

MINUTES

SUNYLA Board/Council meeting, June 21, 5:30- 7 p.m.
Thompson Conference Center, Suite F
SUNY Brockport

In attendance: Frederick Bauer (Utica/Rome), Nancy Cannon (Oneonta), Holly Chambers (Potsdam), Jim Coan (Oneonta), Laura Cohen (Albany), Deborah Curry (Oswego), Kim Davies (Geneseo), Gretchen Douglas (Cortland), Bill Drew (Morrisville), Marianne Eimer (Fredonia), Debby Emerson (Monroe), Karen Ferington (Niagara), Adrienne Furness (Genesee), Jeanne Galbraith (Stony Brook HSC), Carol Anne Germain (University at Albany), Barbara Greil (College of Technology/Alfred), Elizabeth Gulacsy (Alfred/SUNY Ceramics), Ann Gunning (for Kathy Gundrum, Nylink), Dan Kissane (Oneonta), David Kreh (Cortland), Candace A. Merbler (Albany), Joyce A. Miller (Adirondack), Heather Munger (Buffalo HSC), Bern Mulligan (Binghamton), Flora Nyland (ESF Syracuse), Jennifer Quigley (Brockport), Cathy Reed (Oswego), John Schumacher (OLIS), Mark A. Smith (Alfred/SUNY Ceramics), Hilary Sternberg (Buffalo State), Julie A. Wash (Monroe).

Meeting called to order at 5:35 p.m.

1. Approval of minutes:

Minutes of corrected June 1999 annual meeting at Adirondack Community College were approved. The amended minutes of the Board/Council meeting at Alfred University on April 14, 2000 were approved with one correction: the Ulster information literacy page will be provided through OLIS, not the SUNYLA Library Instruction Committee's web page. Approval of corrected minutes moved by Bill Drew; seconded by Deborah Curry.

2. Officers' Reports:

2.1. President, First Vice President, Second Vice President, Secretary, and Treasurer Reports will be given at the Conference's Business Meeting. Highlights from their written reports:

President's Report: Mark. A. Smith -

Mark's most important goal this year was to identify, develop and strengthen partnerships outside of SUNYLA. We've made excellent progress towards this goal, and heightened our visibility throughout the state. Among the specific major events of the year are: new special interest groups were created and older ones mobilized with more activity and discussion lists; an expanded SUNYLA web site, soon to have its own domain name (www.sunyla.org); enhanced Professional Development opportunities; a new associate membership category; advocacy for SUNY libraries through the Ad-hoc Advocacy Committee; and state VIPs receiving the SUNYLA newsletter. Mark has had positive correspondence with SUNY Provost Salins and incoming Chancellor Robert L. King, who wrote: "I agree with Governor Pataki that we need to pursue a high-tech 'virtual library' at the State University." Also, SUNYLA's collaboration with the SUNY OLIS office is growing.

1st Vice President: Julie A. Wash - The SUNYLA Nominating Committee is pleased to announce the results of the Spring 2000 ballot:

First Vice-president/president elect (two-year term): Gretchen Douglas, SUNY Cortland;

2nd vice-president /conference chair (one-year-term): Jennifer Quigley, SUNY Brockport;

Secretary (two-year term): Kathleen “Katie” Loomis, SUNY Fredonia.

The addition of an associate membership category passed by an 89% margin. The change of membership year to correspond with the SUNYLA fiscal year passed by 87% margin.

2nd

Vice-President/Conference Chair: Debby Emerson – Debby thanked the Program Planning Committee and Local Arrangement Committee members, who each took charge of specific tasks. The theme was “Looking Back, Looking Forward: Bridging the Millennia.” This year, a Friday afternoon picnic lunch offered a chance for attendees to chat further with their colleagues, a new member event offered creative ways to meet other members, and the main entertainment event stayed on campus, with a murder mystery dinner theatre followed by big band music. As planned, the conference deficit will be covered by the SUNYLA treasury.

Secretary: Joyce A. Miller

- Besides the usual secretary duties (coordinating meeting agendas, taking minutes, coordinating the spring ballot), 4000 pieces of SUNYLA stationery (letterhead and envelopes) were ordered this year.

