Capital District Library Council

Board of Trustees Meeting

May 18, 2018

Present: Tim Burke, Jen Cannell, Alex Gutelius, Elissa Kane, Jacqueline Keleher, Sue Iwanowicz, Rebecca Mugridge, Gary Schwartz, Eric Trahan, Andrew White

Ex officio: Kathleen Gundrum, Amy Hren

Absent: Philip Eppard, Frances Maloy, J’aime Pfeiffer, Lisa Trubitt, Drew Urbanek

President S. Iwanowicz called the meeting to order at 9:40 a.m.

Review of Agenda:

No changes were made to the agenda.

Minutes of the April 20, 2018 meeting:

The minutes of the April 20, 2018 were accepted with no corrections.

Report from the Executive Director:

K. Gundrum noted that the second round of grants was announced and the deadline to apply is June 1st. Three applications have been received so far.

The Resource Sharing Symposium took place in April and the presenters were well received.

CDLC will be working on the continuing education calendar to add more events through the rest of the year.

NYS Department of Transportation approved CDLC’s proposal to have Sue Rahn work in their library 5 hours a week. She will be working on their backlog of cataloging, as well as helping those use the library as needed.
Finance Committee:
T. Burke reported for the Finance Committee. The committee reviewed the April 2018 financial reports, and noted that all activity was standard. He also noted that the audit is wrapping up, and the auditor will be at the June board meeting. Over the next year, the finance committee will put out an RFP to review different audit companies.

Personnel Committee:
No new business.

Nominating Committee:
E. Trahan reported for the Nominating Committee. There will be a vacancy on the board starting July 1st. E. Trahan made a motion to appoint Emily Spinner to the vacancy. The motion was seconded by G. Schwartz. **Motion Carried.**

Membership Committee:
K. Gundrum presented the NYS Department of Transportation membership application to the board. E. Kane made a motion to make NYS DOT a new member of CDLC. The motion was seconded by J. Keleher. **Motion Carried.**

CORS: Committee on Resource Sharing:
K. Gundrum reported for CORS. They had a brief meeting to discuss the Resource Sharing Symposium.

RAAC: Regional Automation Advisory Committee:
G. Schwartz reported for RAAC. At the last meeting they discussed the RAAC charge and guidelines. They also discussed the second round of the Regional Collections Grants and continuing education. Several topics were discussed: Libguides, Infographics, website design, partnerships, oral history, and a practical guide to digital preservation.

CCD: Coordinated Collection Development Committee:
No new business.

**Old Business:**

2018/2019 Draft Budget
The draft budget was presented with the minor changes requested at the last meeting. T. Burke made a motion to approve the 2018/2019 draft budget. The motion was seconded by E. Trahan. **Motion Carried.**
PBS The Great Read
A meeting will be held on Monday, May 21, regarding the WMHT rollout of the Great American Read. More information will be provided after the meeting.

New Business:

Annual Meeting Discussion
K. Gundrum reported that overall positive comments were received regarding the meeting.

June Board Meeting Business
K. Gundrum stated that the auditor will be coming to the Board meeting in June. The election of the slate of officers will also take place. New board member Emily Spinner will be invited to sit in on the meeting.

Informational Reports and Announcements:

G. Schwartz stated that he liked having this meeting at the Science Library at University at Albany. It was a more intimate feel than the usual meeting space.

The meeting was adjourned at 11:06 a.m. by S. Iwanowicz.
ACTION ITEMS

May 18, 2018

CDLC Board of Trustees

1. The Board approved Emily Spinner to fill the vacant seat on the board starting July 1st, unanimously.
2. The Board approved NYS Department of Transportation as a new CDLC Member, unanimously.
3. The Board approved the 2018/2019 Draft Budget, unanimously.