Capital District Library Council

Board of Trustees Meeting

May 17, 2019

Present: Tim Burke, Jen Cannell, Philip Eppard, Alex Gutelius, Sue Iwanowicz, Frances Maloy, Rebecca Mugridge, Gary Schwartz, Emily Spinner, Andrew White

Ex officio: Kathleen Gundrum, Amy Hren

Absent: Elissa Kane, Jacqueline Keleher, J’aime Pfeiffer, Eric Trahan, Drew Urbanek

Guests: Peggy Rowe, Joseph Sherry

President S. Iwanowicz called the meeting to order at 9:37 a.m.

Review of Agenda:

The agenda was changed to move the Presentation of Financial Documents with Peggy Rowe, Dannible & McKee LLP from Finance Committee to the beginning of the meeting.

Review of Financial Documents:

Peggy Rowe, of the firm Sickler, Dannible & McKee LLP, and Joe Sherry, CDLC Finance Manager, presented the Financial Statements and Management Suggestions to the Board.

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

The 2017-2018 Financial Report was approved on a motion made by T. Burke, on behalf of the Finance Committee, seconded by E. Spinner. Motion carried.

Minutes of the April 19, 2019 meeting:

The minutes of the April 19, 2019 were accepted with one correction.
Report from the Executive Director:

K. Gundrum noted that CDLC hosted two ESLN meetings in May. One was a meeting for ESLN Directors and HLSP Coordinators. The second meeting was to review the ESLN Strategic Plan. Directors and 2-3 staff members from each council attended the meeting.

There will be a Thank you Breakfast on June 6th, and an Academic ILL meeting on June 21st. The summer will consist of confirming co-facilitators for interest groups, and active recruitment for committees. The Member Showcase is scheduled for October 18th at Maria College.

The Annual Meeting had a good turnout. The location is central, but a northern location may be explored for next year.

Executive Committee:
No new business.

Finance Committee:
T. Burke reported for the Finance Committee. The committee reviewed the 2019 April Financial reports, and noted that all activity was standard.

The 2019/2020 CDLC Budget was approved on a motion made by T. Burke, on behalf of the Finance Committee, seconded by E. Spinner. Motion carried.

Personnel Committee:
Changes were requested to the Employee Handbook updates page. This handbook will be presented again at the June meeting.

S. Iwanowicz noted that she and D. Urbanek will be completing the Executive Director Evaluation next week.

Nominating Committee:
G. Schwartz reported for the Nominating Committee. A report was sent out prior to the meeting regarding the Nominating Committee work. There was a discussion on how to get a higher turnout for the election next year.

A call for self nominations for the 2019/2020 Executive Committee slate will go out before the June meeting.

CORS: Committee on Resource Sharing:
E. Spinner reported for CORS. The Resource Sharing Symposium will take place on a Friday next Spring. There is no set date yet. Andy from Skidmore College also gave a presentation to the group on ConnectNY during the meeting.
K. Gundrum added that the Tech Census will be going out to members over the summer. CORS is also hosting two workshops with Stephanie Cole Adams that will take place at SCPL on June 7th. The morning session is on general copyright. The afternoon is about oral histories and copyright.

RAAC: Regional Automation Advisory Committee:
K. Gundrum reported for RAAC. The grants group is working on the guidelines for a Professional Development Grant. Voting on these guidelines will take place in the Fall, and will then come to the Board for approval.

RPI approached CDLC to Co-Sponsor an event on October 21st. The Program is about Digital Dexterity and where libraries play a role. There are currently four confirmed speakers. RAAC supports being a Co-Sponsor as it ties back to the CDLC mission. K. Gundrum is going to follow-up with RPI for additional information re: co-sponsorship.

CCD: Coordinated Collection Development Committee:
K. Gundrum reported for CCD. The collection workshop on April 29 had a good turnout. There will also be a tour of the special collections at the University at Albany on June 21.

Unfinished Business:
No Unfinished Business.

New Business:

2019-2020 Board Meeting Dates: A copy of the proposed Board dates was provided at the meeting. A discussion on possibly changing the week or day of the week will take place at the June meeting.

Informational Reports and Announcements:

E. Spinner announced that the Schenectady Takes Action for Reading Coalition installed a shelf in the WIC office. 1,400 books have already gone out to children. A second location will be at a local food pantry. The group is looking for volunteers to place stickers in books. They are also looking for an intern to run the website and social media.

A. White announced that RPI is hosting an Islandora event May 23-24.

S. Iwanowicz mentioned that she saw an article in the Times Union about Albany Public Library diffusing the ongoing issue with kids after school. They brought the group in and discussed what they needed at the library.
J. Cannell announced she will be giving the Keynote at the NYC School Library System Spring Institute on Leadership. She will also be presenting to her SLS colleagues on a school sustainability program.

The meeting was adjourned at 11:00 a.m. by S. Iwanowicz.
ACTION ITEMS

May 17, 2019

CDLC Board of Trustees

2. The Board approved the 2019-2020 Budget, unanimously.