



D-12-06

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

**October 14, 2011**

**Present:** Michael Aikey, Patricia Baia, Tim Burke, Mary Donohue, Rocco, Ferraro, Heather Lessard, Louise Macuirles, J'aime Pfeiffer, Gary Schwartz, Lisa Trubitt, Mary Wood, Susan Zappen

**Ex officio:** Jean Sheviak, Chris Walker, Marie Noonan

**Absent:** Carol Clingan, Enid Geyer

President M. Aikey called the meeting to order at 9:32 am.

**1. Board Business:**

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

Minutes of the September 9<sup>th</sup> meeting: The minutes were approved on a motion by S. Dallas, seconded by T. Burke. **Motion carried.**

Finance Committee report: T. Burke reported on the Finance Committee, which met on September 30<sup>th</sup>. The Finance Committee will be working with J. Sheviak and Joe Sherry on financial reporting. This will include an executive summary report to the board, but, this will not replace the current financial reports. The Finance Committee discussed CDLC's current banking services. The Finance Committee recommended sending out an RFP to solicit banking services. The Finance Committee will review the RFPs and interview the potential banks. The Finance Committee will wait to schedule their next meeting, until after the strategic planning board retreat.

August & September financial reports: A motion to acknowledge receipt of the August and September financial reports was made by S. Zappen, seconded by L. Trubitt. **Motion carried.**

Board of Trustees online manual/document site: The financial reports and draft minutes were sent to the trustees via the new online manual. This is a secure site which requires a username and password to access. C. Walker is continuing to work on the Resources page. If anyone has any suggestions for additional content, please contact C. Walker. S. Dallas questioned if this also to be considered an archival tool. C. Walker suggested creating an historical page.

**2. Strategic Planning Process Update:** J. Sheviak reported she and C. Walker met with consultant Jon Allen on October 4<sup>th</sup>, to review the results from the focus groups. Jon has created a survey for the Board. This will be going out with explanatory information. The Board is asked to respond to the survey by next Friday. The Board retreat with Jon Allen has been scheduled for Thursday, October 27<sup>th</sup>, from 9:00-3:00. The retreat will be held at the Clifton Park – Halfmoon Library.

C. Walker reviewed supporting documents for the retreat which were distributed at the meeting. The first page contains an index of the contents. C. Walker also will post the documents in the folder on the CDLC intranet. J. Sheviak responded to questions from the board regarding the Strategic Plan. The Strategic Plan is a broader document than the Five Year Plan that is required by New York State. The Strategic Plan will be used to create the Five Year Plan that is due in April 2012. S. Dallas asked if the Board should be familiar with State Education law as it applied to CDLC. J. Sheviak replied these are more

guidelines than regulations and noted that laws relating to CDLC are linked on the trustees intranet. . L. Macuirles suggested internet access be available at the Board retreat. P. Baia asked if there would be a follow-up or summary provided for Board members unable to attend the retreat. J. Sheviak will have Jon Allen provide a summary.

### 3. Executive Director's Report:

**Digital Collections:** Five 3Rs council collections are now on the joint NYHeritage server, which also has a new home page. Sue Rahn, Susan D'Entremont and Jean Sheviak attended a NYHeritage meeting in Syracuse on September 22 where we heard reports from the task forces, and saw a demonstration of the digital preservation system which is being developed by WNYLRC. CDLC is taking the lead in drafting a metadata guide for NYHeritage, a first draft of which has gone to the NYHeritage metadata committee.

Locally, Greenwich Free Library is our newest addition, having uploaded 8 postcards from their Gill Room Postcard Collection. Ilka has begun working with Colonie Town Library to get their first records loaded.

Later this month Ilka Morse will be moving to Atlanta, where her husband is now working for the CDC. She will continue to do support for this project remotely, and we are talking with a person who may be able to do on-site training at the libraries when it is needed. Most of the funding for this position is from an LSTA grant which ends in March, so we do not want to do a formal job search at this point.

**Direct Access Program:** We are working to rejuvenate the DAP Committee as there are several issues related to the program that need to be discussed.

**LSTA:** The State Library reported that LSTA funding to NYS was cut by \$1 million this fiscal year; there is still no definite information for the LSTA 2011-2012 year. As a result they will be asking for applications for a one year service improvement grant rather than the two year grants we have had for the past several years. Collaborative grants are possible. If federal funding is reduced enough to impact this process we should know well before the April 1, 2012 beginning of the fiscal year.

