



## Capital District Library Council

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**D-09-43**

### Capital District Library Council Board of Trustees Meeting

**April 10, 2009**

**Present:** M. Aikey, B. Beverley, C. Clingan, D. Cossey, S. Dallas, M. Donohue, R. Ferraro, E. Geyer, P. Ritter, N. Van Deusen, M. Wood

**Ex officio:** J. Sheviak, C. Walker, M. Fiedler

**Absent:** D. Booth, C. Portzer, D. Salomon, L. Trubitt

President B. Beverley called the meeting to order at 9:35 am.

#### **1. Board Business:**

Review of Agenda: To accommodate the schedules of several board members it was unanimously agreed to alter the agenda order to ensure the completion of action items.

Minutes of the March 13, 2009 Meeting of the Board: A motion to accept the minutes was made by N. Van Deusen, seconded by E. Geyer. **Motion carried.**

March 2009 Financial Reports: J. Sheviak presented the March 2009 financial reports. The March 2009 financial reports were **approved** on a motion by E. Geyer, seconded by N. Van Deusen.

#### **2. Committee Reports:**

Coordinated Collection Development Committee (CCD): No Report

Committee On Resource Sharing (CORS): J. Sheviak said that the committee is reviewing the ILL Protocol. She asked if there were any questions about the draft minutes of the last CORS meeting which were sent to board members via email.

Continuing Education Committee (CE): No Report

Direct Access Program (DAP): No Report

Resource Development: Report under **New Business.**

Membership: P. Ritter said that the Dr. Grace T. Green Library has submitted an application for affiliate membership. He asked the committee to remain after this meeting to schedule a site visit.

Regional Automation Advisory Committee (RAAC): N. Van Deusen reported on committee activities.

- Emerging Technologies Program: David Lee King will present *The Future is Not Out of Reach: Change, Emerging Trends, 2.0, and Libraries* on May 7 at the Clifton Park-Halfmoon Public Library. Information can be found on the CDLC website.
- Union List of Serials: ULS updating on CaDiLaC has been discontinued; CDLC will only do updates on OCLC.

- RAAC “Think Tank” Committee: The sub-committee is looking at MasterKey as a replacement for CaDiLaC.

Nominations: E. Geyer, speaking for the nominating committee (Kingsley Greene, The Sage Libraries; E. Geyer; Tom Flynn, NYS Department of Health), said that a slate of candidates would be offered under **New Business**.

Personnel: C. Clingan reported that the committee accepted J. Sheviak’s decision to discontinue the job search for the Member Services Coordinator position. Instead, the Assistant Director will remain as a full time position and there will be other job redirections made to cover the core of CDLC services. A CDLC Telecommuting Policy is being developed as the committee continues review of the CDLC Employee Manual.

### **3. Program and Project Reports:**

Documentary Heritage Program (DHP): M. Aikey said that the committee met and approved a six months bare bones work plan. The committee had extensive discussion of the program’s future. The committee does not agree with the State Archives support of a plan to apply available monies to direct grants at the expense of support to regional archivists and smaller institutions. The DHPAC will send a statement of displeasure to the State Archives over this arrangement and may ask that CDLC support this resolution at a future meeting. M. Aikey also announced that William Kennedy would be the speaker at the Archives Dinner in October.

Hospital Library Services Program (HLSP): No Report

### **4. Old Business:**

No Old Business

### **5. New Business:**

LSTA: Approval of Year 2 of Grant:

On a motion by P. Ritter, seconded by C. Clingan, unanimously **approved** year 2 of the 2008-2010 LSTA grant, The CDLC Digitization Project.

Board of Trustees Slate: E. Geyer presented the following nominees for Trustee election:

Two At-Large Candidates:

Patricia Baia, Albany College of Pharmacy – first term

Mary Wood, Albany Law School – second term

Three Public Library System Candidates:

Sue Rokos, Mohawk Valley Library System – first term

Sara Dallas, Southern Adirondack Library System – second term

Phil Ritter, Upper Hudson Library System – second term

J. Sheviak noted that at the annual meeting additional nominations could be accepted from the floor. The slate was **accepted**, unanimous. B. Beverley thanked the committee for its efforts.

Personnel Committee Recommendations on Health Insurance: C. Clingan presented the following personnel committee recommendations:

- CDLC contribution to health care will remain at \$2820/year.
- Following the advice of Rowlands and Barranca, CDLC’s health broker, switch from our current Empire health plan to the Blue Shield of Northeastern New York EPO SKY plan.

