



D-10-69

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

February 12, 2010

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

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

Absent: M. Aikey, D. Booth, S. Dallas, L. Trubitt

Guests: Victor Churchill, Ed Gower, Joe Sherry

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 December 11, 2009 meeting: A motion was made by N. VanDeusen to accept the minutes, seconded by M. Wood. **Motion carried.**

December and January financial reports: A motion was made by N. VanDeusen, seconded by M. Donahue to acknowledge receipt of the December financial report. **Motion carried.** A motion was made by D. Portzer to acknowledge receipt of the January financial report, seconded by N. VanDeusen. **Motion carried.** B. Beverley questioned the necessity of including the check register as part of the financial report, as the purchase journal provides more detailed information. It was agreed the check register need not be included in the financial report in the future

FY 2009 Audit Report: J. Sheviak introduced Victor Churchill and Ed Gower, of the accounting firm Sicker, Torchia, Allen and Churchill. The FY 2009 Audit Report was distributed and reviewed by V. Churchill, who indicated the accounts are in good order. He did note that deferred revenue is down. R. Ferraro had a question regarding continued payment of retiree health benefits. In accounting terms, this is considered a liability. B. Beverley thanked the auditors and J. Sherry for the report. A motion was made by P. Ritter to accept the audit report, seconded by N. VanDeusen. **Motion carried.**

2. Executive Director Report:

- **Funding update:** CDLC received HLSP and basic aid supplemental funding. The Governor's budget calls for an additional 2.4% decrease for 2010. That would put library funding levels down to those received in 1998.
- **NYLA's** advocacy priority is preventing further cuts to library funding. NYLA has started a new campaign called New York's Libraries: Essential.
- **Digital Collections:** Saratoga Springs Public Library and Albany Law School will be published by the end of this month; Galway Public Library will be ready soon. New help materials are being developed for participants. CDLC has ordered laptop computers to facilitate in-house CONTENTdm training. A Digitizing Audio Workshop will be held on March 24, 12:30-4:30. The Digital Collections Advisory Board met for the first time this month (see below).

3. Committee reports:

Committee on Resource Sharing (CORS): M. Wood reported CORS continues planning for the Field Day to be held on May 3, 2010. The Committee is also working on an electronic ILL form and expanding the ILLiad point-to-point project.

Digital Collections Advisory Committee (DCAC): J. Sheviak reported the DCAC met on February 4th. The draft minutes from the meeting were distributed to the Board. If anyone has any questions regarding the DCAC, they can contact J. Sheviak.

Regional Automation Advisory Committee (RAAC): D. Portzer reported on the RAAC meeting held on January 28th. RAAC will move forward with Index Data on a new version of CaDiLaC Online. Joe Thornton is continuing to work on migration of the Partial Union Catalog from the III platform to Koha. RAAC is planning an Emerging Technologies program to be held in the spring.

Resource Development Committee: R. Ferraro reported the RDC will be meeting on February 18th, at which time the gala will be discussed.

Student Award Program Committee: C. Walker reported information regarding this year's award has been sent out. The ceremony will be held on April 20th, Bernie Margolis, New York State Librarian will be the guest speaker. The deadline for registration is February 26th. Members of the Committee have been contacting libraries individually. If anyone would like the registration information, please see C. Walker.

4. Program and Project Reports:

Documentary Heritage Program (DHP): The RFP for continuing the DHP has been received, with a start date of July 1, 2010, and the possibility of a year extension. The DHP Advisory Committee will be meeting to work on the RFP.

Hospital Library Services Program (HLSP): M. Wood reported the HLSP Advisory Committee has not met recently. Chris Tosh has published the latest newsletter. The HLSP funds have been released, with a reduction. Ebsco agreed to renew the Dynamed subscription at last year's price. C. Tosh is planning a PubMed class, dependent on the availability of a trainer.

5. Old business:

Annual Meeting: The Annual Meeting is scheduled for Tuesday, May 18th at the Italian American Community Center. No program has been set. New York State Commission of Education David Steiner was invited to speak, but cannot attend.

6. New business:

Committee appointments: Lois Gordon (MVLS) and Frank Somers (Bethlehem Public Library) have been nominated to serve on the Digital Collections Advisory Committee. The appointments were approved on a motion by P. Ritter, seconded by N. Van Deusen. **Motion carried.**

2010-2012 LSTA Grant: The LSTA grant application is due March 4th. The grant is similar to what has been done in the past; funds will be used to continue the Digitization Project. A motion was made for approval in contract by P. Ritter, seconded by N. Van Deusen. **Motion carried.**

2011-2016 Plan of service: CDLC has received proposed guidelines for the 2011-2016 Plan of Service. This Plan of Service will be due on April 1, 2011, and in effect from July, 2011-June, 2016. The Board will need to work on the Plan of Service, once the comment period is over and more information is received from the Division of Library Development.

National Historical Publications and Record Commission (MHPRC) grant application support request: CDLC has been asked to write in support of this grant application. The grant for \$70,000 will be used to create a website of resources. DHP archivists have been encouraged to assist with the project. Susan D'Entremont believes the website would be useful to her. P. Ritter made a motion that a letter of support be sent, seconded by N. Van Deusen. **Motion carried.**

NYLA Lobby Day: Lobby Day is scheduled for Tuesday, March 2nd. Librarians and library supporters represent the largest non-union lobby group and there has been good representation from the CDLC area on Lobby Day.

7. Informational Reports/Announcements:

NYLIBS-PAC banquet: The banquet will be held Monday, March 1st, in advance of Lobby Day. J. Sheviak encouraged all to attend and if possible, to contribute to the PAC. There will be an advocacy class held on the same day as the banquet.

Announcements:

P. Ritter confirmed he is retiring as of August 1, 2010. A search for a new director of UHLS is underway.

S. Rokos announced the Empire State Book Festival will be held on Saturday, April 10th.

B. Beverley announced the Annual State Purchasing Forum will be held May 19-20 and recommended it as a good source of information on state purchasing contracts.

J. Sheviak reported on Dave Cossey, former Trustee, who suffered a stroke in December. He is at Sunnyview Hospital for therapy and is progressing very well.

8. Adjournment:

A motion was made by N. Van Deusen to adjourn the meeting, seconded by M. Wood. The meeting was adjourned at 10:37.

ACTION ITEMS

February 12, 2010
CDLC Board of Trustees

1. Approved the minutes of the December 11th meeting, unanimous.
2. Acknowledged the receipt of the December and January financial reports, unanimous.
3. Approved the FY 2009 Audit Report, unanimous.
4. Approved the appointment of Lois Gordon and Frank Somers to the DCAC, unanimous.
5. Approved the 2010-2012 LSTA grant application, unanimous.
6. Approved sending a letter of support for the MHPRC grant application, unanimous.