

Minutes - DRAFT
SUNYLA Executive Board/Council meeting
Friday, Sept. 24, 11 a.m. - 3 p.m., at SUNY Oswego

In attendance: Nancy Cannon (Oneonta), Holly Chambers (Potsdam), Jim Coan (Oneonta), Laura Cohen (University at Albany), Jackie Coughlan (Utica), Deborah Curry (Oswego), Kim Davies (Geneseo), Gretchen Douglas (Cortland), Marianne Eimer (Fredonia), Deborah Emerson (Monroe), Carol Anne Germain (University at Albany), Barbara Greil (SUNY College of Technology/Alfred), Elizabeth Galacy (Alfred/SUNY Ceramics), Trish Jones (Geneseo), Dan Kissane (Oneonta), Dave Kreh (Cortland), Sharon Malecki (Finger Lakes), Candace Merbler (University at Albany), Jennifer Quigley (Brockport), Jill Ortner (University at Buffalo), Joyce Miller (Adirondack), Bern Mulligan (Binghamton), Flora Nyland (ESF - Syracuse), Cathy Reed (Oswego), Mark Smith (Alfred/SUNY Ceramics), Hilary Sternberg (Buffalo State), Natalie Sturr (Oswego), Julie A.Wash (Brockport), Doug Welch (Canton).

Meeting called to order at 11:15 a.m.

1. **Approval of the minutes** of the Board/Council meeting of July 30 at SUNY Brockport

Minutes approved (motion by C. Merbler, seconded by D. Curry). One correction was noted, of the spelling of Kathy Reed's last name.

2. Announcements, correspondence, appointments

Among the announcements:

- Mark Smith congratulated two people at the meeting, Barbara Greil and Joyce Miller, for earning the Chancellor's Award for Excellence in Librarianship this year.

- K. Reed thanked the SUNY libraries responding to the survey on access to library materials. It was answered by 58 of 64 campuses.

- D. Curry said Oswego has a new library director: Mary Beth Bell, formerly at Finger Lakes.

- M. Eimer said Randy Gadikian is the new director.

- Melissa Jadlo, formerly at Binghamton, is the new assistant director at Geneseo, said K. Davies.

- L. Cohen said the new science library at University at Albany opens on Monday, Sept. 27.

- H. Chambers mentioned that renovations will end soon in at SUNY Potsdam.

- T. Jones said Geneseo is adding the first new librarian position in 28 years.

3. Officers' Reports:

3.1 - President - Mark Smith

1. The broad organizational goals for last year are appropriate for this year also. The committees will each work on related committee goals and specific activities.

2. Provost Salins hired the consulting firm KPMG to look at the role of SUNY Central. KPMG did not request to meet with SUNYLA, but did meet with several library-related groups, including SCLD and SUNYConnect. The results are not known yet; perhaps by the end of the month.

3. SCLD: M. Smith asked for feedback to bring to the library directors meeting. He will ask that directors support delegates who attend SUNYLA meetings. H. Chambers expressed concern for a swift announcement of the new library system. L. Cohen suggested we request that the directors endorse the SUNYConnect project. N. Sturr suggested writing a letter to the provost. M. Smith will attend SCLD meeting then discuss this idea with B. Drew of the Ad-Hoc Committee on Advocacy and External Relations and Carey Hatch. L. Cohen said the SUNYConnect Advisory Council (SAC) also is sending a letter.

3.2 - First Vice President - Julie A. Wash

J. Wash would like to have a campus volunteer to host the year 2001 conference, perhaps by our November meeting. As chair of the Nominating Committee, she suggested campus delegates consider running for an office, or see if other SUNYLA members on their campuses are interested.

3.3 - Second Vice President - Debbie Emerson

The theme for the June 21-23, 2000 conference will be: "Looking Back, Looking Forward: Bridging the Millennia." The Program Planning Committee posted a request for keynote speaker ideas on SUNYLA-L. The conference format will be similar to past years. Ideas for pre-conference and conference sessions include for the pre-conference: preservation, instructional communication, SUNYLA history, grant-writing; for sessions, information literacy, futuristic trends, history of BI, NYLink update. A class from University at Buffalo's library school may display a final project as poster sessions. Tentatively, plans are:

- Wed, June 21: pre-conference workshops from 1-5 p.m., SUNYLA Council meeting, then a cocktail party honoring new members, with music;

- Thursday, June 22: keynote address, sessions, lunch/business meeting, poster sessions (not conflicting with other events), afternoon sessions, then a dinner/mystery theater event followed by dancing;

- Friday, June 23: special interest groups (SIGs) will meet, then sessions, and a picnic or box lunch.

The committee is using ideas from the evaluation forms from the 1999 conference. D. Emerson requested \$1500 to open a conference account; H. Sternberg seconded; approved.

