlets to hand out. They are also available from campus FACT reps and online at the CIT website (<http://cit.suny.edu>).

CIT 2000 will be held at University at Buffalo, tentatively June 13-15 (again the week before SUNYLA).

The committee has again confirmed that use of SCAP funds in campus libraries is permitted if usage conforms to SCAP guidelines. Mark made copies of his March 23 posting to the SUNYLA list on this subject available.

7.0 Old Business

None

Meeting was adjourned at approximately 3:15pm.

Present: Mary Beilby, Laura Cohen, Bern Mulligan, Nancy Stanfill, Cathy Reed, Deborah Curry, Greg Toth, Bill Drew, Joyce Miller, Dan Kissane, Mark Smith, Natak Sturr, Barb Walton, Kathy Gundrum, Hilary Sternberg, Kate Majewski, Carla Hendrix, Doug Welch, Flora Nyland, Ethyl Sheehy, Jim Coan, Judy Adams-Volpe, Gretchen Douglas, Marianne Eimer, Holly Chambers, Barb Greil, Alice Harrington, Nancy Cannon.

Respectfully submitted,
Greg Toth, Secretary Pro-Tem.