Treasurer: Hilary Sternberg

- In the cash flow report, total inflows were \$9,106.66; total outflows were \$11,476.79. Income less expenses: \$2,370.13. Net worth as of 6/20/00: \$12,814.66.

3. Old Business:

3.1 Web manager as voting member of Exec. Board.

After discussion, it was decided that to enact this, it should be stated in the Constitution and the Bylaws. No vote is needed, since it was approved in the Constitution in April, 1999. The secretary will make any needed editorial changes to bylaws.

4. New Business:

4.1 SUNYLA Clearinghouse Usage - Candace Merbler

Clearinghouse activity has been minimal: few donations and no requests for documents. Perhaps most librarians use handouts on library web sites instead. Should the Clearinghouse be discontinued, or change direction? Dan Kissane suggested that librarians submit documents electronically; the Clearinghouse could link to a page with those documents. Candy will consider these options and talk to SUNYLA web manager Laura Cohen. This item can be discussed at the next SUNYLA Board/Council meeting.

4.2 Location of board meetings - Laura Cohen

Laura proposed that the SUNYLA Board/Council meet at one central location, perhaps at a restaurant. Some librarians mentioned they like to visit other campuses; Laura mentioned we see other campuses during the annual conferences. Meetings formerly alternated between Albany and Syracuse. Julie Wash suggested that, of our four to five meetings a year, we hold the September and November meetings in one central location. The spring meeting could be at a location decided by the president. The annual meeting is at the conference. The summer meeting is

not always held and is usually for the executive board. Deborah Curry will spearhead a look into restaurants in the Syracuse area. Hilary Sternberg mentioned that meetings at a restaurant would most likely be more expensive than those held on campuses.

4.3 Other:

- Hilary Sternberg said the N.Y.S. Library Assistants sent a thank you note for the \$400 donation for their June 14-16 conference in Rochester. SUNYLA had a full-page ad in and was thanked in the conference book.

- Summer meeting: Julie Wash said she hopes to organize an executive board meeting in late July or early August. Executive board members should e-mail Julie with a preference for a date.

- Committee positions: The bylaws state that the president appoints committee chairs each year, Dave Kreh said. Chairs should let the president know of pending openings, Mark A. Smith said. Often a chair will suggest a successor, but Mark would like the process to be more inclusive. To allow the most people to apply for open committee chair positions, it was suggested that the president send an announcement to invite interested applicants. The president may then select the chair from that pool of names.

5. Committee Reports:

5.1 - Automation and Information Technologies - Dan Kissane

The committee helped with the selection of SliCAT representatives. Dan is stepping aside as chair after three years. The committee's web site (from SUNYLA's web site at <http://www.albany.edu/library/sunyla> or directly at <http://www.oneonta.edu/~sunyla/>) links to automation and information technology discussion lists, systems support tools, web development, database vendors, SUNY digitization projects, and SUNY statewide projects and offices, among much other information.

5.2 - Library Instruction - Nancy Cannon

In a written report, Nancy said the committee has 28 members from 18 SUNY libraries, with three subcommittees: Information Literacy, Distance Education and the Library Instruction web site. The committee was represented on the SUNY committee that reviewed the web-based course in information literacy. The web site continues to expand (from SUNYLA's web site at <http://www.albany.edu/library/sunyla/> or directly at <http://library.lib.binghamton.edu/sunyla/>).

5.3 - Membership Development - Deborah Curry

In a written report, Deborah reported we have 409 members. Of that, 52 are new. In 1998-99, SUNYLA has 422 members. Approximately 1/3 of SUNY library directors are members.

We have 57 member delegates representing SUNY institutions around the state. The committee is hosting the new member Opening Cocktail Mixer and a new members drawing. Membership now runs from July 1 to June 30, coinciding with the fiscal year and allowing members to renew at the conference. Delegates will be mailed new membership forms in July. The form will be updated on the web page. The new associate membership category allows library school students and those not affiliated with a SUNY library (such as retirees) to join. Anyone interested in joining the committee may contact Deborah or Julie Wash.

