Capital District Library Council  
Board of Trustees Meeting  
June 15, 2018

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

Ex officio: Kathleen Gundrum, Amy Hren

Guests: Victor Churchill, Joe Sherry, Emily Spinner

Absent:

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

L. Trubitt was recognized for her Board service.

President S. Iwanowicz welcomed Emily Spinner as an incoming Board member.

Review of Agenda:

The agenda was changed to move the Review of Financial Documents with Victor Churchill from New Business to the beginning of the meeting.

Review of Financial Documents:

Victor Churchill, CPA, of the firm Sickler, Torchia, Allen & Churchill, and Joe Sherry, CDLC Finance Manager, presented a “Review Level Report” for CDLC, which is very similar to a full audit.

Victor distributed and reviewed the report with the group. There are no significant changes from last year. The Board thanked Victor Churchill and Joe Sherry for their work on the 2017-2018 Financial Report.

Minutes of the May 18, 2018 meeting:
The minutes of the May 18, 2018 were accepted with no corrections.

**Report from the Executive Director:**

K. Gundrum noted that the calendar is already starting to fill up with Continuing Education offerings and events for the next year.

CDLC offered a program with Questar III School Library System to bring together school and academic librarians. There was a great level of engagement, and CDLC will work with Questar to offer this program again.

Sue Rahn starting working at Department of Transportation five hours a week. K. Gundrum is going to use this as a trial to see if this is a sustainable service that can be offered to more members in the future.

K. Gundrum also noted that she spent a day with MVLS traveling to a few of their libraries. She would like to also do this with UHLS and SALS.

**Finance Committee:**

T. Burke reported for the Finance Committee. The committee reviewed the May 2018 financial reports, and noted that all activity was standard. He also noted that RBDB years 2010-2014 were completely spent.

**Personnel Committee:**

L. Trubitt reported for the Personnel Committee. She noted that she sent a formal outline to the remaining Personnel Committee as her term is ending on the board.

**Membership Committee:**

No new business.

**Nominating Committee:**

E. Trahan reported for the Nominating Committee. He stated a call for Board Officers and Committee were sent out for the 2018-2019 year. There were no changes requested. The Nominating Committee is presenting the Slate of Board Officers unchanged from the 2017-2018 year.

E. Trahan made a motion, on behalf of the Nominating Committee, for the Election of the 2018-2019 Board Officers: Sue Iwanowicz for President, Elissa Kane for Vice President, Eric Trahan for Secretary, and Tim Burke for Treasurer. The motion was seconded by J. Pfeiffer. Motion carried.
CORS: Committee on Resource Sharing:
K. Gundrum reported for CORS. They had a meeting regarding priorities for next year. They are trying to decide if they need to continue meeting monthly or if they can make the meetings less frequent.

RAAC: Regional Automation Advisory Committee:
G. Schwartz reported for RAAC. The RAAC RBDB Grant subcommittee reviewed the applications for the second round of RBDB grants and created a spreadsheet for board approval. G. Schwartz made a motion, on behalf of RAAC, for the approval of the 2018 second round of RBDB Grants. The motion was seconded by E. Kane, with three abstentions. **Motion carried.**

CD: Collection Development Committee:
K. Gundrum reported for CCD. Their committee page has been moved to a LibGuide to be consistent with the other groups.

Old Business:
No old business.

New Business:

**CDLC Board Committees**
K. Gundrum noted that she will be sending an email out over the summer regarding board committees. There will be no call out for the membership committee as it is no longer a standing committee.

**CDLC 2017/2018 Priorities**
K. Gundrum provided a copy of the 2017/2018 CDLC Organizational Objectives which was created at the beginning of the fiscal year to assess what was accomplished. CDLC accomplished a large amount during 2017/2018, including tying in the local collections and connections.

**CDLC Committee Priorities and Planning, 2018/2019**
For 2018/2019 K. Gundrum stated she would like to push the mission statement more into the planning. E. Kane recommended more external communication i.e. marketing, communication plan. J. Cannell recommended identifying future trends.

**Future Board Meeting Dates**
K. Gundrum provided a copy of the 2018/2019 CDLC Board Meeting Dates
Informational Reports and Announcements:

T. Burke announced that the NYLA election slate opened today. He also announced that Jen Cannell from the CDLC Board is running for NYLA President.

F. Maloy announced that Union College is going live with the new system Alma. At the end of the month they will also be adding Primo which is a discovery tool.

L. Trubitt thanked the Board for all of their hard work over the last ten years she served. She also noted how the energy level has picked up and that there is more forward thinking over the last few years.

The meeting was adjourned at 11:04 a.m. by S. Iwanowicz.
ACTION ITEMS

June 15, 2018

CDLC Board of Trustees

1. The Board approved 2018/2019 Board Officers slate, unanimously.
2. The Board approved the 2018 RBDB Grant, second round recipients, with three abstentions.