



D-09-65

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

December 11, 2009

Present: P. Baia, B. Beverley, D. Booth, S. Dallas, M. Donohue, R. Ferraro, E. Geyer, D. Portzer, S. Rokos, N. Van Deusen, M. Wood, S. Zappen

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

Absent: M. Aikey, P. Ritter, L. Trubitt

Guest: Kingsley Greene

President B. Beverley called the meeting to order at 9:34.

1. Board business:

Review of agenda: There were two additions to the agenda:

Minutes of the November 13, 2009 meeting: A motion to accept the minutes was made by E. Geyer, seconded by R. Ferraro, with one correction. **Motion carried.**

November financial report: A motion to acknowledge receipt of the November financial report was made by N. VanDeusen, seconded by E. Geyer. B. Beverley noted the new financial reports are much clearer. **Motion carried.**

January meeting: The January meeting is cancelled. J. Sheviak will notify the Board by email if a need to meet arises.

2. Executive Director Report:

Funding: The Department of Library Development has \$15 million on certificate from Department of Budget and all aid charts are being rewritten. They expect to pay HLSP soon. Additional cuts of 4-5% for all programs will come out of the supplemental.

Digital Collections: Maria College and Altamont Public have been published, and Saratoga Public is almost ready. Albany Law will start in January. The metadata committee will meet on Monday and will begin discussion of terms. The Digital Collections Advisory Committee is being filled (see new business).

Statewide Digitization Meeting December 8. Summary. 14 attendees from NY3Rs, State Library, Department of Library Development, and Nylink attended a statewide meeting focusing on digitization on December 8. The meeting was called by State Librarian Bernie Margolis and Nylink after Nylink's Mellon Foundation grant application for a mobile digitization lab was turned down. Mellon felt funding should be for a statewide digitization project. The group decided to focus on developing a grant which incorporates planning and building on the existing infrastructure. This would include the large players (e.g. Columbia University) but provide support for smaller institutions to bring in their collections. A small group will work on developing a project that might be funded by Mellon or other foundations.

Capital District GoLocal Project Status Report: All of the area's hospitals (excluding Albany Medical Center) now have completed GoLocal records and records for their web based physician finders. The next

records to be input will be Psychiatric Hospitals followed by the affiliated clinics for all the hospitals. Additional volunteers are being sought for both research and record input.

3. Committee reports:

Committee on Resource Sharing (CORS): M. Wood reported the CORS meeting scheduled for December 9th was cancelled due to weather. C. Walker announced the ILL Directory is ready for public libraries to enter their policy information.

Personnel Committee: S. Zappen noted that the committee would be proposing a Telecommuting Policy addition to the Employee Handbook under New Business.

Regional Automation Advisory Committee (RAAC): D. Portzer reported on the meeting held December 10th. Joe Thornton updated RAAC on the current status of the CaDiLaC Online software. CDLC has cancelled the contract with Sirsi/Dynix, as the \$29,000 cost to continue with their software is too expensive, especially considering the age and quality of the software. CDLC will continue to seek an alternative. CaDiLaC Online will be replaced with a page of connections to local library catalogs after December 31, 2009.

Resource Development Committee: R. Ferraro deferred to K. Greene. K. Greene reviewed the preliminary proposal for the CDLC 40th Anniversary Digital Collections Gala & Showcase:

- Proposed for April 8, 2011 at Sage Colleges
- Honorary committee would be a source of donations and publicity
- A Gala planning committee (not CDLC staff) would be responsible for the event
- Focus on digital collections would involve all types of libraries as well as museums and historical societies
- Would raise awareness of CDLC
- No money would be committed until the viability of the plan is determined

Questions/discussion:

- Impact of current economic situation
- Are there conflicts with other fund raising events, such as for NYLA?
- What is the appeal to the non-library community?

A motion to empower Kingsley and the Resource Development Committee to proceed with gala planning was made by N. VanDeusen and seconded by S. Zappen. **Motion carried.**

4. Program and Project Reports:

Documentary Heritage Program (DHP): J. Sheviak reported the six month extension of the DHP (January 2010-June 2010) is still in negotiation. The RFP for continuing the DHP after July 2010 is also still in process. DHP is now considered too small for further budget cuts.

Hospital Library Services Program (HLSP): M. Wood reported the HLSP Advisory Committee has not met recently. Chris Tosh is currently making site visits to the HLSP members; Ebsco has agreed to hold the price for the Dynamed database at last year's level. HLSP sponsored the MLA webcast "Cut the Cord: Connecting With Our Mobile Users" on November 14th. An additional CE program, in conjunction with MLA will be held January 14, 2010 on "Getting Started: Social Networking for Medical Librarians."

5. Old business:

There was no old business.

6. New business:

Committee appointments: Four appointees to the Digital Collection Advisory Committee were presented for approval: Maria Kessler McShane (CSR); Mark Wolfe (UAlbany); Lisa Bouchard (Bethlehem Public Library); Meredith Holland-Sherven (Albany County Hall of Records). A motion to approve the appointments was made by E. Geyer, seconded by N. VanDeusen. **Motion carried.**

Telecommuting policy: The Personnel Committee presented a proposed telecommuting policy (distributed in advance of this meeting) to be added to the Employee Handbook. The committee noted that a specific document would be developed for any staff member approved for telecommuting which will address their specific situation. After discussion the policy was **adopted** with two changes.

Courier and meeting cancellation guidelines: ALDS has requested guidelines for cancellation of the courier run in bad weather. Each of the systems has a policy in place, based on a particular school district's closing. SALS will follow the Saratoga City School District closings; MVLS will follow the Schalmont School District closings; UHLS and CDLC will follow the Albany City School district closing. CDLC will also cancel morning meetings if the Albany City School district has announced it is closing. The Board agreed with this policy.

7. Informational Reports/Announcements:

NYSHEI/Aria update: J. Sheviak and C. Tosh attended a meeting on November 16th, with representatives from a number of organizations interested in advocacy for academic libraries. There has been no further action resulting from the meeting.

8. Adjournment:

N. VanDeusen made a motion to adjourn the meeting, seconded by E. Geyer. The meeting was adjourned at 10:55.

ACTION ITEMS

December 11, 2009
CDLC Board of Trustees

1. Approved the minutes of the November 13, 2009 meeting, unanimous.
2. Acknowledged the receipt of the November financial reports, unanimous
3. Approved the appointment of Maria Kessler McShane, Mark Wolfe, Lisa Bouchard and Meredith Holland-Sherven to the Digital Collections Advisory Committee, unanimous.