

Official Minutes (approved with correction to Sec. 5.1)
SUNYLA Executive Board/Council Meeting
Friday, September 18, 1998
11:00 am -- 3:00 pm
Campus Center Private Dining Room (2nd floor)
SUNY University at Albany

1. The minutes from June 3, 1998 and July 13, 1998 were approved without correction.

2. Announcements, correspondence and appointments

2.1 Introductions around the table.

2.2 Minutes will be posted to the SUNYLA listserv and posted on the SUNYLA web page in a timely fashion. Laura Cohen will announce to the list. Paper copies of draft minutes will still be distributed at the Board/Council meetings.

3. Officer's Reports

3.1 President's Report--Bill Drew

SUNYLA Goals and Objectives for 1998-99

On July 13, 1998 the SUNYLA Executive Board met at SUNY Morrisville College Library. Using the results of the SWOT analysis survey sent out to the SUNYLA-L discussion list the board decided on five goals for the 98-99 year. Each committee has been given the charge of coming up with goals and objectives based on the five SUNYLA goals at <http://www.morrisville.edu/~drewwe/sunyla/goals.html>. Bill received over 100 online responses from the listserv.

Larry Randall, project manager for SUNYConnect (now official name of the SUNY Virtual Library Project) called Bill and said he was pleased to see support for SUNYConnect in our goals. Two areas where SUNYLA may contribute are in defining parameters for the digitized collections pilot project and issues of governance for SUNYConnect. Bill mentioned SCLD also supports ongoing dialogue with SUNYLA and would like to see what roles each committee could play.

3.2 First Vice President--(vacant)

Dr. Gail Staines, as of September 8th, is director of the Western New York Library Resources Council.

3.3 Second Vice President--Joyce Miller

Joyce reported that there are 12 people on the Conference Planning Committee. Conference is planned for June 16-18, 1999 on the campus of Adirondack Community College. Issues/ideas for this year's conference so far include: an update on SUNYConnect, integrating information literacy into the curriculum, technostress, management and more. She called for emails with additional ideas for programming and keynote speakers. Names are being entertained for keynote speaker. A show of hands verified strong support for a boat ride, even though cost (with dinner) could run to \$30/person. Some concern was raised as to overall conference cost with no dorms available at ACC. The committee will follow up on a suggestion to come up with entertainment alternatives in terms of cost from which the Board/Council and Membership could choose and possibly subsidize.

Preference workshops are tentatively: Library Advocacy and Budgeting. Anyone willing to join the Conference Planning Committee is welcome. Contact Joyce Miller. Joyce made a motion for \$1500.00 seed money for the conference, which was seconded by Bill Drew. The motion carried.

3.4 Secretary -- Julie Wash

Julie recommended that all delegates and Executive Board members become members of the SUNYLAC list (exclusively for Executive Board/Council--not for general membership). Any delegate or board member not currently on the list is advised to contact Julie Wash (jwash@po.brockport.edu) or Bill Drew (drewwe@morrisville.edu) for instructions.

3.5 Treasurer -- Hilary Sternberg

Hilary reported the inflow and outflow for 7/1/97 through 6/30/98. The total inflows were \$11,714.89 and total outflows were \$8,023.33. Income less expenses is \$3,691.56. Total Net Worth as of 6/30/98 is \$16,820.87.

Hilary also mentioned copies of Susan Jemison's SUNYLA Annual Conference Report was available. Total profit realized was \$469.78. Also, Kathleen McGriff Powers' Publications Committee report showed a balance of \$1289.90 as of 6/14/98.

Hilary presented that other organizations that offer grants and reimbursement often require original receipts and would like to see SUNYLA follow these procedures for the Sylvia Chu award. Hilary made a motion to for SUNYLA to require original receipts and Bill Drew seconded the motion. Subsequent discussion focused on the possibility that two organizations may require original receipts, and requestor may not be able to provide duplicate originals. Motion was amended by Hilary to request that SUNYLA require original receipts for reimbursement except in hardship cases of partial payment from another entity, where a photocopy of the receipt with a photocopy of other report will be acceptable. Motion was seconded by Deborah Curry. Motion carried.

4. New Business

4.1 (Changed) Election of Category Reps for 4-Year and University Centers

Marianne Eimer of Fredonia was elected as Colleges of Arts and Sciences Category Rep from among the attending 4-year delegates. Bill Drew will contact SUNYLA University delegates via email to try and secure a category rep for the university centers.

