Capital District Library Council
Board of Trustees Meeting

April 20, 2018

Present: Tim Burke, Jen Cannell, Philip Eppard, Alex Gutelius, Elissa Kane, Sue Iwanowicz, Rebecca Mugridge, Eric Trahan, Lisa Trubitt, Andrew White

Ex officio: Kathleen Gundrum, Amy Hren

Absent: Jacqueline Keleher, Frances Maloy, J’aime Pfeiffer, Gary Schwartz, Drew Urbanek

President S. Iwanowicz called the meeting to order at 9:41 a.m.

Review of Agenda:

18/19 Budget was added to the Agenda under New Business.

Minutes of the March 16, 2018 meeting:

The minutes of the March 16, 2018 were accepted with no corrections.

Report from the Executive Director:

K. Gundrum noted that RAAC is finalizing the grant timeline for RBDB. It will be announced in April and the Board will approve the recipients at the June meeting.

CDLC and RAAC will be exploring ideas for CDLC to develop an Oral History project.

The Annual Meeting is May 10th. An email push will go out again next week.

Finance Committee:

T. Burke reported for the Finance Committee. The committee reviewed the March 2018 financial reports, and noted that all activity was standard.
Personnel Committee:
L. Trubitt reported for the Personnel Committee. L. Trubitt made a motion to go into Executive Session to discuss the Executive Director Evaluation. The motion was seconded by E. Trahan. **Motion carried.** Executive Session started at 9:50am and ended at 10:18am.

L. Trubitt made a motion for the 2018-2019 fiscal year to increase staff salaries by 2.5% and increase the health insurance contribution from $4,000 per current employee to $4,100 per current employee. The motion was seconded by E. Kane. **Motion Carried.**

Nominating Committee:
E. Trahan reported for the Nominating Committee. There is one at-large position that needs to be filled for July 1st. Hospital, museum, and historical libraries are being considered at this time.

Membership Committee:
No new business.

CORS: Committee on Resource Sharing:
K. Gundrum reported for CORS. They met last week and are planning for the Resource Sharing Symposium scheduled for 4/27. CORS also created a new logo. It will be displayed on a magnet with contact information that will be handed out at the symposium.

RAAC: Regional Automation Advisory Committee:
K. Gundrum reported for RAAC. They will meet next week and plan to discuss the next round of grants, technology based continuing education, and oral history.

CCD: Coordinated Collection Development Committee:
K. Gundrum reported for CCD. They have not met and are regrouping to schedule the next meeting.

Old Business:

**May Board of Trustees Meeting**
The May Board of Trustees meeting will be held at the Science Library at University at Albany in the Standish Room. Parking passes will be available at the attendant booth upon arrival.

**CDLC Bylaws Revision**
The revision of the Bylaws was to put all committees in alignment with one another. A Board Liason is appointed by the Board President, not elected. This was reflected in the revision. E. Trahan made a motion to approve the revision to the Bylaws. The motion was seconded by L. Trubitt. There was one abstention. **Motion carried.**
Annual Meeting
Today is the deadline to register for the Annual Meeting. A reminder will be sent out.

PBS’s The Great Read
K. Gundrum met with WMHT this week regarding partnering. They would like CDLC to help promote a program called Read Active. This will take place over the Summer and run through the Fall. They would be asking the public to share their favorite book and compile the information onto a website. CDLC will set up meetings and work with the library systems to promote this event.

New Business:

18/19 Budget
The 18/19 Budget was presented to the Board for review. It should be voted on to approve at May or June’s meeting. E. Kane requested that the reserve fund be reflected in a separate column to show where it is being applied.

Informational Reports and Announcements:

E. Kane announced that Albany Public Library was chosen as one of the Top 50 places to work in the Capital District.

J. Cannell announced that Capital Region BOCES is hosting a Tech Retreat for school librarians. She is also the recipient of the School Library System Association Distinguished Service Award for 2018. She was also nominated to run for NYLA President. Voting will start early Summer.

The meeting was adjourned at 11:08 a.m. by S. Iwanowicz.
ACTION ITEMS

April 20, 2018

CDLC Board of Trustees

1. The Board went into Executive Session regarding the Director Evaluation at 9:58 am and ended at 10:18 am.
2. For the 2018-2019 Fiscal year, a staff salary increase of 2.5% and an increase in the CDLC health insurance contribution from $4,000 per current employee to $4,100 was approved, unanimously.
3. A revision to the CDLC Bylaws was approved, with one abstention.