

**Official minutes**  
**SUNYLA Executive Board/Council Meeting**  
**Friday, November 20, 1998**  
**11:00 am -- 3:00 pm**  
**Jacobus Lounge, Brockway Hall**  
**SUNY Cortland**

**1. The minutes from September 18, 1998 were approved** with one correction to section 5.1. The web site listing SUNY library links that is maintained and updated is <http://www.albany.edu/library/sunyla/directory/libraries.html>. Bill Drew motioned the approval, with Laura Cohen and Doug Welch seconding.

**2. Announcements, correspondence and appointments**

2.1 Mark A. Smith from Alfred Ceramics has been elected 1st Vice President/President Elect of SUNYLA. Bill Drew was especially impressed with the ballot return of around 65% in a special election.

2.2 Bill Drew announced that SUNY Morrisville is now in a pilot project (Oneonta too) to become a "Think Pad" Campus by the year 2000.

**3. Officer's Reports**

**3.1 President's Report -- Bill Drew**

No official report

**3.2 First Vice President/President Elect -- Mark Smith**

Mark thanked Bill Drew for the nomination and stated that in his official capacity he will be looking for opportunities for SUNYLA to align and liaison ourselves with other state agencies and committees.

**3.3 Second Vice President -- Joyce Miller**

Joyce passed out two handouts detailing the work of the Conference Planning Committee, one, a rough draft of the budget, the other a tentative schedule for 1999 conference programs and events. Tentative pre-conference workshops include sessions on Advocacy and another on Budgeting. Joyce mentioned offering them consecutively so attendees could go to both. Ideas for speaker welcome for the session on Budgeting and also for a conference session on Copyright and Licensing for Full-Text Databases and E-Journals (send suggestions to [millerja@acc.sunyacc.edu](mailto:millerja@acc.sunyacc.edu)). Other sessions include: distance learning, management issues, technostress, information literacy and the IL web site, SUNYConnect/SLAM update, electronic reserves, and more.

The special event will be a boat rental/dinner/dance aboard the Mohican, which will sail on Lake George. Hotel rates are being negotiated by Candace Merbler, with at least five locations available, not including B&Bs. Discussion followed about subsidizing the cost of the boat rental in order to bring the average cost for the conference (food/lodging/event) to \$164/person. The committee is working with vendors to cover the cost of the conference breaks.

Joyce made a motion for SUNYLA to cover the cost of the Mohican boat rental (3 hours/\$1300) and the motion carried unanimously. There was further discussion about covering the cost of the keynote speaker and also about offering true vegan meals, and again, Joyce welcomed all suggestions. The date of the conference is June 16, 17 & 18, 1999.

**3.4 Secretary -- Julie Wash**

The draft minutes on the web will be labeled "unofficial" until such time as they are approved or corrected and then corrected/approved minutes will be sent to the webmaster labeled "official."

**3.5 Treasurer -- Hilary Sternberg (not present)**

Kathleen McGriff Powers brought copies of the treasurer's report. The inflow and outflow for 7/1/98 through 11/17/98 was \$6,645.00 and \$3,919.41, respectively. The Income Less Expenses was \$2,725.59. Total Net Worth as of 11/17/98 is \$19,546.46. Membership brought in over \$5K.

**3.6 Past President -- Judith Adams-Volpe**

Librarian study leaves, funded out of PDQWL monies, were a problem on UB's campus for academic teaching faculty, who have, instead of funded study leaves, time off during the summer to conduct research.

Judith mentioned that, even with her on the committee, it took a great deal of advocacy to generate understanding of the untenured librarian's need for research time. Dave Kreh (Cortland) mentioned that, historically,

monies earmarked for librarians had not always been spent and therefore were transferred to other UUPers. General discussion clarified that how the PDQWL monies are delineated is left up to each campus and implementation can vary. It was agreed that librarian representation on PDQWL committees played an important part in campus outcomes.

**4.0 New Business**

**4.1 Draft Amendment to Bylaws--Web Manager**

There was some questioning and discussion about the wording of the draft "Section B. Duties." Laura Cohen (Albany) will rework. Bylaws revision will be dealt with later, and when Deborah Curry suggested a vote of the Ad-Hoc Web Committee status to be linked to the April elections, it met with approval.

**4.2 Survey Instrument -- Official SUNYLA approval**

Catherine Reed (Oswego) along with Nedra Peterson would like official SUNYLA support for their survey instrument. It was agreed that approval could be granted upon the board/council's ability to see and evaluate the survey, which could be posted to the delegate's listserv or brought to the next meeting (March '99).