4.2 Election of 1st Vice President

Still at the nominating stage, Bill Drew nominated Mark A. Smith of New York State College of Ceramics at Alfred University, and he accepted. No other nominations came forward, but Bill will put out a call on the SUNYLA list for additional nominations to be put forward by Friday, September 25th. Membership chair mentioned that in order to vote, membership must be current.

5. Committee Reports

5.1 (Addition) Ad-Hoc SUNYLA Web Page Committee -- Laura Cohen

Laura mentioned she had links to SUNYLA Liason organizations and had posted as much of the newsletter as was available to the old site. The online directory at <http://www.geneseo.edu/~pollot/sunyla1.html> is updated annually and at times not as accurate as the links maintained at <http://www.albany.edu/library/sunyla/directory/libraries.html>. Laura asked for suggestions about how to maintain currency and put out a call to the membership for links of interest that are beyond individual works. Send suggestions and/or annotations of interesting web sites to Laura at lcohen@albany.edu.

Bill Drew urged each standing SUNYLA committee to have a web presence. An "events and dates" link will be added to the homepage, suggested by J. Coughlan.

A change in Bylaws is necessary to recognize the SUNYLA Web Page Committee. Carla Hendrix volunteered to revise the bylaws and a draft form will be ready by October 30, 1998 for submission to the Council for feedback.

5.2 Automation and Information Technology Committee -- Dan Kissane

Dan mentioned that Larry Randall had contacted him as well. Listserv coming up to speed and objectives and web page are in progress. Dan is starting to work on communications with other groups interested in computer services and/or authentication. Objectives, when completed, will be sent to Bill.

5.3 Library Instruction -- Nancy Cannon

Nancy is the new chair for the committee, which is organized into three working groups. A well-attended presentation, "The SUNYLA Library Instruction Web Site Unveiled," was offered at the SUNYLA conference.

Members: There are currently 16 members from last year. No new volunteers have indicated interest on SUNYLA registrations yet this year, yet. If there are openings as the year progresses (and people withdraw from the committee) a request to fill the void will be posted via SUNYLA-L.

Due to distances separating current members, communication for the committee is through a listserv, and there are no plans for face-to-face meetings. The working groups, coordinated by Nancy Cannon, (now at Oneonta) are listed at <http://library.lib.binghamton.edu/sunyla/> and the Webmaster for the site is Bern Mulligan from Binghamton.

Some of the eight sections on the web page will be undergoing changes in responsibility, as two of the sites were maintained by librarians who have left SUNY, and another is interested in relinquishing responsibility. Nancy will be recruiting for replacements. Six of the sites are housed at Binghamton, two at remote locations; the site is checked for broken links regularly and corrected.

The Information Literacy group, led by Sarah Vasse (Orange County CC) will continue to study and respond to the SCLD Information Literacy Initiative. Sue AnnButwell (Geneseo) created a site: "Curriculum Relevant to the SCLD Information Literacy Initiative" at <http://www.geneseo.edu/~butwell/curriculum.html>. Robert Matthews (HVCC) and Deborah Bernard (SCCC/Albany) of the Distance Education Group have created a survey relating to distance education that will be sent to all SUNY library directors.

Nancy also mentioned that Larry Randall had contacted her, too, and would like an RFP for a web-based course based on the SCLD Information Literacy Initiative. The committee hopes to participate with any interested SUNY institutions in drawing up an RFP for the web-based course. Time frame: November to begin the process, have the RFP ready for January/February 1999.

5.4 Membership Development -- Deborah Curry

Deborah reported there are currently five members: Don Juedes (Albany), Glendora Johnson-Cooper (U- Buffalo), Lee Ann Johst (Oswego), Sally Goodwin (Oneonta) and Deborah Curry, Chair (Oswego). Deborah would like to see some representation from other categories.

As of 9/14, 105 membership forms have been received from the treasurer. New membership forms should have been received, and a complete list of delegates will be posted on the listserv and given to the Secretary. Delegates MUST be members.

The current project is the Brochure. A draft copy was distributed and Deborah asked for feedback (typeface, color, content, etc.) Please direct feedback to dcurry@oswego.edu. An October Syracuse meeting is tentatively planned to finalize the brochure for presentation at the November SUNYLA meeting in Cortland. The committee is also working, via email, on goals re: SUNYLA's proposed objectives.

5.5 Personnel Policies -- Jackie Coughlan

After reporting on the status of the salary survey (hold off till contract is settled was the advice from Judith Adams-Volpe).

Jackie Coughlan stepped in to chair the vacancy in the Personnel Policies Committee. Additional discussion of the salary survey included adding a by-campus breakdown of data. Jackie was amenable to suggestions and Barbara Walton (Schenectady County CC) offered to assemble data on salaries and ranks from the community colleges (which are not included in the survey).