5.4 - Personnel Policies - Jacquelyn Coughlan

In a written report, Jackie said that two SUNYLA Exit Surveys were returned. Less stringent (or no) tenure requirements was among the reasons why these two people decided to make a job change. The Professional Development committee and Personnel Policies Committees are working on a questionnaire to survey opportunities for professional development and study leaves for SUNY librarians. It was distributed via the SUNYLA discussion list. The project should be completed in Fall, 2000.

5.5 - Professional Development - Carol Anne Germain

In a written report that will also be mentioned at the business meeting on June 22, Carol Anne reported several initiatives. Sylvia Chu Scholarships were awarded to eight recipients who will attend this year's SUNYLA conference.

Two choices were made for Friend(s) of SUNYLA awards: The N.Y.S. Library Assistants Association and Maureen Zajkowski, for her role in leading the new Library Management System project. Gerald Burke and Carol Anne will present a pre-conference workshop at the SUNYLA conference, sponsored by the Prof. Dev., committee, on creative grant writing strategies for personal grants. A Professional Development grant was awarded to Elizabeth Young to offset travel expenses to ALA, where she will present a poster session. See the committee's web site for the application form: from SUNYLA's web site at <http://www.albany.edu/library/sunyla/> or directly at <http://www.albany.edu/~puertas/sunyla.htm>. Carol Anne will work with a library school student to develop a grants web page for librarians. The committee, which previously had six members, added nine new members this year.

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

Jim offered a written report and also spoke at the business meeting. The committee published three newsletters in a new schedule. Content was gathered through email, which worked well. Printing and distribution were done at Brockport. After expenses for mailing and printing, the committee anticipates a balance of \$250 from total deposits of \$2200.

In the fall, the committee plans to publish a printed directory of SUNY library staff, led by Kim Davies, new directory editor. The committee is now mailing the newsletter to state government and SUNY system personnel. This has garnered positive feedback, so the mailing list will continue to be extended. The newsletter is also now on the SUNYLA web site, thanks to Laura Cohen's efforts. The committee hopes to continue to improve the design and visual quality of the newsletter. Anyone interested in contributing ideas about publications or in joining the committee may contact co-chairs Jim Coan (Oneonta) or Eileen O'Hara (Brockport).

5.7 - Web Manager - Laura Cohen

At the business/council meeting, Laura asked that funding be approved to purchase the sunyla.org domain name for the organization's Web site from Network Solutions for approximately \$175. There are also less expensive domain name registration sites, but their stability and longevity was not ensured. Motion made by Holly Chambers; seconded by Bill Drew; approved.

In her written report, Laura mentioned that the number of visitors to the SUNYLA web sites is steadily rising. All portions of the site have been visited, though certain pages are more heavily used, such as the directory and conference pages. Laura is now also maintaining the Web version of the SUNYLA directory, linking to library staff directories on the web if available. Laura worked with Deborah Curry to put the membership form on the SUNYLA site so it may be printed and used. Jim Coan provided full-color PDF versions of the newsletters for the

web site.

5.8 - Clearinghouse - Candace Merbler

In a written report, Candy mentioned that 10 new documents were added to the Clearinghouse collection and one loan request was processed. There are 29 active document files in the collection. Titles of all items are in the Clearinghouse's web page on the SUNYLA web page. Email requests may be made from the committee's web site: from SUNYLA's web site at <http://www.albany.edu/library/sunyla/> or directly at <http://www.albany.edu/library/sunyla/clearinghouse.html>. Candy will offer special mementoes to delegates who donate Clearinghouse items.

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

In a written report, Bill said that the group grew from 5 to 10 members. A necessary but frustrating part of advocacy is the need to adopt a "wait and see" attitude on many issues. Among obstacles that make advocacy difficult are the SUNY Board of Trustees attitudes towards faculty, the NYS budget process and exclusion of academic libraries from the proposals put forward State Education Dept. and Board of Regents.

Bill is stepping down as the chair. Julie Wash is developing a SUNY Library database listing state legislature representatives by campus location.

