



Capital District Library Council

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D-09-39

Capital District Library Council Board of Trustees Meeting

March 13, 2009

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

Ex officio: J. Sheviak, M. Fiedler

Guests: Christopher Tosh, Hospital Library Services Program Coordinator

Absent: M. Aikey, D. Cossey, S. Dallas, M. Donohue, C. Walker

President B. Beverley called the meeting to order at 9:35 am.

1. Board Business:

Minutes of the February 13, 2009 Meeting of the Board: A motion to accept the minutes was made by N. Van Deusen, seconded by E. Geyer. **Motion carried.**

February 2009 Financial Reports: J. Sheviak presented the February 2009 financial reports. The February 2009 financial reports were **approved** on a motion by E. Geyer, seconded by N. Van Deusen.

2. Executive Director Report:

- Pre Lobby Day Meetings: J. Sheviak said that the NY3Rs directors met with Bernie Margolis and discussed budget issues. They also met with Josh Cohen, Director at Mid-Hudson, who is the current NYLA president. He wants to visit all the NY3Rs making a special effort to speak with the academics. The New Yorkers for Better Libraries fundraiser was well attended and enjoyable.
- NY Alliance of Library Systems: J. Sheviak noted that the summer retreat will focus on communicating the value of library systems.
- Lobby Day: J. Sheviak said that the March 10th Lobby Day had an excellent turnout. Librarians are greeted much more positively by the legislators than they have been in past years. The Senate has restored library funding, but there is no action from the Assembly yet.

3. CDLC Hospital Library Services Program (HLSP) and Medical Information Subsidy Program (MISP) – Christopher Tosh:

C. Tosh said that the Hospital Library Services Program (HLSP) is funded by New York State and is a statewide effort to improve library services to the staff of not-for-profit hospitals in New York State. C. Tosh detailed services provided by the HLSP:

- Library materials grant funding
- Consortial database purchasing, currently EBSCO DYNAMED and Doody's Core Titles in the Health Sciences
- Reference, database retrieval, and interlibrary loan services.
- Cataloging service through CDLC

- Site visits
- Continuing education opportunities for library staff

C. Tosh invited board members to several upcoming programs, a webcast, *Finding Work-Life Balance: Strategies for You and Your Institution* and a workshop, *Understanding and Using Medical Terminology*. (Brochures can be found among the meeting materials.)

C. Tosh explained that CDLC's Medical Information Services Program (MISP) is part of a state-wide program funded by New York State to provide New York State residents with improved access to current, up-to-date medical information. This includes both healthcare consumers and the clinicians who will provide their healthcare.

In our region MISP funds interlibrary loans and library staff medical information education and training. The interlibrary loan aspect provides access to medical information from sources not owned by a requesting institution or library. The education and training opportunities give library staff the tools and knowledge they need to find and obtain this information. Interlibrary loan allotments are determined for each institution by their past medically related interlibrary loan use. Education and training sessions funded by MISP are open to all CDLC members. C. Tosh ended by noting that the 2009 Upstate New York and Ontario Chapter of the MLA (UNYOC / MLA) Annual Meeting will be held in Albany this fall.

B. Beverley thanked C. Tosh for his report.

4. Committee Reports:

Coordinated Collection Development Committee (CCD): No Report

Committee On Resource Sharing (CORS): D. Booth and M. Wood reported:

- Statistics – the committee is reviewing the reporting procedure
- Online Directory – most institutions have entered their information; those who have not are being contacted and offered assistance
- ILL Protocol – has not been updated since 2002; the committee is reviewing it and will discuss it at their next meeting
- Union List of Serials – reviewed the survey results on the use of the ULS by CDLC members. Discussed the practice of double maintenance on OCLC and CaDiLaC Online and agreed to recommend discontinuing maintenance of the local ULS.

Continuing Education Committee (CE): No Report

Direct Access Program (DAP): J. Sheviak noted that the updates are completed. Information can be found on the CDLC website.

Resource Development: R. Ferraro reported that Deb Priest is continuing to explore grant funding possibilities for digitization projects. R. Ferraro and J. Sheviak will meet with Mark Egan, Albany Chamber of Commerce to discuss a collaborative effort to increase awareness of Tech Valley matters in our region.

Membership: J. Sheviak, noting the acute financial difficulties of Rensselaer County Historical Society, suggested the membership committee meet to discuss how CDLC might offer support to members in dire financial situations.

Regional Automation Advisory Committee (RAAC): No Report

Nominations: E. Geyer reported that five seats on the board are up for election this year: three public library system representatives, one research community representative, and one at-large representative. The committee is considering candidates for these positions.

Personnel: C. Clingan reported that the committee met, reviewed, revised and endorsed job descriptions for two CDLC positions. The Member Services Coordinator will replace the retiring Administrative Manager and will now include more outreach and support for CDLC member institutions. The Assistant Director position is now a part-time position which encompasses mostly computer based applications. A CDLC Telecommuting Policy is being developed.

5. Program and Project Reports:

Documentary Heritage Program (DHP): J. Sheviak reported that there are no new developments to report on the future of the Documentary Heritage Program. She has an appointment to meet with Jeff Cannell, Deputy Commissioner for Cultural Education, New York State Education Department, to discuss the program.

Hospital Library Services Program (HLSP): Report under section 3.

6. Old Business:

CDLC Mission Statement: In response to questions brought to the board by L. Trubitt on behalf of her library, R. Ferraro explained that no substantial changes were made in the CDLC Mission Statement; the changes were only an updating of language. An article on the CDLC Mission Statement is planned for the next ReCap newsletter.

7. New Business:

No New Business

8. Information Reports / Announcements:

P. Ritter noted that:

- The March 4 security procedures program, *Black Belt Librarians* was well received with 60 people attending.
- *Creating the 21st Century Library: An Introduction to Building, Renovating, or Expanding your Library* presented by Frank X. Craine, AIA and Diane Abate on March 24, 2009 at the Guilderland Public Library. Registration is still open. The program will include discussion of how to create a green library.

B. Beverley said that there will be a SLEEK Dinner on March 24. Information can be found on the CDLC website.

In response to a question from L. Trubitt, there was discussion of the role and responsibility of the board to CDLC. Advertisement of the Member Services Coordinator job position was unanimously approved on a motion by C. Clingan, seconded by L. Trubitt. On a motion by P. Ritter, seconded by C. Clingan, discussion of how upcoming personnel changes will impact other CDLC staff and CDLC members was tabled until the next meeting, unanimous.

9. Adjournment:

N. Van Deusen made a motion to adjourn the meeting, seconded by E. Geyer. The meeting was adjourned at 11:15 am.

ACTION ITEMS
March 13, 2009
CDLC Board of Trustees

1. Approved the minutes of February 13, 2009, unanimous
2. Acknowledged receipt of the February 2009 financial reports, unanimous.
3. Approved advertisement of the Member Services Coordinator job position, unanimous.
4. Tabled discussion of how upcoming personnel changes will impact other CDLC staff and CDLC members, unanimous.