



D-12-04

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

**September 9, 2011**

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

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

President M. Aikey called the meeting to order at 9:30 a.m. and asked everyone to introduce themselves.

**1. Board Business:**

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

Minutes of the June 10, 2011 meeting: The minutes were approved on a motion by C. Clingan, seconded by L. Trubitt. **Motion carried.**

May, June, July financial reports: A motion to acknowledge receipt of the April-July financial reports was made by E. Geyer, seconded by C. Clingan. J. Sheviak responded to questions regarding the current financial situation, indicating the WALDO income was received once a year. However, WALDO has terminated its relationship with the 3Rs so CDLC will not receive that income in the future. G. Schwartz asked how the current financial situation compared to the previous year. J. Sheviak indicated CDLC is in a better financial situation this year, as most funding has already been received. L. Macuirles asked if a chart could be provided with the expenses broken out by program. J. Sheviak indicated this likely can be provided. **Motion carried.**

2011-2012 Committees: J. Sheviak reviewed the current Trustee Committee chart. A new committee has been created, Finance. L. Macuirles volunteered to serve on the Finance Committee. T. Burke and G. Schwartz volunteered to serve on the Personnel Committee. If anyone is interested in serving on the other committees, please contact J. Sheviak. A Board liaison is needed for the following advisory committees: RAAC, CORS and DAP. M. Donohue volunteered to be the CORS liaison.

**2. Strategic Planning Process Update:** J. Sheviak reported Jon Allen, the consultant working with CDLC, was unable to attend today's meeting. He provided a report that was distributed to the Board. The Strategic Planning Committee met on August 31, at which time Mr. Allen reviewed the process and the next steps. A retreat is being planned for October 27 or 29 for the entire Board. The Strategic Planning Committee was very positive about the August meeting, indicating that the process is working well and the consultant is very good to work with.

**3. Executive Director's Report:**

**Funding update:** CDLC has received basic and what was formerly known as supplemental aid, Regional Bibliographic Data Base aid, and Medical Information Services Program funds from NYS. The Hospital Library Services Program funds have not yet been received. The Department of Library Development is awaiting permission to spend the remaining 10% of their funds, but the Governor has instructed Department of Budget to withhold the funds for the moment.

**Digital Collections:** CDLC Digital Collections data was merged into the NYHeritage combined site in June. A number of problems were uncovered when Ilka and Susan did site testing. These included missing collections and indexing errors. Some of the problems have been resolved; one has been referred to OCLC. Because of the merger and subsequent problems, most routine work by libraries has been suspended. The CDLC Digital Collections site will remain up until the NYHeritage problems are resolved. A NYHeritage meeting will take place in Syracuse on September 22.

Northville Public Library and Greenwich Public Library received training and began to add records.

**Direct Access Program:** C. Walker reported on changes being made to the Direct Access Program. The DAP Advisory Committee is being re-formed. C. Walker is working on creating an online DAP directory, similar to the ILL policies directory. Participating DAP libraries will have a password to access their information and to make necessary changes. C. Walker is also working on an online database to store information about authorized DAP card holders. C. Walker reported there has been an issue with libraries charging DAP card users. G. Schwartz asked for clarification on what the Direct Access Program is. C. Walker described the program and indicated that CDLC coordinates DAP but participation is voluntary. M. Wood asked who has the responsibility for the borrowed material; J. Sheviak indicated it is on the individual borrower. Currently, there are no statistics on the number of DAP card holders; the database will help give us numbers.

**Trustees manual:** C. Walker reported on the new online Trustees Manual. The manual is now available but not directly linked from the CDLC website. C. Walker suggested that she could set up a trustee intranet that could be used to post financial reports, the CDLC Employees Handbook, and other documents, such as the strategic planning information, that should not be made available to the general public. Trustees requested that she set up the trustees intranet.

**NY 3Rs Association cooperative projects report:** As a result of the decision by most of the 3Rs to allocate funding for cooperative projects, during the summer the NY 3Rs set up several task groups:

The **Procurement Task group** investigated problems SUNY and CUNY reportedly have in purchasing more expensive databases. They consulted with OGS and SUNY Central as well as surveying the SUNYs to determine the extent and nature of the problems. They concluded that all campuses would benefit if database acquisitions and e-resources were legally redefined from being services to commodities. NYLA was asked to file a bill to accomplish that redefinition, and they have agreed to do so.

**Delivery Task group:** The NY 3Rs determined that the NY 3Rs Association is well positioned to take on the management and administration of a statewide library delivery system after the interim arrangement for the LAND delivery service ends in June, 2012. The task force was charged with evaluating the existing LAND delivery service and making recommendations for a new service that replicates LAND and develops connections with all existing regional delivery services. The replication of LAND would be in place by July, 2012; the regional interconnectivity would be phased in by June 2013.