3.4 - Secretary - Joyce Miller

The 1999 conference checking account was closed with a total of \$1996.16, which includes the \$2000 subsidy from the SUNYLA general budget for added expenses, such as speaker lodging and the boat ride. In essence, conference costs balanced out to \$3.84.

J. Miller presented three estimates for stationery printing. She recommended BQP Printing for the job. M. Smith seconded; approved.

J. Miller suggested a change to the constitution to reflect an item that was approved at a meeting earlier this year: that the web manager be made a full member of the executive board. D. Kreh said this can be put on the ballot next spring. The Web manager can be a non-voting ex-officio member for this year. J. Miller moved that the constitution be changed so the web manager becomes a full voting member of the board. H. Chambers seconded; approved.

3.5 - Treasurer - Hilary Sternberg

H. Sternberg distributed the annual report of cash flow and net worth, as well as a quarterly report.

She made a motion that if a campus does not pay for a delegate's travel costs to SUNYLA board meetings, that travel costs be paid from the SUNYLA travel budget. This required an executive board vote. M. Smith moved to vote for this; it was approved by the executive board. Delegates should request reimbursement from their own campuses first. Delegates should also make sure to get receipts.

H. Sternberg requested that \$1000 be allotted to the travel budget. B. Greil motioned that travel expenses include an overnight hotel stay if delegate is coming from a distance; C.A. Germain seconded; approved.

4. New Business:

4.1 Category representatives:

D. Curry mentioned that category representatives need to be chosen; these reps also serve on the nominating committee. Delegates from the various categories met and decided on these category reps:

- University Centers: Jill Ortner
- Colleges of Arts & Sciences : Marianne Eimer
- Colleges of Technology/Ag & Techs : B. Greil
- Community Colleges: Barbara Walton
- Health Science Centers/Specialized & Statutory Colleges: Flora Nyland

4.2 Special Interest Groups (SIGs)

J. Quigley asked if there was a special interest group for archivists. F. Nyland said the SIGs include these interest areas: acquisitions, archives/special collections, women's studies, library instruction, authority control, coordinated collection development, interlibrary loan. M. Smith would like to resurrect these informal groups, to discuss issues, problems and ideas in these areas. Thoughts were then contributed by several people: that SIGs meet regularly at the conference, that a link to the SIGs be put on the SUNYLA web page with a contact person, that SIGs be listed on the membership form, and that SIGs have a column in the newsletter, perhaps starting with an article on the various SIGs. J. Coughlan said a chair is usually picked at the annual conference and each group decides when and how to meet. D. Curry said she will post a message to the SUNYLA-L to see who is interested in the various SIGs and will forward the information to L. Cohen for the web page. Hilary asked that delegates pass word on to archivists at each college about the archives SIG.

4.3 Print Version of SUNYLA directory

J. Wash indicated that a new person is needed to do the paper directory that Nan Pollot has been doing. She requested that delegates ask on their campuses if anyone is interested.

5. Committee Reports:

5.1 - Automation and Information Technologies - Dan Kissane

D. Kissane reported that the committee is focusing on small, concrete jobs this year; to facilitate implementing SUNY Connect and the new Library Management System (LMS), to increase the cooperation between campus computer centers and libraries; and to identify unique library collections to consider for digital access. The committee needs volunteers to maintain two websites on the committee's web page: the Discussion Lists and SUNY Statewide Projects and Offices pages. The committee plans to identify library web masters at each campus and post them on a web page if willing. The committee is open to new members.

5.2 - Library Instruction - Nancy Cannon

The group, which has 25 members, has three subcommittees: Distance Education, Information Literacy, and Library Instruction Web Page. The information literacy subcommittee is working on bibliographies. Results of each subcommittee's work will be available on the SUNYLA Library Instruction web page.

5.3 - Membership Development - Deborah Curry

SUNYLA currently has 191 members and three committee members. D. Curry encourages members from community and special colleges to join the committee. The committee will hold a new members cocktail party at the conference, and will do a good deal of outreach to new and non-renewing members. She hopes to reach the goal of 500 members by the annual conference in June; delegates have an important role in encouraging people to become members.

D. Curry suggested we discuss the role of students, retirees, private school librarians, etc. in SUNYLA. Special categories of members could be defined; what they can do would need to be decided; vote, serve on executive board, etc. She will bring the topic back to the committee; the committee will talk about recommending a change in bylaws and constitution in the next meeting. H. Chambers suggested a non-voting category and a student category. D. Curry requested ideas on this topic via email.

5.4 - Personnel Policies - Jacquelyn Coughlan

Last year's project was the SUNYLA Salary Survey, done every two years. Each campus received a copy. A copy was also placed with the archives and the SUNYLA Clearinghouse. This year, activities include an exit survey of librarians leaving SUNY, and a questionnaire on study leaves, sabbatical leaves and reassignments. J. Coughlan said the committee welcomes new members.

