



Capital District Library Council

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D-09-27

Capital District Library Council Board of Trustees Meeting

January 9, 2009

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

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

Guests: Tim Doyle, Suzanne Rahn, Joseph Sherry

Absent: M. Aikey, D. Salomon

President B. Beverley called the meeting to order at 9:30 am.

1. Board Business:

Audit Report: B. Beverley welcomed T. Doyle of Sickler, Torchia, Allen & Churchill CPA's, P.C., and CDLC Finance Manager, J. Sherry. T. Doyle presented the audit review for the period July 1, 2007 through June 30, 2008. Points made included:

- Page 1: This is a standard letter; CDLC had an audit review, which consists principally of inquiries of Council personnel and analytical procedures applied to financial data. It is less comprehensive in scope than an audit. T. Doyle also noted that although CDLC does not follow Generally Accepted Accounting Principles in dealing with post-retirement health care benefits, it is not unusual. Generally Accepted Accounting Principles are extremely difficult and expensive to implement and would not be practical for an organization of our size.
- Page 2: Statements of Financial Position. T. Doyle noted that assets are up.
- Page 9: Concentration of Credit Risk. T. Doyle stated that CDLC is aware that from time to time the cash accounts and short-term investment accounts exceed the federal depository insurance coverage limit. J. Sheviak is investigating other banking options to limit exposure.

T. Doyle said that his firm would be sending literature and detailed information describing the changes to federal form 990.

T. Doyle praised J. Sherry noting that no modifications to the report were necessary. He thanked J. Sheviak and J. Sherry for their cooperation and assistance during the audit process and extended an invitation to board members to call him if there are any questions. B. Beverley thanked T. Doyle for his presentation. The audit report was unanimously **accepted** on a motion by E. Geyer, seconded by N. Van Deusen.

Minutes of the November 14, 2008 Meeting of the Board: A motion to accept the minutes was made by C. Clingan, seconded by L. Trubitt. **Motion carried.**

November and December 2008 Financial Reports: J. Sheviak presented the November and December 2008 financial reports. The November and December 2008 financial reports were **approved** on a motion by N. Van Deusen, seconded by M. Donohue. S. Dallas, noting the mileage reimbursement payment for a trip to Rochester, suggested car rental as a more economical means for some travel.

2. Executive Director Report:

- Budget Cuts: J. Sheviak reported that CDLC has received the remaining NYS library aid funding. (Medical Information Subsidy Program (MISP) money and the NYS Supplemental Aid). She is reviewing the NYS aid charts to determine if the money received is correct. The NY3Rs Association will work with NYLA to protest the disproportionate size of the proposed budget cuts to libraries (18-22%). J. Sheviak noted that CDLC now makes short-term investments through the CDARS program accounts which reduces exposure on the bank accounts. She is considering additional banking options to further reduce risk.
- Office Reorganization: J. Sheviak said that a cleaning service has been engaged and the office floors have been stripped and refurbished. In preparation for the cleaning some old furniture was discarded and several areas were rearranged.
- PAD650 Class Project Report: J. Sheviak reported that in mid-December Meaghan Doyle and Littleai (Shelley) Liu, the graduate students in the PAD650 class, presented their final report to the CDLC staff. J. Sheviak referenced the meeting handouts and pointed out the similarities between the board and the staff ideas on who are the most important stakeholders in CDLC. The report will be posted on the CDLC website, but not publically. Board members will be directed to the post via email. CDLC was pleased to work with the students; their conclusions are operational and useful.

