

**SUNYLA Board/Council Meeting
Minutes - Corrected Draft of 3/1/00
Nov. 19, 1999**

Schenectady Co. Community College
11 a.m.-3 p.m.

In attendance: Frederick Bauer (Utica), Nancy Cannon (Oneonta), Jim Coan (Oneonta), Laura Cohen (University at Albany), Bill Drew (Morrisville), Marianne Eimer (Fredonia), Carol Anne Germain (University at Albany), Barbara Greil (SUNY College of Technology/Alfred), Elizabeth Gulacsy (Alfred/SUNY Ceramics), Alice Harrington (Monroe), Carla Hendrix (Plattsburgh), Susan Kraat (New Paltz), Candace Merbler (University at Albany), Eileen O'Hara (Brockport), Jill Orner (University at Buffalo), Joyce Miller (Adirondack), Bern Mulligan (Binghamton), Cathy Reed (Oswego), John Schumacher (SUNY/OLIS), Ethel Sheehy (Empire State), Colleen Smith (Cobleskill), Mark Smith (Alfred/SUNY Ceramics), Nancy Stanfill (Albany), Hilary Sternberg (Buffalo State), Julie A. Wash (Brockport), Barbara Walton (Schenectady), Doug Welch (Canton).

Meeting called to order at 11 a.m.

1. Approval of the minutes of the Board/Council meeting of July 30 at SUNY Brockport. M. Smith moved to approve the corrected minutes; B. Drew seconded.

2. Officers' Reports: (Written reports were submitted for most reports.)

2.1 - President - Mark Smith

- Mark thanked SUNYLA members for their enthusiastic response to reviving special interest groups (SIGs); several now have new discussion lists.
- The New York State Library Assistants Assn. thanked SUNYLA for its \$200 donation to their annual conference.
- Mark will serve on the SUNYConnect Library Management System (LMS) Contract Advisory Committee.

As requested by the SUNYLA Board/Council, a letter was sent to Provost Salins on Oct. 4 asking him to adopt the new LMS recommended by OLIS. Upon the request of the SUNYConnect Advisory Committee, a letter was also sent to the provost urging him to approve and implement the SUNYConnect staff proposal as submitted by OLIS.

2.2 - First Vice President - Julie Wash

- Kim Davies from SUNY Geneseo will produce the paper SUNYLA directory. The new issue of the directory was available at this meeting from Nan Pollot; delegates were invited to take one for each SUNYLA member on their campuses.
- Kim Davies and Heather Munger volunteered to create the web page for the SUNYLA Conference in June, 2000.

2.3 - Second Vice President - Debbie Emerson

- Pre-conference workshops so far include a preservation/repair workshop and a grant-writing workshop. Coordinator: Kathleen Delaney.
- Conference sessions: a call for proposals was posted to the SUNYLA-L in mid-November. Several ideas have been suggested following the conference theme, "Looking Back, Looking Forward" Coordinator: Deborah Curry.
- Poster sessions: Call for Proposals sent to SUNYLA-L Nov. 18. Coordinator: Linda Whang.
- Entertainment: a mystery theater event on Thursday June 22, followed by music and dancing.
- Vendor support: requests of donations have been sent by Marianne Eimer and Katie Loomis. Materials can be sent directly to Julie Wash.
- Keynote speaker: Debbie Emerson is contacting several suggested keynote speakers. Hillary Clinton's staff has declined on her behalf. Give any suggestions to Debbie or Julie Wash.
- Finances: Debbie will open a conference checking account next week at HSBC. Both Julie Wash and Debbie will be designated signers.

- As local arrangements chair for SUNYLA 2000, Julie Wash mentioned:

- three recommendations for B&Bs within walking distance of the Brockport campus (list available from your campus delegate).
- Campuses are invited to consider hosting SUNYLA 2001.

2.4 - Secretary - Joyce Miller

- Stationery: 3500 sheets of letterhead and 4000 envelopes were printed by BQP Printing of Glens Falls for \$883.29. If anyone needs stationery, please contact Joyce at Adirondack.