**4.3 NYSLAA Support**

Julie Wash (Brockport) was approached by a New York State Library Assistants Association member asking whether SUNYLA would support their annual conference. Judith Adams-Volpe motioned to support NYSLAA with an amount of \$200.00. Kate Majewski seconded. The motion carried unanimously.

**4.4 University Category Rep**

Nancy Stanfill (Albany) volunteered to represent the University Centers as the SUNYLA Category Representative and was installed to the position by acclamation.

**5.0 Committee Reports**

**5.1 Automation and Information Technology Committee-- Dan Kissane**

Dan reported that the committee has drawn up objectives and will vote on them soon. Also, Dan attended the SLAM presentations for SUNYLA and reported that SIRSI and Endeavor looked promising, DRA "not

quite there." Endeavor looked powerful, with strong profiling, authentication capabilities; the modules looked promising, with ACQ handling encumbering, fund types, CIRC had e-mail capabilities. SERIALS had a prompt-driven check-in. There was a suggestion to link the vendor sites off the SUNYLA web page, perhaps off the Automation and Information Technology page.

**5.2 Library Instruction Committee -- Nancy Cannon**

The RFP process has begun for the web-based Information Literacy course. Although the RFP requirements are not quite clear yet, it looks like a simple, customizable HTML "template" that could be used by

any campus in the direction the project is headed in. [The RFP for the web-based Information Literacy course will be put out for bids in spring '99. The funding will be awarded when

the final product meets the approval of the yet-to-be-determined RFP Evaluation Team. The RFP team for the web-based Information Literacy team consists of: Larry Randall (SUNYConnect), John Schumacher (OLIS), Sue Ann Butwell (Geneseo), Nancy Cannon (Oneonta), Janet Hogan (Binghamton).] (correction)

Two members of the Distance Education sub-committee (Deborah Bernhard--Schenectady and BobMatthews--Hudson Valley) received 20 responses to their distance education survey and are in the process of compiling results.

The Library Instruction committee membership stands at 19 members from 15 SUNY campuses. The committee is looking for volunteers to update/maintain two of the web pages through the web site at: <http://library.lib.binghamton.edu/sunyla>.

**5.3 Membership Development Committee-- Deborah Curry**

Deborah passed out drafts of the new membership brochure and reported that the committee is investigating estimates from four printers for dual color printing (blue/gray). It was suggested that the heading "Recent Past Presidents" replace the "Past Presidents" on the back of the brochure because the list is not comprehensive. Deborah requested \$300.00 for postage/ mailing and for "gifts" for new member-conference attendees raffle. The motion was approved unanimously.

The Membership Committee reported that there are 355 members, 27 first-time members, and 49 delegates. The next project of the committee is to look at revising the Manual of Duties and Responsibilities of Elected and Appointed Representatives of SUNYLA. Bill Drew reminded everyone that delegates are required to attend SUNYLA meetings.

**5.4 Personnel Policies Committee-- Jackie Coughlan**

Bill Drew thanked Hilary Sternberg for providing the interim report with her other responsibilities. There was some discussion about disseminating quotes from the exit survey: some felt there should just be a tally,

others, especially David Kreh, said the comments were useful for contract negotiations, and what good were they if we don't see them? The discussion developed because of a claim reported on one exit survey, and some members familiar with the situation questioned its accuracy.

Jackie requested monies for the salary survey-- \$350.00 for inputting data/statistics and \$350.00 for printing for a total of \$700.00. The motion carried unanimously.

The surveys will be mailed out by December 11, 1998 with a return date set at January 20, 1999.

There was some discussion about the expense of printing the results and a suggestion to move to an online medium for gathering/posting information. It was agreed that perhaps that format could be implemented

for the next salary survey, but the turn-around time for this one makes online implementation difficult. Others mentioned the salary survey has been useful and used for salary/equity negotiations.

#### **5.5 Professional Development Committee-- Carla Hendrix (not present)**

Carla submitted a written report in which she stated the sub-committee responsible for the text of the Professional Development Grants did change the text of the grant that requires grant recipients to write a report and submit receipts. Carla reported the committee raised concerns as to the required grant report both discouraging applicants or placing a financial burden on recipients--"some or all might not be able to afford to attend SUNYLA the year they received the grant."

The committee also plans to survey the membership on professional development needs in the spring.

#### **5.6 Publications Committee -- Kathleen McGriff Powers**

Kathleen reported two people have joined her committee-- Ellen McCabe and Miguel Juarez. A draft of the newsletter was passed around, and Kathleen welcomed submissions of issues that affect librarians, as well as pictures and/or cartoons. E-mail Kathleen with ideas at [mgriffpowers@staff.sunyerie.edu](mailto:mgriffpowers@staff.sunyerie.edu).

