



D-11-21

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

June 10, 2011

Present: Michael Aikey, Patricia Baia, Barbara Beverley, Tim Burke, Carol Clingan, Sara Dallas, Mary Donohue, Rocco Ferraro, Nancy VanDeusen, Mary Wood

Ex officio: Jean Sheviak, Chris Walker, Marie Noonan

Absent: Deborah Booth, Enid Geyer, Dee Portzer, Lisa Trubitt, Susan Zappen

New Trustees: Heather Lessard, Louise Macuirles, Gary Schwartz

President B. Beverley called the meeting to order at 9:37 a.m. and welcomed the new Board members.

1. Board Business:

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

Minutes of the May 15th meeting: The minutes were approved on a motion by N. Van Deusen, seconded by C. Clingan. **Motion carried.**

April financial reports: A motion to acknowledge receipt of the April financial reports was made by N. VanDeusen, seconded by P. Baia. **Motion carried.**

Acknowledgement of retiring trustees: J. Sheviak read certificates awarded to Barbara Beverley, and Nancy VanDeusen, thanking them for their service. Debbie Booth and Dee Portzer, who could not attend today's meeting, were also acknowledged. J. Sheviak requested the retiring Trustees forward their contact information.

Election of officers: B. Beverley presented the following slate of officers to serve in 2011/2012:

President – Michael Aikey
Vice President – Susan Zappen
Secretary – Mary Donohue
Treasurer – Mary Wood

The Board voted to accept the officers. **Motion carried.**

2011-2012 Committees: B. Beverley asked the Board members to consider serving on one of the Board Committees. The current list of Committees was distributed at the meeting. L. Trubitt chairs the Personnel Committee. The Nominating Committee is chaired by E. Geyer. The Service Pricing Committee needs members. If interested in serving on one of the Committees, please email J. Sheviak.

2. Executive Director's Report: (Jean will supply.)

Funding update: The CDLC budget has been approved by the Department of Library Development. They indicated that they expect approval from the Department of Budget within 3 weeks or so to begin sending out aid payments.

Finance in CDLC: Joe has developed a draft of the latest report requested by the board. This is for the CDLC general budget line only, not the program budgets.

Digital Collections:

Susan D'Entremont and Ilka Morse are currently at the NY Archives Conference at Skidmore College, where both are doing sessions focusing on NYHeritage.org. The CDLC digital collections database has been sent to Northern New York Library Network for merger into the combined NY Heritage site. Additional training sessions were held for participants who will be using the new version of the client software.

Direct Access Program: [Chris to report]

3. Committee Reports:

Committee on Resource Sharing (CORS): M. Noonan reported CORS met on June 8th, work is continuing on the electronic form and planning for the regional ILL meeting to be held next spring.

Resource Development Committee: R. Ferraro reported the Resource Development Committee will be meeting next Thursday, June 16th.

4. Program and Project Reports:

Documentary Heritage Program (DHP): M. Aikey reported S. D'Entremont will be presenting two workshops this month: "Oral History Basics" (6/14) and "Basics of Archives" (6/22).

Hospital Library Services Program (HLSP): There was no HLSP report.

5. Old business:

Strategic plan/Plan of Service: J. Sheviak reported CDLC was granted an extra year to develop a new Plan of Service. The Plan of Service will be due on April 1, 2012. J. Sheviak suggested now would be a good time for CDLC to create a strategic plan. The Board and CDLC staff would work with a consultant on a strategic plan that would then be used to create the new Plan of Service. J. Sheviak has the names of two possible consultants: Elisa Kane and John Allen. The cost to hire a consultant would be \$5,000-\$15,000, with a time frame for completion between three to six months. After discussion, a motion was made by N. VanDeusen, seconded by M. Donohue, for CDLC to move ahead on a strategic plan, with a budget of \$5,000-\$15,000, to be completed within six months, by hiring a consultant to work with the Board and CDLC staff. **Motion carried.**

6. New business:

Committee appointment: Katherine Brent, SUNY Cobleskill, has been nominated to fill a vacancy on the Committee on Resource Sharing. The appointment was approved.

NY3Rs program initiatives: J. Sheviak reported this initiative came about as a result of changes occurring in the state, including the demise of Nylink and the change in how WALDO contracts are being managed. These changes will have an impact on academic libraries, including the LAND service and database subscriptions. The Board raised the following points:

- What are the costs involved? – (\$10,000 per 3Rs member to participate.)
- How does this initiative fit in with the CDLC Plan of Service/Strategic Plan?
- How many of the 3Rs are going to participate? – (Currently, four of the nine 3Rs have agreed to participate; two others are considering participating.)
- Can CDLC provide the same services?
- How does this fit in with state mandates?
- What is the significance of these issues to our members? (LAND service; database contracts; training)
- What is the time frame for implementation? – (To begin over the summer.)
- Can CDLC choose which parts of the initiative we participate in? – (Yes.)

A motion was made by M. Donohue, seconded by N. VanDeusen to move forward with participating in the NY3Rs initiative. **Motion carried.**

7. Informational Reports/Announcements:

C. Walker reported that RAAC sponsored a program on e-books at the William K. Sanford Town Library that drew 50 attendees. She also reported the Learn With CDLC project has ended, with a high completion rate. As the response to the project was excellent; CDLC might consider repeating it. S. Dallas congratulated Polly Farrington on the success of the project.

Retiring Trustee N. VanDeusen thanked the Board, having enjoyed her tenure and expressed her appreciation for the Board's work. B. Beverley also thanked the Board.

8. Adjournment:

The meeting was adjourned at 11:00, on a motion by N. Van Deusen, seconded by M. Wood.

ACTION ITEMS

**June 10, 2011
CDLC Board of Trustees**

1. Approved the minutes of the May 13th meeting, unanimous.
2. Acknowledged the receipt of the April financial reports, unanimous.
3. Approved the proposed slate of officers, unanimous.
4. Approved a motion to hire a consultant to work on a Strategic Plan, unanimous.
5. Approved the appointment of Katherine Brent to the Committee on Resource Sharing, unanimous.
6. Approved a motion for CDLC to participate in the NY3Rs initiative, unanimous.