6. Liaison Reports:

6.1 - Nylink - Kathy Gundrum

Ann Gunning reviewed the written report for Nylink from Kathy Gundrum. Nylink executive director Mary-Alice Lynch serves in ex-officio capacity on the SUNY Library Contract Advisory Team (SliCAT), and regularly presents at the SUNY Council of Library Directors Annual Meeting. OLIS and Nylink staff are working on ways to support the migration to ExLibris. To subscribe to the new electronic discussion list Nylink News, visit <http://nylink.suny.edu>. Nylink expanded its cooperative purchasing program, providing discounts to member libraries on electronic and non-electronic resources. Nylink also offered several special programs around the state. The cutover for the New FirstSearch service is this summer. OCLC's CORC (Cooperative Online Resources) project to catalog electronic resources, will be functional in July. The ILL Direct Request Service is greatly expanded. Nylink libraries may use OCLC/WLN's Automated Collection Analysis Services, which can be helpful in budgeting and collection development.

Bill Drew asked if we could get an idea of pricing when product trials are announced. Ann will pass this idea on to Nancy Steele.

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

In his written report, John wrote that the contract with the ExLibris vendor was signed in May 2000. Campuses doing early implementation starting in May 2000 will be: Binghamton, Buffalo (Center), Fredonia, Oswego, Tompkins-Cortland, Stony Brook (Center). Additions to the new SUNYConnect databases are: Gale's Associations Unlimited and the Literature Resource Center, AccuNet/AP Photo Archive. A SUNY-wide license for EZProxy was purchased. The course template was approved for SUNYConnect's Information Literacy course from Ulster C.C. in June 2000.

New staffing was approved; the new person will start in mid-August, working on implementation of Aleph500. Campuses will need a lead person to implement the new LMS. John emphasized it is a major job and a real change to a person's work duties. The library director or

supervisor does need to look at the person's current work duties to see what to change. Libraries will need to appoint a project manager and a backup person. Laura Cohen said a memo of understanding will outline the responsibilities of the campus.

6.3 - United University Professions (UUP) - David Kreh

A flexible medical spending program starts in Jan, 2001, which allots pre-tax dollars to pay for certain medical expenses. Campus UUP or NEA reps should be notified of changes in duties that the LMS project may create, if terms of conditions for employment change. Directors should also be aware of this.

6.4 - SUNYConnect Advisory Council (SAC) - Laura Cohen

This group, formerly the Library Automation Steering Group (LASG), is the official steering committee of the SUNYConnect project. In her written report, Laura mentioned that SAC this year accomplished many tasks: it created its bylaws, recommended to Provost Salins that Ex Libris Aleph500 become the SUNYConnect Library Management System, adopted its financial plan, created ad hoc subcommittees such as the LMS Planning Team and Aleph Configuration Team.

SAC also created a timetable to start LMS implementation. Using results from a survey of SUNY libraries, a group of campuses was identified to participate in the pilot program for the new LMS.

Laura also mentioned that SAC seeks feedback and ideas on how the group communicates or can communicate its activities to SUNY libraries.

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

The 9th annual Conference on Instruction Technologies (CIT) was May 29-June 1 at University at Buffalo. Several SUNYLA members gave papers. Classroom faculty, information technologists and an increasing number of librarians attend the conference. The call for papers and presentations for CIT 2001 (at SUNY Geneseo, May 29-31) will go out in late October.

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

In a written report, Natalie said a major project of COA this year was to work with TOA (Telecommunications) and EdTOA (Educational Technology) to propose a new umbrella organization, "Information Technology Support and Services." SUNYLA would have a representative on this group. The COA proposal and response may be seen at: <http://www.coa.suny.edu>. The SUNY Technology Conference was held in Syracuse, June 5-7, where the SUNYConnect project was mentioned often. Mike Pisa (SUNY Oswego) is the COA representative to the SUNYConnect Advisory Council.

7. Announcements, correspondence, appointments

Several libraries have librarian searches underway: Alfred, Morrisville, Oneonta, Utica Rome, Fredonia, Oswego.

Mark A. Smith thanked everyone for their dedicated work this year and good ideas. He said it was a pleasure to be in a group that works so well together. He appreciates everyone's positive support and efforts.

Meeting adjourned at 6:55 p.m.