The personnel committee recommendations were unanimously **approved**. B. Beverley thanked the committee for its efforts.

Tech Valley Libraries Initiative: R. Ferraro spoke about the value of collaborating with the Albany-Colonie Chamber of Commerce (which runs the Tech Valley initiative) and the Center for Economic Growth (a

business membership organization which promotes the region) to publicize Tech Valley matters in our region. He noted that Chris Walker, Susan D'Entremont and Jean Sheviak met with representatives of the Chamber and the Center to begin to determine what role libraries might play in the various Tech Valley initiatives. Participants agreed to work on planning a half day meeting for libraries in the region with topics such as "what is Tech Valley," what organizations are involved in Tech Valley and how they are promoting the region, and relevant issues from the 2010 census. Other ideas included developing a simple portal to the region's libraries which could be accessed from the Tech Valley website and developing the concept of "a Tech Valley Library."

#### **6. Executive Director Report:**

- CDLC Digital Collections Website: The CDLC digital collections website is under development with the target unveiling date being the CDLC Annual Meeting on May 20.
- CDLC Outstanding Student Worker Award: Carol Anne Germain, Networked Resources Education Librarian at the University at Albany will be the speaker at the April 22<sup>nd</sup> award ceremony. Eleven students representing five institutions will be receiving awards.
- NY Heritage Digital Collections: The NY3Rs Association has contracted to do a marketing plan for the newyorkheritage.org site with the goal being promotion and continuing use of the site.
- Budget: The 2009/10 budget development is underway with an 8% reduction from this years funding. The budget will be presented at the next meeting.
- NYLINK: NYLINK has been the local provider and supporter of OCLC services. This relationship is changing as OCLC restructures and begins direct service and billing. NYLINK will still offer support services for a fee. NYLINK is exploring the possibility of partnering with the NY3Rs such as waiving NY3Rs membership fees for a year and co-sponsoring programs. At this point it is uncertain what will happen.

**7. Overview of Regional Bibliographic Data Bases Program:** J. Sheviak presented a comprehensive overview of the RBDB program. She noted that the program is very complex with strict New York State guidelines. Referring the board to the summary sheet handouts she explained:

- New York State requires committee participation. CDLC's committee is quite active and broadly representative of the region.
- Retrospective conversion grants are required. This requirement is largely responsible for the electronic records in New York State.
- Each NY3Rs utilizes program funds differently. Most of what CDLC does is ongoing, including the Union Catalog (CaDiLaC Online); Union List of Serials; Partial Union Catalog; Recon; Metadata; Digitization; Access, including the Illiad Project and 24/7 Reference; and training.

Answering questions, J. Sheviak noted that the RBDB 5-Year Plan (which was once a separate document) is now included the CDLC 5-Year Plan and that the 24/7 Reference project was stalled because the WNYLRC liaison, who has been coordinating the project, has been on leave. B. Beverley thanked J. Sheviak for her informative report.

#### **8. Information Reports / Announcements:**

E. Geyer reminded the board that the 2009 Upstate New York and Ontario Chapter of the MLA (UNYOC / MLA) Annual Meeting would be held in Albany, September 30-October 2.

C. Walker announced that the CDLC Annual Meeting and Dinner would be held on May 20<sup>th</sup> at the Italian American Community Center in Albany. Information can be found on the CDLC website.

#### **9. Adjournment:**

E. Geyer made a motion to adjourn the meeting, seconded by N. Van Deusen. The meeting was adjourned at 10:30 am.

**ACTION ITEMS**

**April 10, 2009  
CDLC Board of Trustees**

1. Approved the minutes of March 13, 2009, unanimous
2. Acknowledged receipt of the March 2009 financial reports, unanimous.
3. Approved year 2 of LSTA grant, unanimous.
4. Unanimously accepted the following slate of candidates for Trustee election:  
One At-Large Candidate:  
    Mary Wood, Albany Law School  
One Research Community Candidate:  
    Patricia Baia, Albany College of Pharmacy  
Three Public Library System Candidates:  
    Sue Rokos, Mohawk Valley Library System – first term  
    Sara Dallas, Southern Adirondack Library System – second term  
    Phil Ritter, Upper Hudson Library System – second term
5. Unanimously approved the Personnel Committee recommendations:
  - CDLC contribution to health care will remain at \$2820/year
  - Switch from the current Empire health plan to the Blue Shield of Northeastern New York EPO SKY plan