



D-10-74

**Capital District Library Council  
Board of Trustees Meeting**

**April 9, 2010**

**Present:** M. Aikey, B. Beverley, D. Booth, S. Dallas, M. Donohue, R. Ferraro, E. Geyer, D. Portzer, P. Ritter, L. Trubitt, N. Van Deusen, M. Wood, S. Zappen

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

**Absent:** P. Baia, S. Rokos

President B. Beverley called the meeting to order at 9:32.

**1. Board business:**

Review of agenda: There were no changes to the agenda.

Minutes of the March 12, 2010 meeting: A motion to accept the minutes, with one correction of the spelling of Mary Donohue's name, was made by P. Ritter, seconded by N. VanDeusen. **Motion carried.**

March financial report: A motion to acknowledge receipt of the March financial report was made by E. Geyer, seconded by N. VanDeusen. J. Sheviak noted several items on the purchase journal: portfolios for the Student Awards; shirt purchases are paid for by the staff; the replacement ILLiad server was paid for out of RBDB funds. **Motion carried.**

**2. Executive Director Report:**

- **Information update:** Patty Baia's husband is making a good recovery
- **Digital Collections:** The first in-house training on compound objects done by Ilka Morse was very well received. and another session will be scheduled.  
The Digitizing Audio Workshop on March 24 done by Mark Wolfe from University at Albany got excellent evaluations, particularly for the hands-on aspects of working with a number of different types of audio materials.  
The revision to the Metadata Guidelines has been completed. It has been distributed to Digital Collections participants and posted on the Digital Collections website.
- **Student award:** 7 libraries will be participating honoring 10 students. The ceremony will be on April 20, and all Trustees are invited.
- **Staff:** CDLC staff are doing a collection for an Amazon gift card for Dave Cossey. Trustees asked to be able to participate. A motion was made to send Dave Cossey their best wishes for continued recovery. The motion passed enthusiastically and unanimously!
- **Network upgrade:** Cabling and related network equipment will be upgraded the weekend of April 17. The CDLC work will be done in conjunction with UHLS upgrades. Funds will come from those set aside for technology three years ago in the first supplemental funding received from NYS.
- **Next meeting:** We will deal with the fy 2011 budget. We will also have a visit from Kathy Miller, NYLA President.

### **3. Committee reports:**

Committee on Resource Sharing (CORS): M. Wood reported CORS will be meeting on April 14<sup>th</sup>. The Field Day is scheduled for May 3, 2010. Registration information has been sent out and posted on the CDLC website.

Nominating Committee: E. Geyer reported there will be one academic vacancy, which is her position on the board. She is eligible for re-election and is interested in running again. There will be a vacancy with P. Ritter's retirement. The incoming director of UHLS will be appointed.

Personnel Committee: L. Trubitt reported the Personnel Committee will meet following the Trustees meeting to discuss health insurance.

Regional Automation Advisory Committee (RAAC): D. Portzer reported the schools are pleased with the new CaDiLaC Online. J. Sheviak reported several small special libraries are already using the Partial Union Catalog as a local catalog. M. Wood asked if the ILLiad server was to be moved to CDLC. J. Sheviak indicated it is currently being installed at CDLC.

Resource Development Committee: R. Ferraro reported the RDC met on March 18<sup>th</sup> and discussed the possibility of creating an endowment or foundation. This would require considerable work on the part of the staff. The RDC will be meeting with Karen Bilowith of the Community Foundation on April 16<sup>th</sup>.

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

Documentary Heritage Program (DHP): M. Aikey reported that half of the DHP funds have been received for the January-June 2010 contract period.

Hospital Library Services Program (HLSP): M. Wood reported on the HLSP Round Table program held on March 18<sup>th</sup> at the New York State Nurses Association. Ebsco demonstrated their products, including Dynamed. Ebsco will also offer trial access to their Rehabilitation Reference Center; Patient Education Reference Center and Nursing Reference Center. The Medical Information Subsidy Program checks have been distributed. All funding has been received for HLSP.

### **5. Old business:**

Annual Meeting: The Annual Meeting reservations are available, if anyone would like to register today. Bernie Margolis is still scheduled to speak.

2011-2016 Plan of Service: CDLC has received the final information on the Plan of Service. It will be due in April 2011. J. Sheviak would like to engage a consultant to act as a facilitator for focus groups as part of the planning process. She asked for Board members to serve on the committee to work on the plan of service. B. Beverley, N. VanDeusen, M. Aikey and S. Dallas volunteered to serve.

### **6. New business:**

Approval of slate for Trustees election: A motion was made by P. Ritter, seconded by N. VanDeusen to accept the slate of Trustees as presented by E. Geyer. **Motion carried.**

### **7. Informational Reports/Announcements:**

E. Geyer reported on the film, "Deadliest Disease in America" that AMC will be hosting on April 15<sup>th</sup>, at 5:00. There will be a discussion following the film. Additional information is available on the AMC website.

The Empire State Book Festival will be held this coming Friday and Saturday. J. Sheviak has flyers available.

The Emerging Technologies program, “Mobile Technologies @ the Library” will be held May 4<sup>th</sup>.  
Registration information is on the CDLC website.

**8. Adjournment:**

S. Zappen made a motion to adjourn the meeting, seconded by L. Trubitt. The meeting was adjourned at 10:05.

**ACTION ITEMS**

April 9, 2010  
CDLC Board of Trustees

1. Approved the minutes of the March meeting, unanimous.
2. Acknowledged the receipt of the March financial reports, unanimous
3. Approved the slate of Trustees, unanimous.