5.5 - Professional Development - Carol Anne Germain

Among several goals and objectives this year are: to increase the amount of grant money available; a "train the trainer" session on personal grant writing, perhaps offering a workshop on this as a pre-conference workshop; seek ways to include library graduate school students in the Sylvia Chu scholarships; publicize the committee's web page resources; and provide a web page with information on the Friend of SUNYLA award.

C.A. Germain made three budget requests:

- for \$300 for Friend of SUNYLA (for plaque and associated expenses); seconded by C. Merbler and approved;
- for \$1000 in professional development grants (\$861 spent last year); D. Emerson seconded; approved.
- for \$2000 for Sylvia Chu scholarships (\$1847 last year); G. Douglas seconded; approved.

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

The committee thanks all who contributed to the upcoming issue. A large issue of the newsletter will be published in October. J. Coan requested \$1200 to cover publishing costs; C.A. Germain seconded; approved.

Email submissions to the newsletter are preferred over hard copy submissions. For campuses with no SUNYLA delegates or members, the newsletter will be sent to the director. The committee has a database of all campus addresses and delegates, available to those on the board who may need this.

5.7 - Web Manager - Laura Cohen

L. Cohen has two primary goals this year:

- to mount the web version of the SUNYLA directory on SUNYLA's web site. It will point to the actual staff directories on the campus' web pages, so it is easier to maintain, accurate and current. The paper directory can be used for campuses with no web pages.

- To assist in implementing the domain name "www.sunyla.org". This URL is available. M. Smith suggested authorizing L. Cohen to spend up to \$300 to secure that address. J. Coughlan moved; D. Kissane seconded; approved. The issue was tabled of which host IP address to use.

The web page was visited 372 times in August. The last two issues of the newsletter are in PDF format on the web page. The membership form can be printed from SUNYLA's page. Committees should send L. Cohen their goals; she will post them.

5.8 - Clearinghouse - Candace Merbler

C. Merbler reported that 10 new documents were added and now houses 29 document files. There have been no loans since June. She will create a list on the SUNYLA web page of available document titles by mid-November. She requested that campuses share helpful documents with the Clearinghouse so others may borrow them. She is initiating an incentive program to encourage more people to contribute information to the Clearinghouse. She requested \$250 to cover costs of postage, discs, the incentive program and other expenses. D. Curry seconded; approved.

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

B. Drew, not able to attend the meeting, submitted a written report, read by M. Smith. D. Drew is looking for more members; the committee currently has five members. Among the specific activities are:

- to develop a method to have the executive board give majority approval for "official position" communications to external organizations;

- to identify three areas of concern to advocate in;

- identify two meetings or forums where SUNYLA interests are discussed, and have a SUNYLA member attend and report on the meeting.

Liaison reports -

6.1 - Nylink - Kathy Gundrum - No report

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

J. Schumacher was unable to attend. He submitted a written report:

KPMG was contracted to study the Office of Library and Information Services and the overall technology infrastructure. Arnold Hirshon of NELINET is the library consultant. The study is scheduled to be completed at the end of September.

The SLAM Evaluation Team gave its recommendation for the new SUNYConnect LMS vendor on Aug. 9. It was given to Provost Salins. The choice will be announced after the results of the KPMG study.

The SUNYConnect Advisory Council is finalizing the SUNYConnect financial plan. SUNY OLIS is awaiting the final approval of a job position to work with SUNY libraries migrating to the new LMS. All LAIP sites are Year 2000 ready.

6.3 - United University Professions (UUP) - David Kreh

Contract ratification ballots are due next Monday; Ballots will be counted on Sept. 28. Information on PDQWL funds will be sent out when contract is approved. H. Chambers commended D. Kreh for his tremendous amount of hard work; we gave him a round of applause.

6.4 - SUNYConnect Advisory Council (SAC) - Laura Cohen

Members of the group attended the August 9 formal recommendation for the LMS to Provost Salins. The choice is confidential until the Provost authorizes SAC to contact the vendors. SAC's bylaws are almost done and a five-year financial plan is being created. The group met with consultants KPMG in August.

The group changed its name from LASG Liaison to SUNYConnect Advisory Council Liaison. Since the function is the same, L. Cohen will update the name change in the SUNYLA bylaws.

L. Cohen's request for reimbursement for travel to SAC meetings in Utica was approved.

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

The Conference on Instructional Technologies 2000 (CIT) will be held May 3-June 1, 2000 at University of Buffalo. The theme is "New Partners/New Possibilities." FACT is sponsoring a conference: "Paths to Success through Technology: Interdisciplinary Applications at the Community College," on March 3-4, Suffolk County Community College.

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

The LMS planning team will look into migration and hosts; she and B. Drew are working on it. COA did not meet in September.

7. Old Business:

To follow with better procedure, "Old Business" will be moved to earlier in the agenda in future meetings.

Meeting adjourned at 3 p.m.

Respectfully submitted,

Joyce A. Miller
SUNYLA Secretary