2.5 - Treasurer - Hilary Sternberg

- Cash Flow Report: For 7/1/99 to 11/17/99, total inflow was \$7,943.66 (primarily membership dues); total outflow was \$5,531.83 (for publications, scholarship, supplies, other). Income less expenses is \$2,411.83.
- Net Worth Report: Total assets & net worth: \$17,596.62.

3. OLD BUSINESS

Student memberships - Deborah Curry

Mark summarized the e-mail conversations so far on this topic: a membership category was suggested to accommodate other types of members, such as students. Deborah was not able to attend the meeting but sent a written report proposing that SUNYLA have a designation for students and associates. She suggested:

- New member associate dues would be \$5; \$12 for renewing associate.
- These individuals:

- shall participate in SIGs and standing committees;
- shall not have voting privileges in Council meetings,
- shall not serve as delegates, offers or represent the organization as liaisons to other organizations.

The ensuing discussion covered:

- definition of a member, and
- if associate members would be eligible for Sylvia Chu scholarship or other awards.

Julie Wash said that current bylaws do not exclude students working in SUNY libraries: "Librarians and others working in SUNY Libraries or in the SUNY Central Office of Library Services are eligible for membership."

After discussion, Julie Wash suggested a definition for an associate member: "those who support the SUNYLA mission but do not currently meet the criteria for SUNYLA membership."

A motion to accept this was made by Candace Merbler, seconded by Bill Drew and approved. Changes to the wording of Deborah's proposal was moved by Candace Merbler and seconded by Bill Drew and approved:

- Associate members:

- may participate in SIGs and committees;
- shall not have voting privileges in Council meetings,
- shall not serve as delegates, offers or represent the organization as liaisons to other organizations.

Bill Drew suggested that each committee offering awards (Sylvia Chu, other scholarships) come up with its own eligibility criteria for awards.

4. New Business:

None.

5. Committee Reports:

5.1 - Automation and Information Technologies - Dan Kissane

No report.

5.2 - Library Instruction - Nancy Cannon

The committee has 25 members and three subcommittees: Information Literacy, Distance Education and Library Instruction Web Site. The committee's web page has a new site: "Library Courses for Credit - SUNY and Beyond," created by Kim Davies.

5.3 - Membership Development - Deborah Curry

SUNYLA has 321 members; 21 are new members. Delegates are asked to promote SUNYLA membership in their libraries so we reach the goal of 500 new members.

A new members cocktail event is scheduled for the annual conference. Barbara Walton and Candy Merbler encouraged delegates and category reps to recruit past new members and encourage people to renew.

The committee hopes to start a column in the SUNYLA newsletter.

Deborah proposed wording of a designation for students and associate members; discussed earlier under "Old Business." Julie will post the actual changes to the bylaws; we will vote on the SUNYLAC list to confirm the bylaws changes for the April ballot.

The committee requested \$300 for postage, conference gifts and printing. Candy moved to accept; approved.

5.4 - Personnel Policies - Jacquelyn Coughlan

No formal report, but Barbara Walton reported that the committee is working on the Professional Development survey; give Barbara any ideas.

5.5 - Professional Development - Carol Anne Germain

New members of the committee are: Deborah Bernnard, Yolanda Hollingsworth, Candy Merbler, Jane Verostek and Nancy Williamson.

The committee has five subcommittees: Sylvia Chu Scholarships; Friend of SUNYLA Award, Professional Development Grants, Professional Development Survey and Professional Development Committee web site. The committee has set up a discussion list, PDSUNYLA-L.

Delegates have received flyers for the Friend of SUNYLA Award. The flyer will be added to the SUNYLA web page. Nominations are encouraged; delegates are asked to discuss possible names with their colleagues.

The award is given to a person who supports the mission of SUNYLA; it could be a regional personality, politician or other person. Carla Hendrix would appreciate a brief letter of support describing the nominee's qualifications. Carol Anne will write an article for the newsletter about the award. John Schumacher suggested adding a list of previous recipients and their titles.

The committee's web site is now linked to the SUNYLA page. Yolanda Hollingsworth is the new web manager. The committee gives its thanks to Richie Feinberg, who developed the page.

The committee is planning a personal grant/award writing workshop for the annual conference.