### NY3Rs cooperative projects:

The **Procurement Task Group** is working with Mike Borges at NYLA on language for a bill to redefine electronic resources as a commodity rather than a service. They are hoping to have the bill filed very soon. This will benefit State and SUNY institutions which can spend only a small amount on a commodity contract without going through a state contract.

**Delivery Task Group:** The task force of Jean Sheviak, Jason Kucsma, Debby Emerson, Ed Rivenburg (IDS) and Gary Thompson (Siena College, ConnectNY) has begun work with consultant Greg Pronevitz. We are developing a survey which will go to LAND members and probably any other institution interested in statewide delivery, and we have put together what is a very aggressive timetable for developing an RFP, identifying potential respondents, and selecting one or more delivery providers.

An issue for CDLC: how will we handle the relationship between our delivery service and the statewide service? The option will exist for us to merge our system into this new service. Our contract with our current vendor is up at the end of June, so the timing is good.

#### **4. Program and Project Reports:**

Documentary Heritage Program (DHP): There was no report.

Hospital Library Services Program (HLSP): M. Wood reported Chris Tosh is attending the Upstate New York/Ontario Chapter of the Medical Library Association conference. CDLC has not received funding for HLSP as of this meeting.

Committee on Resource Sharing (CORS): M. Noonan reported that CORS members are putting together a program focusing on ebooks for the ILL field day to be held next spring.

M. Noonan gave a brief report on Resource Sharing services that CDLC provides to the member libraries. She gave several examples of libraries that were in need of unusual material that CDLC was able to provide using resources unavailable to these member libraries. These included a thesis from the British Library that was filled digitally, foreign medical journals supplied via Docline, the National Library of Medicine's interlibrary loan system.

Regional Automation Advisory Committee (RAAC): J. Sheviak reported RAAC met last week. The final report on the Learn with CDLC project was distributed at the meeting. The project was very successful. RAAC discussed future continuing education projects. Topics included RFID, mobile websites, planning for informal sharing sessions, either mornings or late afternoons, in addition to more formal continuing education sessions.

#### **5. Old business:**

There was no old business.

#### **6. New business:**

Annual meeting: J Sheviak requested the Board think about next year's Annual Meeting, if anyone has any ideas for programming or type of event, please contact her.

First draft, 2020 Vision and Plan for Library Services in New York State: J Sheviak requested the Board read the draft for discussion at the next meeting. The board may wish to provide a formal response.

Christmas holiday: M. Aikey request Board approval to give the staff two extra days for the Christmas holiday. G. Schwartz inquired if this would have any impact on delivery, J. Sheviak responded the courier service operates independently, and there would be no impact on delivery. A motion to approve the extra two days was made by S. Zappen, seconded by T. Burke. **Motion carried.**

#### **7. Informational Reports/Announcements:**

M. Aikey announced the New York State Military Museum is hosting "Theater of War" on October 24<sup>th</sup> from 7:00 p.m.-9:00 p.m. Jesse Eisenberg will be speaking. There is a limit of 90 people to attend.

J. Sheviak mentioned that a letter about the importance of libraries written by T. Burke was published in recently in the Albany Times-Union. A copy of the letter was distributed at the meeting.

T. Burke reminded the Board the New York Library Association Conference is next month in Saratoga Springs. PULISDO (Public Library Systems Directors Organization) is sponsoring the Malcolm Hill Lecture, this year to be given by Lewis Lapham on "The Art of Reading." Additional programs include a presentation by R. Ferraro on Census Data and a discussion on the 2020 Vision and Plan for Library Services in New York State by the new Commissioner of Education, John B. King, Jr.

R. Ferraro reported on the Regional Economic Development Councils. These have been established by Governor Cuomo to stimulate regional economic development and create jobs. A report to the Governor is due on November 14<sup>th</sup>. Collaboration is seen as a major issue. Regions will need to apply through a Consolidated Funding Application Process. Categories have been established for these applications, but T. Burke indicated libraries are hard to fit in these established categories. R. Ferraro indicated changes might be made to these categories with advocacy efforts by libraries.

**8. Adjournment:**

The meeting was adjourned at 10:45, on a motion by S. Dallas, seconded by M. Wood.

**ACTION ITEMS**

**October 14, 2011**  
**CDLC Board of Trustees**

1. Approved the minutes of the September 9th, 2011 meeting, unanimous.
2. Acknowledged the receipt of the August and September financial reports, unanimous.
3. Approved two extra days for the staff at the Christmas holidays, unanimous.