Miguel Juarez, a SILS graduate from UB, currently an instruction librarian there, introduced himself and described his background in publications and welcomed the opportunity to expand and promote the newsletter. Campus logos, photographs, unique stories from campuses should be submitted and are welcome. The current deadline for the newsletter is November 30, 1998.

Kathleen requested \$1200 for funding. The motion carried unanimously. The publication pattern of the newsletter, winter- spring- summer- fall, was verified.

#### **5.7 Clearinghouse -- Candace Merbler (not present)**

No report.

### **6. Liaison Reports**

#### **6.1 SUNY/OCLC -- Kathy Gundrum (not present)**

A written report was submitted which detailed the plans and named the candidates for SUNY/OCLC Advisory Group elections.

The new name for SUNY/OCLC network will be announced at the December 3, 1998 annual meeting in Saratoga Springs.

SUNY/OCLC will be co-sponsoring a cataloging conference with ALCTS in April in the New York City area and will bring the SUNY/OCLC Institute "Understanding and Using Metadata" to western New York next spring.

New URLs for access to FirstSearch service: <http://firstsearch.oclc.org>, <http://firstsearch.uk.oclc.org>, <http://firstsearch.dedip.oclc.org>, and the previous <http://www.ref.oclc.org>, <http://www.ref2.oclc.org>, <http://www.ref.uk.oclc.org>, and <http://ref.dedip.oclc.org> should continue to be active as well. Any problems encountered with any of the above URLs should be directed to OCLC User and Network Support at 1-800-848-5800 or to [support@oclc.org](mailto:support@oclc.org).

#### **6.2 Office of Library and Information Services -- John Schumacher**

Two staffing updates: OLIS has approval to advertise for Andrea Weas' position and efforts are underway to provide a promotion to Carey Hatch for his work at the Assistant Vice Chancellor level

SUNY Library Automation Migration notes: there is good SUNYLA representation on all the task forces and all the informational presentations and conference calls have now taken place (SIRSI, Ameritech, DRA and Endeavor). The next videoconference is for November 20th. Task forces are:

Evaluation Methodology (decide criteria and make selection): Martha Lollis (Cayuga), Mark Ludwig (UB), Andy Perry (Binghamton) and Dave Ritchie (Cortland).

Technical Services: Vincent Courtney (Fredonia), Sally Goodwin (Oneonta), Heather Miller (Albany), Mary Ann Van Benschoten (Orange), Nancy Van Deusen (Cobleskill).

Circulation: Karen Carney (Ulster), Vincent Courtney, Larry Jenkins (Broome), Charlie Simpson (Stony Brook).

OPAC: Patty Bentley (Plattsburgh), Betty Jean Ingui (Syracuse HSC), Randy Gadikian (Buff State), Laura Murray (SUNY/OLIS), Judy Sikora (Genesee).

Systems: Rich Delbango (Nassau), Lynne Karen (Westchester), Mark Ludwig, Andy Perry, John Schumacher (SUNY/OLIS), Natalie Sturr (Oswego).

SUNYConnect news includes the report that the SUNY Board of Trustees discussed the SUNY budget on November 17, 1998 and it looks as though the SUNYConnect budget proposal will be cut. Other sources of funds are being considered (capital, COPS). SUNYConnect presentations include one on Nov. 12th to the SUNY Business Officer's Association and another on October 26th to the ENY/ACRL conference.

A prototype SUNYConnect interface has been developed and can be viewed at <http://olis.sysadm.suny.edu/sunyconnect> and feedback will be solicited by SUNY/OLIS in the near future. The Web2 and associated Z39.50 server program has become much more stable and now includes non-LAIP catalogs. Holdings information is "hit or miss" depending on the host software.

There is some money available for selecting databases. Contact the OLIS group if you have suggestions or favorite databases you wish to be considered.

Notes: SUNY/OLIS has begun work on a new, quarterly publication. Larry Randall is "convener" of SLiCAT. Pat Hulst is SLiCAT rep from SUNYLA.

#### **6.3 Union -- David Kreh**

David reported that 8000 UUP questionnaires came back and will be read for negotiations and distilled into actual proposals for use in late January/early February 1999. There is librarian representation for UUP across the state. Forward any PDQWL concerns to Patty Bentley ([bentlepw@splava.cc.plattsburgh.edu](mailto:bentlepw@splava.cc.plattsburgh.edu)). Bill Drew reminded the group to be vocal and active as we are a small group as compared to faculty or professionals. There was a suggestion to rename the liaison group to "UUP" instead of "Union" but David Kreh opposed the change as, historically, it was a union liaison not limited just to UUP.