5.6 Professional Development -- Carla Hendrix

The committee has awarded four Professional Development Grants, with a fifth application on hold pending approval of \$52.00 to supplement the \$800.00 from the last fiscal year. Richie Feinberg posted the award winners to the SUNYLA-L:

- 1) Terry Leonard, Plattsburgh, \$150.00, for expenses related to focus groups meetings as part of a thesis project investigating library services at Plattsburgh.
- 2) Michael Huang, Oswego, \$200.00, for expenses related to presenting a paper at the Second Asian Studies Conference in Tokyo on web resources in Asian Studies.
- 3) Nancy Stanfill, Albany, \$200.00, to assist with expenses to attend the annual conference of the American Institute for Conservation in Virginia. She is the preservation librarian at Albany.
- 4) Elizabeth Young, Oswego, \$180.00, to assist with expenses to attend the Cataloging Non-Print Materials workshop at the School of Information Studies, U. of Pittsburgh.

Carla made a motion to ask for \$1600.00 total for the Professional Development Committee (\$300 each for Friend of SUNYLA and Sylvia Chu Scholarship funds, along with \$1000.00 for the Professional Development Grants--up from \$800.00 annually, given the interest). The motion carried. There was discussion about grant recipients "reporting back" to SUNYLA. Carla said the group will work on establishing some reporting system for grant recipients, perhaps a panel or poster session at the annual conference.

5.7 Publications -- Kathleen McGriff Powers (not present)

Deborah Curry reported that the newsletter is "in the works." The deadline was not available. Volunteers for the Publications chair are welcome as this will be Kathleen's last year as chair.

5.8 Clearinghouse -- Candace Merbler (not present)

Bill made a motion for a budget request for \$100.00 for clearinghouse activities. Motion carried. No loans have been made since June 1998, as requests are generated from publication in the newsletter. No new items have been received through September 15, 1998.

Goals and Objectives for 1998-99 for Clearinghouse:

- a) Formation of a Clearinghouse Committee
- b) Provide electronic access to items in the Clearinghouse
- c) Development of a WebPage for Clearinghouse listing documents which are available.

6. Liaison Reports

6.1 COA -- Natalie Sturr

Since July report, COA has had two conference calls (of which Natalie participated in one). Current emphasis is to increase participation within the organization. Listservs are being reorganized and updated. The web page <http://www.esc.edu/personalfac/coa/coa.html> is expanding and including projects of interest to members, including information from a help desk software survey.

6.2 SUNY/OCLC -- Kathy Gundrum

There is a rebate for campuses that signed up for Lexis/Nexis through Solinet from \$1.40/FTE to \$1.23/FTE because of dropped content. Negotiations are ongoing with individual publishers and eventual reinstatement of dropped titles is unclear.

The training calendar for Academic Universe through SUNY/OCLC is available online at <http://sunyoclc.sysadm.suny.edu/trainuse.htm>, and one can register online too. Session locations include: Buffalo, Rochester, Syracuse, Albany and NYC.

OCLC Institute will be offering a hands-on, two-and-a-half day training session entitled "Tools and Concepts for Next Generation Catalogers" on Nov. 16-18 in Springfield, MA. See <http://www.oclc.org/institute/seminar2a.htm> for more information. OCLC member institutions pay \$495.00/person.

SUNY/OCLCs annual meeting will be held December 23rd at the Gideon Putnam in Saratoga. Speakers include: Jay Jordan, CEO of OCLC, Janet Welch, State Librarian, Barbara von Wahlde from Buffalo, and Cerise Oberman from Plattsburgh. Focus is "looking at libraries globally."

FirstSearch statewide pricing is seen as a success. The Electronic Collections Online (ECO) trial will try and duplicate that model. A GaleNet trial is under negotiations. Suggestions for future trials welcome through SUNY/OCLC.

SUNY/OCLC Network is looking to change its name by spring. Send suggestions to Kathy at gundrumk@libmail.sysadm.suny.edu.

6.3 Advanced Learning and Information Services -- John Schumacher

Andrea Weas has left as of September 17th to join the Rochester Regional Library Council. Her position will be replaced. But Larry Randall and Maureen Zajkowski have come on board, as SUNYConnect Project Manager and as the SUNY Library Automation Migration Project Manager, respectively.

40 LAIP libraries now have access to web interface for their catalogs. Non-LAIP libraries have received monies to become obtain Z39.50 servers to level the playing field.

SLAM vendors are being contacted for demonstrations of newer technology. Included so far are DRA, Ameritech, III (Triple I), and Endeavor. The NYS Office of General Services will NOT have a "mini-bid process" approved, so committee will have to go through full RFP process. Recommendation expected May 1999.