After talking with two potential consultants, the task force has determined that working with Greg Pronevitz at the Massachusetts Library System would be the best option. He estimated approximately 40-60 hours to

- a) produce a survey instrument to survey stakeholders
- b) prepare a procurement document for vendors
- c) consult with vendors and review proposals
- d) work with the NY 3Rs Association to identify the best vendor and draft/review a contract.

The task force will work with representatives of the statewide IDS interlibrary loan project and ConnectNY (a consortium of 15 private academic institutions), both of which rely heavily on the LAND delivery system. Funding will be provided through the NY 3Rs cooperative projects fund as well as from IDS and ConnectNY. Jean Sheviak is a member of this task force.

The **Databases Task group** was developed after the demise of the 3Rs relationship with WALDO, which occurred in May. Statewide, a number of libraries expressed concerns about dealing with WALDO directly rather than through their 3Rs. To that end, an agreement was reached with LYRASIS, the nation's largest regional non-profit membership organization serving libraries, which allowed some database orders to be processed through LYRASIS. No CDLC libraries participated. The task force is continuing to work with LYRASIS to determine what the best relationship would be for our libraries. They are also exploring other models for database, e-books, and other such purchases, and they met with several vendors that expressed interest in working with the 3Rs. WNYLRC is developing a model e-books project for academic libraries which will likely be offered to any CDLC libraries that are interested.

The **Continuing Education group** is beginning to develop statewide CE programs to be offered to all 3Rs members statewide and branded NY3Rs. The first will be interactive web-based programs from Amigos Library Services, a not-for-profit, membership-based organization dedicated to serving libraries, which will be offered in late November or early December at no charge to participants. The group is also looking into a statewide, shared CE calendar. Chris Walker is a member of this group. Funding will be provided through the NY 3Rs Association cooperative projects fund.

CDLC will continue to provide information to our libraries on statewide projects involving interlibrary loan and coordinated collection development.

**NYALS:** The New York Alliance of Library Systems met on August 18-19. Forty-seven people from all types of systems were in attendance. The focus of the meeting was advocacy. J.R. Drexelius spoke about the NYS Legislature and issues related to creating an effective advocacy plan. The group self-selected into eight working groups, each of which developed a plan of action. The groups focused on:

- Planning for advocacy efforts
- NY City-specific initiatives
- The advocacy "message"
- PR/media plans
- Regional Economic Councils
- New Yorkers for Better Libraries Political Action Committee
- Regents Advisory Committee on Libraries issues
- Collaboration with other organizations.

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

DHP: Documentary Heritage Program: There was no report from the DHP.

HLSP: Hospital Library Services Program: M. Wood reported the HLSP Advisory Committee met September 1<sup>st</sup>. The committee revised the HLSP 2011/2012 budget based on the funding amount NYS has said the program will receive. A survey is going to be conducted to determine continuing education needs.

**5. Old business:** There was no old business.

**6. New business:**

NYS Annual report: The CDLC NYS Annual Report was distributed to the Board by email. J. Sheviak explained that the Annual Report to New York State is in a specific format; the text portion reports activities for the past year that support the CDLC plan of service. More user friendly information can be found in the CDLC Annual Report distributed at the annual meeting. A motion to approve the Annual Report to New York State was made by S. Dallas, seconded by T. Burke. **Motion carried.**

**7. Informational Reports/Announcements:**

S. Dallas announced a broadband workshop to be held September 29<sup>th</sup> at the Queensbury High School. She will forward the brochure.

E. Geyer announced NYSHEI (New York State Higher Education Initiative, which represents the interests of all public and private academic and research libraries in New York State ) will be holding their 3<sup>rd</sup> Advocacy Summit on December 8<sup>th</sup>, at the Albany Medical College. Invitations are being sent out.

C. Clingan reported libraries in Schoharie and Middleburgh have been devastated by the recent tropical storms. They are requesting no book donations be made; rather send cash donations or gift cards from local bookstores. NYLA has also set up a disaster fund for people wishing to donate.

C. Clingan announced she will be retiring in December.

**8. Adjournment:**

The meeting was adjourned at 10:46, on a motion by S. Zappen, seconded by M. Wood.

**ACTION ITEMS**

**September 9, 2011  
CDLC Board of Trustees**

1. Approved the minutes of the June 10, 2011 meeting, unanimous.
2. Acknowledged the receipt of the April-July, 2011 financial reports, unanimous.
3. Approved the Annual Report to New York State, unanimous.