Capital District Library Council Board of Trustees Meeting
September 21, 2018

Present:  Tim Burke, Jen Cannell, Philip Eppard, Alex Gutelius, Elissa Kane, Jacqueline Keleher, Sue Iwanowicz, Frances Maloy, Rebecca Mugridge, Gary Schwartz, Emily Spinner, Eric Trahan

Ex officio:  Kathleen Gundrum, Amy Hren

Absent:  J'aime Pfeiffer, Drew Urbanek, Andrew White

President S. Iwanowicz called the meeting to order at 9:37 a.m. New trustee Emily Spinner from Ellis Medicine was welcomed.

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

Minutes of the June 15, 2018 meeting:

The minutes of the June 15, 2018 were accepted with no corrections.

Board of Trustees Meeting Schedule:

A copy of the Board of Trustees Meeting Schedule was provided electronically.

2018-2019 Board Roster:

A copy of the 2018-2019 Board Roster was provided electronically.

Appointment of CDLC Financial Clerk:

Amy Hren was approved on a motion by T. Burke, seconded by J. Cannell. **Motion carried.**

Conflict of Interest Certification:

Each Trustee was provided a Conflict of Interest Policy that needs to be read and signed. This will be signed annually.

2018-2019 Board Committees:

A copy of the 2018-2019 Board Committees was provided electronically.
2018-2019 Committee Liaisons:

Gary Schwartz will continue to be the RAAC Board Liaison, Emily Spinner will be the CORS Board Liaison and J’aime Pfeiffer will be the CD Board Liaison.

Report from the Executive Director:

K. Gundrum noted that Emily Wager is leaving CDLC to work at the NY State Library. She is leaving behind thorough ILL procedures that will be easy to follow for the person who fills that position. A search for this position will commence soon.

K. Gundrum announced that ESLN is no longer going to offer Lynda.com as their model has changed and licenses can no longer be transferred. CDLC recently purchased an AMIGOS membership to help fill the gap.

K. Gundrum also noted that research is being conducted for the next Annual Meeting’s location. A possible topic will be story telling. More details to come.

Finance Committee:
T. Burke reported for the Finance Committee. The committee reviewed the June and July 2018 financial reports, and noted that all activity was standard. The August and September 2018 financial reports will be reviewed at the next meeting.

Personnel Committee:
Drew Urbanek will serve as the new chair of the Personnel Committee.

Nominating Committee:
Gary Schwartz will serve as the new chair of the Nominating Committee.

CORS: Committee on Resource Sharing:
K. Gundrum reported for CORS. They are currently interested in a technology survey and highlighting regional collections. They would like to build a list that shows collection strengths in the surrounding areas.

RAAC: Regional Automation Advisory Committee:
G. Schwartz reported for RAAC. They are scheduled to meet next Thursday.

CD: Collection Development Committee:
K. Gundrum reported for CD. They met this week and there are new members on the committee representing public libraries. They would like to highlight collections by organizing and sponsoring field trips to libraries with unique collections. The first trip will be at Siena College in November.
Old Business:

Organizational Priorities for 2018-2019:
The 2018-2019 Organizational Priorities tie into the Plan of Service. Staff and committees will be assigned specific priorities to work on. E. Kane recommended including organizational priority updates in the Executive Director report.

New Business:

Annual Report:
The 2017-2018 Annual Report was approved on a motion by E. Trahan, seconded by T. Burke. Motion carried.

Member Survey:
The 2018 Member Survey draft was provided for the Board to review. The Board recommended having one survey for the CDLC contact to complete and another for all library employees to complete.

Informational Reports and Announcements:

J. Cannell announced that Capital Region BOCES SLS and their school library St. Thomas the Apostle recently completed an RBDB grant to automate the school’s library.

E. Spinner announced that Schenectady County Historical Society just completed an RBDB grant of pictures from Ellis Hospital. They are now visible on NY Heritage.

J. Keleher announced that SCCC is now SUNY SCCC. They also have an architecture firm that will be renovating their library into a learning commons.

R. Mugridge announced that University at Albany will be hosting Open Access Day on October 25th. The library will also have three separate lunch lectures that she will send information out about.

T. Burke announced that three librarians from Mongolia are coming to view rural libraries. He will be meeting them at the Altamont Free Library. He also announced that the NYLA conference will be in Rochester this year from November 7th-10th.

The meeting was adjourned at 10:55 a.m. by S. Iwanowicz.
ACTION ITEMS

September 21, 2018
CDLC Board of Trustees

1. The Board approved the appointment of the Financial Clerk, unanimously.
2. The Board approved the 2017-2018 Annual Report, unanimously.