5.6 - Publications & Communications - Jim Coan and Eileen O'Hara

Jim requested \$1000 to pay for the SUNYLA directory printing. Jim and Eileen estimate each issue of the newsletter will cost about \$400, so three issues a year will cost about \$1,200.

Maureen Zajkowski will write the lead article on the new LMS, Ex Libris. Delegates should contact Jim or Eileen if additional copies of the newsletter are needed.

SUNYLA members are invited to contribute articles or ideas. Kim Davies will take over production of the paper directory from Nan Pollot.

SUNY system and legislature members who are involved with library-related committees and projects are being added to the newsletter mailing list.

5.7 - Web Manager - Laura Cohen

Laura presented page hit statistics for October. The main screen of the SUNYLA web site was visited 491 times. Laura said the web page usually experiences a peak number of hits before the conference but it is high now. The newsletter in PDF format had 139 hits.

Laura has received useful updates and correction for the web-based SUNYLA Directory. It was visited 161 times. Students in the SUNY Learning Network are being sent to the directory to use its links to SUNY Library web sites.

5.8 - Clearinghouse - Candace Merbler

The Clearinghouse has received no requests between Sept. 15 and Nov. 15, and has not received many donations. An incentive program to encourage donations will start in mid-January.

A mailing will be sent to delegates to solicit materials.

The list of available documents is now on the SUNYLA web page under the SUNYLA Clearinghouse link, with Candy's email address to make requests easier. It might eventually be possible to send documents electronically or have them available on the web, but for now material will be sent in paper form. It is possible that the decrease in requests is due to so much being available on the web.

5.9 - Ad-Hoc Committee on Advocacy & External Relations - Bill Drew

The committee currently has six members and needs more; anyone interested should contact Bill. The committee meets via e-mail.

The committee has decided to pursue four main issues: inflation monies for state ops libraries not in state ops' 1999-2000 budget; greater and continued support for SUNYConnect; continued support for ALIS, OLIS and Nylink; and SUNY budget. Several other tasks will be pursued also. The committee welcomes input. John Schumacher endorsed the need for this group.

Elaine O'Hara said they will send newsletters to the SUNY Board of Trustees and Higher Education Commission.

Among upcoming activities are: developing an electronic alert service via SUNYLA-L; documenting how library services are affected by lack of a budget and cuts in inflationary monies; developing a method for creating official statements from the SUNYLA Board and Council; and identifying "friends and foes" of SUNY and SUNYLA.

6. Liaison Reports:

6.1 - Nylink - Kathy Gundrum

New FirstSearch: the current FirstSearch interface will stop on Jan. 30. [On Dec. 1, FirstSearch extended the mandatory cutover date to at least June 2000 - JM]

Nylink Cooperative Purchasing Status: Nylink members can receive 25-50% discounts on many non-OCLC products ordered through Nylink. A list of current offerings is on the Nylink web site: <http://nylink.suny.edu>. Many new products and services will be offered in the future, such as Grove's Dictionary of Art, Access Science, and others. New staff members have been added to the Cooperative Purchasing Program: Library Products and Services Manager Walter Bikowitz, and Library Products and Services Assistants Tatiana Sahn and Ann Gunning.

Ballots will be mailed to campuses in early December for the Nylink Advisory Group elections.

Nylink is marking its 25th anniversary in December. Members will receive a special anniversary publication in the mail.

Contact Kathy with any questions about Nylink products, services or programs.

6.2 - SUNY Office of Library and Information Services (OLIS) - John Schumacher

The SLAM Evaluation Team unanimously recommended Ex Libris' ALEPH500 as the new SUNYConnect LMS vendor. It was approved by Provost Salins. Negotiations started with Ex Libris on Nov. 10; the next meeting was set for Nov. 22. Regional meetings to provide general information about the choice of Ex Libris and its implementation are scheduled between Dec. 6 and 13 around the state.

SUNYConnect databases: Gale's Literature Resource Center and Associations Unlimited are available SUNY-wide.

A web-based database survey has been sent out to campuses, asking about electronic database subscriptions. The information will be used to guide the selection of additional SUNYConnect databases.

The SUNYConnect Advisory Council has approved the SUNYConnect financial plan, with the understanding it will be regularly reviewed. It is available at the OLIS web site, a link on the SUNYLA web site.