SUNYConnect--there are funds in the budget for additional resources--ALIS expects any additional sources will be full-text (not citation-only). Present desires to SLICAT. There is support from SUNY administration and Commissioner Richard P. Mills specifically earmarked monies for SUNYConnect next year--we'll see what happens in the legislature.

OGS VOLUME DISCOUNTS: the OGS contract for library materials needs the OGS contract number in order to qualify for volume discounts.

IAC has agreed to offer training. Watch within the next 1/2 year for details.

6.4 Union -- David Kreh (will not be present)

The UUP team, including David, along with other librarians Jean Dickson and Patricia Bentley were meeting to put together a package for contract preparation. UUP members should look for questionnaires and should provide input at this crucial stage via local chapters.

6.5 Library Automation Steering Group -- Mary Beilby (not present)

Please refer to the website <http://olis.sysadm.suny.edu/scripts/index.idc?dept=lasg> for minutes and summaries. The group is just getting organized under a new chair, Dan Schabert, and the year's goals were posted with the August meeting summary. Please forward any concerns from SUNYLA to beilby@snycorva.cortland.edu.

6.6 Faculty Access to Computing Technology --Mark Smith

SUNYConnect: at FACT Committee retreat July 28-29, Chris Haile introduced the FACT committee to SUNYConnect virtual library initiative. She emphasized that the effort was a priority item for both ALIS and OLIS with the full support of the Provost. In the future Chris will call upon the FACT Committee for support and feedback on this project. Information on SUNYConnect is available at <http://olis.sysadm.suny.edu/projects/virtlib/sunyover.htm>.

SUNY FACT Conference on Instructional Technologies --May 26-29, 1998At SUNY Cortland: CIT '98 was a huge success (over 700 attendees) with high librarian participation and attendance. Cortland was an outstanding host with state of the art facilities and outstanding organization. The program emphasized teaching and learning with technology. There were many sessions of interest to librarians including 3 separate sessions on information literacy (with significant SUNYLA representation) sessions on copyright and an introduction to the virtual library initiative. MARK YOUR CALENDARS: CIT 99 --SUNY FACT Conference in Instructional Technology will be held June 9-11 atSUNY Utica/Rome.

SCAP Funding: The FACT Committee supports a "revision of language" in SCAP Guidelines that will clarify to campus administrators of SCAP funds that use of these funds is NOT prohibited for student accessible computing equipment in libraries. SCAP Chairman Paul will compose this language and include it in this year's guidelines.

COCID -- Conference on Computing in the Disciplines: FACT-supported grants of up to \$5,000 are available to support conferences on computing. Requests for funding support of conferences relating to information science or use of computers in teaching/learning are welcome. Members of SUNYLA who would like to sponsor a conference on their campus are invited to submit a proposal. The application process is simple and the grant guidelines are easy and manageable. More information is available at <http://sunyfact.buffalo.edu/cocid/> or by contacting SUNYLA FACT liaison Mark Smith at fsmithm@alfred.edu, who now sits on the COCID committee that reviews applications.

A conference on copyright will be held at SUNY Utica/Rome sometime in May/June of 1999. It will be open to all SUNY faculty and staff.

7. Old Business --

Next SUNYLA Board/Council meetings are: Friday, November 20 1998 in Cortland and Friday, March 26, 1999, location TBA. A reminder the SUNYLA Conference is scheduled for June 16-18, 1999 at Adirondack Community College. Campuses are welcome to host the "Y2K" conference.

Marianne Eimer wanted to discuss the DSI process--does it vary from campus to campus? After some discussion, it was agreed that DSI (discretionary salary increases) are just that: discretionary, and yes, the President of the campus could decide what to do with those monies (could decide to leave librarians out of the distribution).

Bill Drew moved to adjourn. Carla Hendrix seconded. Meeting adjourned at 2:07 PM.

Respectfully submitted,

Julie A. Wash
SUNYLA Secretary

Present: Jackie Coughlan, Gretchen Douglas, Susan Kraat, Michael Handis, Carla Hendrix, Julia Kiple, Marianne Eimer, Hilary Sternberg, John Schumacher, Dan Kissane, Ethyl Jean Sheehy, Jim Coan, Nancy Cannon, Bern Mulligan, Laura Cohen, Pat Hults, Kathy Gundrum, Barbara L. Wakon, Kate Majewski, Doug Welch, Flora Nyland, Cathy Reed, Deborah Curry, Mark Smith, Joyce Miller, Bill Drew, and Julie Wash.