3. CDLC Cataloging Services – Sue Rahn:

S. Rahn, CDLC Cataloger, presented an overview of cataloging and the cataloging services provided by CDLC. CDLC's Cooperative Cataloging Program provides libraries with comprehensive cataloging services on OCLC. CDLC has made cataloging available to member libraries, such as the Rudolph Steiner Library and the Troy Annual Conference of the United Methodist Church Archives who have unique collections but are not direct members of OCLC. CDLC provides MARC records, cards and labels. Classification is available in LC, Dewey or NLM. Subject headings provided are LC and/or NLM. Cataloging is available for all types of materials and in several languages. Original cataloging can be provided for titles not found in the OCLC database. All cataloging work done at CDLC is immediately included in CaDiLaC Online. S. Rahn said that she is ably assisted by Kathy Corbett who does copy cataloging and Chris Tosh who does medical cataloging for the HLSP hospital libraries. CDLC has recently begun cataloging for several member libraries in the Rochester Regional Library Council. S. Rahn noted that she will be supervising her fifth cataloging intern starting later this month.

B. Beverley thanked S. Rahn for her report. There was discussion of the excellent quality of the cataloging done by S. Rahn and CDLC staff and how valuable the cataloging service is to the region.

Committee Reports:

Coordinated Collection Development Committee (CCD): No Report

Committee On Resource Sharing (CORS): No Report.

Continuing Education Committee (CE): No Report

Direct Access Program (DAP): C. Walker reported that the annual information updating begun in November is almost completed. She is also redesigning the DAP brochure and working on the website directory.

Resource Development: R. Ferraro deferred report to New Business.

Membership: J. Sheviak stated that she had been informed that the Grace T. Greene Library's CDLC membership application is being completed and will soon be submitted.

Regional Automation Advisory Committee (RAAC): J. Sheviak reported that the December 3, 2008 program co-sponsored by CDLC and Union College, and presented by Bryan Alexander, was well attended and well received. J. Sheviak also stated that the CaDiLaC Online software is going to be replaced. Several options being considered include:

- Working with WALDO to develop a catalog using open source software
- Begin by using a very simple interface developed by Joe Thornton and moving on from there
- Team with other NY3Rs Councils to develop a model such as the Rochester Regional Library Council (RRLC)-University at Rochester XC (eXtensible Catalog) project

Nominations: No Report

Personnel: C. Clingan reported that the committee continues to review the CDLC employee handbook.

4. Program and Project Reports:

Documentary Heritage Program (DHP): J. Sheviak said that Chris Ward of the NYS Archives sent out a message that due to fiscal cuts the entire Documentary Heritage program must be reexamined. A very serious discussion will be forthcoming regarding the future of the program.

Hospital Library Services Program (HLSP): No Report

Digitization Project (LSTA): J. Sheviak reported that all of the seven new participants have the ContentDM software and will be attending ContentDM training next week at Nylink. J. Sheviak noted that due to the high volume of hits on the NYHeritage.org site when NYLINE messages are put out about the project, the NY 3Rs Association has decided a marketing program is needed.

5. Old Business:

No Old Business

6. New Business:

CDLC Mission Statement: R. Ferraro presented the CDLC Mission Statement for review and discussion, noting the Resource Development Committee developed a very specific mission statement and then the goals associated with that statement. The extensive discussion, which included discussion of the general statement vs. the specific statement and the difference in a vision statement and a mission statement, was cut short by time constraints. On a motion by S. Dallas, seconded by E. Geyer, the discussion was tabled until the next meeting, unanimous.

7. Information Reports / Announcements:

B. Beverley invited all to the next SLEEK dinner meeting to be held on January 22 at Chilis on Wolf Road, Albany. Information may be found on the CDLC website.

8. Adjournment:

N. Van Deusen made a motion to adjourn the meeting, seconded by M. Donohue. The meeting was adjourned at 10:45 am.

ACTION ITEMS

**January 9, 2009
CDLC Board of Trustees**

1. Approved the minutes of November 14, 2008, unanimous
2. Acknowledged receipt of the November and December 2008 financial reports, unanimous.
3. Audit Report for the period July 1, 2007 through June 30, 2008, accepted, unanimous.
4. Discussion of new CDLC Mission Statement tabled until next meeting, unanimous.