#### **6.4 Library Automation Steering Group --Mary Beilby**

Mary reported that the LASG group changed their purpose statement to reflect a stronger emphasis on communication between libraries, library administration, SUNY administration, the legislature, and the SUNY trustees. The new purpose statement is: <http://olis.sysadm.suny.edu/scripts/index.idc?dept=lasg#Purpose>. Representation on the group includes Macdonald Holmes, Academic VP from Delhi, and Bernie Henderson, VP from the Administration Office of Oswego.

Mary suggested that any SLAM items or concerns should be forwarded on to members of the SLAM group, especially the RFP group (Evaluation Methodology).

SUNYNet coverage is an issue--there are local failures that have no 24 hour/7day a week coverage. Extensive discussion followed about the need to educate the "big guys" about the importance of "just one campus" going down and the problems that come with local, leased equipment and the lack of service provided by vendors. With the reliance on networks for library services, the need to communicate down time and data to SUNYNet is critical, so they can justify staffing increases. Bill Drew emphasized the need for SUNYLA to communicate our concerns, and he will draft a letter to go to the Board of Trustees, Provost Salins, Chancellor Ryan, perhaps campus presidents, university faculty senate, campus business officers, academic VPs, etc., calling for our support of SUNYConnect and libraries' commitment to reliable service. Bill wants to err on the side of too much communication, not too little.

SUNYConnect: Kate Majewski is looking for a prototype for delivery of digital systems.

There was mention of the lack of SUNYLA representation on the New York State Commission of Libraries, but the response was that SUNYLA will be represented at the sub-committee level.

#### **6.5 Faculty Access to Computing Technology -- Mark Smith**

The COCID monies have not been spent and the allocation of funds is being reevaluated. If anyone was considering a request for funding, follow through quickly with Mark.

The theme for CIT '99 is "Supporting Instructional Development: What really works." Mark distributed the CIT call for presentations and preliminary announcement. The conference will be June 9-11, 1999 at SUNY Institute of Technology at Utica/Rome.

Computer Based Training offered by SUNY Training Center offers access to 550 online modules from Office 98 to advanced technical training in systems applications such as NT and Oracle. If your campus has bought into the program, the modules can be delivered through your desktop. Call Leslie Mayville at the SUNY Training Center at (315) 464-4078 with any questions.

Mark will remain FACT liaison for the time being.

#### **6.6 SUNY Computing Officers Association -- Natalie Sturr (not present)**

Natalie sent a report that COA has consolidated its several listservs into one and is working on updating its website and working on building a liaison relationship with the SUNY Business Officers Association. Minutes of the COA meetings are posted to the SUNYLA list.

Mary Beilby questioned if the 40% LAIP discount was returned to libraries? How many knew if the monies were returned? Bill Drew suggested, in a different note, if perhaps there could be a "Library Wizard Conference" to be held in Syracuse at the Training Center like the ones now offered for computing officers.

### **7. New Business**

#### **7.1 Nominating Committee -- Mark Smith**

Mark will put together a nominating committee and will solicit nominations from the category reps and general membership for the following positions: 1st VicePresident/President Elect, 2nd Vice President, and Treasurer.

**7.2 [addition] Ad-Hoc Web Page Committee -- Laura Cohen**

Laura reported on the development of the SUNYLA web page at <http://www.albany.edu/library/sunyla>. All comments and suggestions can be sent to Laura at [lcohen@albany.edu](mailto:lcohen@albany.edu).

Cathy Reed moved to adjourn. Deborah Curry seconded. The meeting was adjourned at 2:35 pm.

Respectfully submitted,  
Julie A. Wash, SUNYLA Secretary

Present: Doug Welch, Laura Cohen, Nancy Stanfill, Sue Ann Butwell, Rebecca Turner, Kate Majewski, John Schumacher, Jim Coan, Dan Kissane, Nancy Cannon, Bern Mulligan, Cathy Reed, Deborah Curry, Gretchen Douglas, Flora Nyland, Ethyl Jean Sheehy, Mary Hoffman, David Kreh, Jackie Coughlan, Barbara Greil, Marianne Eimer, Judith Adams-Volpe, Mark Smith, Bill Drew, Kathleen McGriff Powers, Barbara L. Walton, Joyce Miller, Julie Wash, Mary Beilby, Eileen McCabe, Miguel Juarez.