Capital District Library Council

Board of Trustees Meeting

February 15, 2019

Present:  Tim Burke, Jen Cannell, Philip Eppard, Elissa Kane, Jacqueline Keleher, Sue Iwanowicz, Rebecca Mugridge, Gary Schwartz, Emily Spinner, Eric Trahan, Drew Urbanek, Andrew White

Ex officio: Kathleen Gundrum, Amy Hren

Absent: Alex Gutelius, Frances Maloy, J’aime Pfeiffer

President S. Iwanowicz called the meeting to order at 9:38 a.m.

Review of Agenda:

No changes to the agenda.

Minutes of the January 18, 2019 meeting:

The minutes of the January 18, 2019 were accepted with no corrections.

Report from the Executive Director:

K. Gundrum noted CDLC is hosting an Oral History general meeting on April 10th. There will also be an event June 7 on Legal Issues in Oral History.

The NYS Department of Transportation has requested to extend our contract where Sue Rahn works there five hours a week and provides cataloging. CDLC is also going to provide them with a proposal to help shift and weed their collection.

Executive Committee:

S. Iwanowicz reported for the Executive Committee. The committee reviewed the Bylaws and did not feel that any revisions were necessary at this time. They also discussed committee chair responsibilities. Committee chairs can provide written reports but they are not necessary. They also reviewed whether staff updates should be incorporated at board meetings. At this time it will be on an as-needed basis at the discretion of the Executive Director. The Bylaws state that the
board is only required to meet six times per year and currently meets 10. The committee is considering making two of the meetings special topic meetings.

Finance Committee:
T. Burke reported for the Finance Committee. The committee reviewed the January 2019 financial reports, and noted that all activity was standard. He also noted that RBDB & HLSP old accounts are continuing to be spent. The Finance Committee will meet in March to start the 2019-2020 draft budget.

Personnel Committee:
D. Urbanek reported for the Personnel Committee. The committee met at the beginning of February to review the Employee Handbook. Additions/changes were submitted to CDLC for review. CDLC staff will work on implementing the items and sending back to the committee. A date is being determined for the staff appreciation lunch. Board members will not be required to attend, but are invited. Board members will have time at a thank you breakfast on June 6 to meet with staff.

Nominating Committee:
G. Schwartz reported for the Nominating Committee. The committee met via Zoom earlier in the week regarding the nominating process. An email regarding the election will be sent to members, encouraging applications. There are 7 seats up for reelection (3 mandated, 4 at large). The proposed slate will be shared with the board between the March and April meeting. The board will have a chance to make confidential comments to the committee during that time. A final slate will be brought to the board for approval at the April meeting.

CORS: Committee on Resource Sharing:
No new business.

RAAC: Regional Automation Advisory Committee:
G. Schwartz reported for RAAC. RAAC reviewed the applications for the 2019 RBDB grants and created a spreadsheet for board approval. The 10 applications totaling $38,520.00 were approved on a motion made by G. Schwartz, on behalf of RAAC, seconded by E. Kane. Motion carried.

CCD: Coordinated Collection Development Committee:
K. Gundrum reported for CCD. They met this week and are holding quarterly library tours. They will be touring the Voorheesville Public Library local history room in March and the University at Albany special collections in June. All are welcome. CCD is also hosting a workshop at the Clifton Park-Halfmoon Public Library April 29 on Weeding and Feeding your Collection. Andy Krzystyniak from CORS attended the meeting to see what ILL collaborations could be made between public and academic libraries. A working group is going to be formed from this discussion.
Old Business:

2019 Annual Meeting:
A possible topic for the Annual Meeting will be focusing on the mission statement, shared collections/local connections. Kathy has two speakers in mind. There will also be an interactive piece.

New Business:

Professional Development Grant:
The RAAC Grant Subcommittee is working on a proposal for a Professional Development Grant. The proposal will be brought to the board for approval.

Informational Reports and Announcements:

T. Burke announced that Advocacy Day is February 27th. The more people in attendance, the better. He also announced that there will be a fundraiser on March 26th for the NY for Better Libraries Political Action Committee.

E. Kane noted that if you cannot make Advocacy Day to call or send a handwritten note to the legislator’s office. Calls are the most important.

R. Mugridge announced that University at Albany Library is sponsoring an event with the NYS Writers Institute on Tuesday February 19th. The event is Craft Talk on Science Writing with Ed Yong, author of a book on “the microbiome”.

The meeting was adjourned at 10:56 a.m. by S. Iwanowicz.
ACTION ITEMS

February 15, 2019
CDLC Board of Trustees

1. The Board approved the 2019 RBDB Grant Applications, unanimously.