Ulster Community College's information literacy course was approved as the SUNYConnect Information Literacy course. Ulster's course has been offered through the SUNY Learning Network for several years. It will undergo acceptance testing in Jan. 2000 and be available to all SUNY institutions after that.

SUNY OLIS is awaiting the approval of a position for a staff member to work with SUNY libraries migrating to the SUNYConnect LMS. A job offer was made months ago to a very good candidate. The approval of this job is awaiting a resolution of SUNY budget issues. Also at issue is whether staff should be centralized through SUNY System Administration or decentralized and affiliated with a particular SUNY campus. The consultant's report has not yet been made public. SUNYConnect will not move ahead efficiently without more staff, John said. OLIS appreciates the letters of support from SUNYLA and other groups. John will talk with Bill Drew about advocacy issues.

SUNYergy: SUNY Libraries Working Together, has completed its first year of publication. Issues are available on the OLIS web site.

LAIP is now using authority control services from WLN.

6.3 - United University Professions (UUP) - David Kreh
No report.

6.4 - SUNYConnect Advisory Council (SAC) - Laura Cohen

At its Nov. 2 meeting, SAC appointed working groups to handle contract negotiations with Ex Libris, and adopted the SUNY Connect five-year financial plan, which will be reviewed annually. Final approval is needed from SUNY Central to fund five initial positions to begin implementation of the LMS; five more positions would be requested for next year. SAC also adopted its bylaws. Laura said the SAC group has been a very professional, collegial group who are committed to SUNY; if this will succeed, much of the credit should go to the dedication of this group. Laura will forward a list of the SAC members to SUNYLA-L. Among fundamental issues being discussed are:

- number and location of hubs; Larry Randall will organize a pre-bidders conference for potential hub campuses before the formal RFP is issued.
- determination of the common hardware platform for hosts.

Laura has replaced references to LASG with SUNYConnect Advisory Council in the SUNYLA Bylaws.

6.5 - Faculty Access to Computing Technology (FACT) - Mark Smith

The Conference on Instructional Technologies 2000 will be held May 30-June 1 at University at Buffalo: "New Partners/New Possibilities." Mark encouraged SUNYLA members to participate in the conference; it's a good opportunity to present especially with non-library partners. More information is available on the CIT web site: <http://cit.suny.edu>. The Student Access to Computing Technology (SCAP) funding was cut by \$36,900 in the SUNY budget. Additional cuts are expected before the SUNY Board of Trustees approves the budget.

6.6 - SUNY Computing Officers Association (COA) - Natalie Sturr

Any SUNY employee can subscribe to the COA-L discussion list: send the message SUBSCRIBE COA-L Firstname Lastname to listserv@ls.sysadm.suny.edu.

Natalie reported on two items of interest from the Nov. 4 Fall COA business meetings:

- She spoke at the General COA meeting about the SUNYConnect LMS project. Other computing officers at the meeting showed a good deal of interest.
- COA is forming a technology-related SUNY-wide group to be advocates and an informational forum for technology initiatives at the highest SUNY level. Representatives would come from COA, TOA, EdTOA, SUNYLA, SUNY Central, FACT and other groups. Natalie thinks this is a good opportunity to expand SUNYLA's role in the SUNY technology arena and will benefit SUNYLA, its members and others.

7. Announcements, correspondence, appointments

Bill Drew said 30 people are on the new web page discussion list, including representatives from Cornell and CUNY.

Carla Hendrix said a new patron services librarian, Ravil Veli, has joined the Plattsburgh staff.

Ethyl Sheehy from Empire State said a librarian is now in charge of working with faculty to develop subject directories. The first topic: careers.

Cathy Reed from Oswego said a new education librarian, Barbara Shaffer, has joined the staff.

Hilary Sternberg at Buffalo State has been named Head of Reference.

Barbara Walton will continue as the community colleges category representative.

Mark Smith thanked Barbara Walton and SCCC for hosting the meeting. Next meeting will be held on April 14 at Alfred. Mark can provide lodging information for those wishing to arrive the night before.

Meeting adjourned at 2:21 p.m.