Capital District Library Council
Board of Trustees Meeting

February 16, 2018

Present:  Tim Burke, Jen Cannell, Philip Eppard, Sue Iwanowicz, Elissa Kane, Jacqueline Keleher, Rebecca Mugridge, J’aime Pfeiffer, Gary Schwartz, Eric Trahan, Lisa Trubitt, Drew Urbanek

Ex officio: Kathleen Gundrum, Amy Hren

Absent: Alex Gutelius, Frances Maloy, Andrew White

President S. Iwanowicz called the meeting to order at 9:36 a.m.

Review of Agenda:

There were no changes to the agenda.

Minutes of the January 19, 2018 meeting:

The minutes of the January 19, 2018 were accepted with no corrections.

Report from the Executive Director:

K. Gundrum noted that the internal operations for Resource Sharing is now paperless.

Ilka Morse is now retired, and Susan will be filling the NY Heritage duties at this time. There is no current plan to fill Ilka’s position.

Maria DeGaetano started at CDLC. She is an ESLN employee and will be housed at CDLC.

Finance Committee:
T. Burke reported for the Finance Committee. The committee reviewed the January 2018 financial reports, and noted that all activity was standard. They are currently working on the amended budget, which should be ready to present to the board at the March meeting. They will hold a meeting in March to discuss next year’s budget.
Personnel Committee:
L. Trubitt reported for the Personnel Committee. The committee has not met, but they are preparing for the annual Executive Director evaluation. A survey and supporting documents will be sent to the board around March 1st.

Nominating Committee:
E. Trahan reported for the Nominating Committee. They will be meeting to discuss filling the vacant at large seat which will open 7/1. This seat will be filled by appointment.

Membership Committee:
No new business.

CORS: Committee on Resource Sharing:
E. Trahan reported for CORS. They have developed a new Charge for CORS which will now be in line with the current by-laws and other charges.

RAAC: Regional Automation Advisory Committee:
G. Schwartz reported for RAAC. They did not meet due to a snow storm. The RAAC subcommittee reviewed all of the RBDB grant applicants. All applicants were recommended for full approval since the $35,000 grant allocation amount was not met. The slate of applicants was approved on a motion by G. Schwartz, seconded by J. Cannell, with one abstention. Motion Carried. Having a second round of RBDB grant applications, to spend the rest of the RBDB grant allocated money at a later determined date was approved on a motion by T. Burke, seconded by J. Pfeiffer. Motion Carried.

CCD: Coordinated Collection Development Committee:
K. Gundrum reported for the CCD Committee. They had their first working meeting and created three subcommittees: Marketing/Libguides, Continuing Education, and CCDA money review.

Old Business:

March 16th Board Meeting
The March meeting will be held at 10:30am and the Staff Appreciation Lunch will be held immediately following.

New Business:

CDLC Annual Meeting
The agenda for the 2018 Annual Meeting was provided to the board. The theme is libraries working with the community. There will be no Board elections this year. There is an idea to provide awards to members which Kathy is currently working on.
CDLC Board and Committee Thank You Reception
Tuesday, June 5\textsuperscript{th} at 9:30am, CDLC will be hosting a thank you reception for all board members, committee members, and special interest group facilitators for all of the work they put in the last year.

Committee Charges
The CORS and CCD Committee Charges were presented to the board for approval. The two charges, with the addition of a board liaison description, was approved on a motion by G. Schwartz, seconded by E. Trahan. \textbf{Motion Carried.}

Informational Reports and Announcements:

J. Pfeiffer made a reminder that Battle of the Books will take place March 12\textsuperscript{th} at Skidmore College.

T. Burke made a reminder that Advocacy Day is February 28\textsuperscript{th}.

J. Keleher stated that SCCC is have a Human Library on February 28\textsuperscript{th} from 11:30am-1:30pm.

G. Schwartz commended Kathy Gundrum on her most recent Update from the Director piece. He felt it was a great piece of communication.

The meeting was adjourned at 10:45 a.m. by S. Iwanowicz.
ACTION ITEMS

February 16, 2018

CDLC Board of Trustees

1. Approved the 2018 RBDB grant applicants, with one abstention.
2. Approved have a second round of 2018 RBDB grant applications to spend the rest of the allocated funds, unanimously.
3. Approved the CORS and CCD updated charges, with an addition of a board liaison description, unanimously.