



Capital District Library Council

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D-09-36

Capital District Library Council Board of Trustees Meeting

February 13, 2009

Present: M. Aikey, B. Beverley, D. Booth, C. Clingan, S. Dallas, M. Donohue, R. Ferraro, E. Geyer, C. Portzer, P. Ritter, D. Salomon, L. Trubitt, N. Van Deusen, M. Wood

Ex officio: J. Sheviak, C. Walker, M. Fiedler

Guests: Susan D'Entremont, CDLC Digital Collections Project Coordinator

Absent: D. Cossey

President B. Beverley called the meeting to order at 9:30 am. She welcomed D. Salomon and introductions were made.

1. Board Business:

Minutes of the January 9, 2009 Meeting of the Board: A motion to accept the minutes was made by N. Van Deusen, seconded by E. Geyer. **Motion carried.**

January 2009 Financial Reports: J. Sheviak presented the January 2009 financial reports. The January 2009 financial reports were **approved** on a motion by E. Geyer, seconded by L. Trubitt.

2. Executive Director Report:

- Cataloging Intern: J. Sheviak said that CDLC will soon be supervising another intern from the library school.
- Job Hunting Workshop: J. Sheviak stated that she and Chris Walker conducted a job hunting workshop at the University at Albany on February 3. They advised on resumes and interview techniques to an audience of 15 students, one administrator and one faculty member.
- Annual Meeting: The CDLC Annual meeting has been set for May 20, 2009 at the Italian American Club. Several speaker options are being considered.
- NY3Rs Conference Call: J. Sheviak said that the new New York State Librarian, Bernie Margolis participated in the February NY3Rs conference call. She noted that he was well informed and cooperative.
- Lobby Day: J. Sheviak urged everyone to attend Lobby Day on March 10th. She also announced that the New Yorkers for Better Libraries is holding a fundraising gala on March 9th at the Holiday Inn Albany. Check their website for more information.

3. CDLC Digital Collections Project – Susan D'Entremont:

S. D'Entremont stated that the CDLC Digital Collections Project provides online access to digitized materials from libraries, archives, historical societies, museums and cultural organizations in the Capital District Library Council's region. She proceeded with an overview of the project:

- Began as a planning project. CDLC worked with consultant, Jill Hurst, to determine the feasibility and scope of a digitization project.

- CDLC further developed the project; applied for and received an LSTA grant enabling the hiring of a project field trainer.
- In 2007 CDLC worked with ten institutions for the first phase of the project. These institutions selected material from their institutions to be included in the project, scanned the material, and entered the descriptions for the website. CDLC provided the training, server space, ContentDM software and guidance. Some institutions have teamed together, for instance Bethlehem Public Library is working with the Bethlehem Historical Association.
- In 2008 seven institutions were chosen for the second phase of the project.

S. D'Entremont stated that the CDLC Digital Collections website was unveiled in late 2008. The site is constantly being upgraded, and most of the participating institutions continue to add digitized material from their collections. She continued by demonstrating the CDLC Digital Collections website, showing examples of the diverse materials digitized by the project participants and answering questions. S. D'Entremont noted that CDLC is not providing space for preservation copies though participants are encouraged to do so. Additionally CDLC is in the process of hiring a consultant to improve the looks and functionality of the site. The CDLC Digital Collections website is included in the statewide NYHeritage.org website, which was also demonstrated.

B. Beverley thanked S. D'Entremont for her report.

4. Committee Reports:

Coordinated Collection Development Committee (CCD): No Report

Committee On Resource Sharing (CORS): J. Sheviak reported that the committee is working on data collection standards for interlibrary loan.

Continuing Education Committee (CE): No Report

Direct Access Program (DAP): C. Walker reported that the annual information updating begun in November is completed. The information can be found on the CDLC website.

Resource Development: R. Ferraro deferred report to Old Business.

Membership: No Report

Regional Automation Advisory Committee (RAAC): J. Sheviak reported that options to replace the CaDiLaC Online software continue to be investigated with some interesting local developments. A more detailed report will be forthcoming.

Nominations: No Report

Personnel: C. Clingan reported that the committee is meeting after the board meeting to continue review of the CDLC employee handbook.

5. Program and Project Reports:

Documentary Heritage Program (DHP): M. Aikey reported that due to fiscal limitations the work week for the DHP archivist has been cut to 15 hours per week. J. Sheviak reported on a conference call with the DHP service providers and the New York State Archives. The future of the program has yet to be decided.

Hospital Library Services Program (HLSP): No Report

Digitization Project (LSTA): No Report

6. Old Business:

CDLC Mission Statement: R. Ferraro reopened the discussion of the CDLC Mission Statement, which was tabled at the last meeting, by referring to handouts distributed prior to this meeting.

- Definitions of a mission statement
- Mission statements from the other NY3Rs councils
- The current CDLC Mission Statement and the proposed CDLC Mission Statement and Goals which incorporates the suggestions made at January's board meeting

After further discussion, on a motion by P. Ritter, seconded by R. Ferraro, the proposed CDLC Mission Statement and Goals was **defeated** by a vote of Six (6) Yes; Seven (7) No; One (1) Abstention; One (1) Absent.

The discussion continued and on a motion by P. Ritter, seconded by C. Clingan, the following revised CDLC Mission Statement and Goals was **approved** by a vote of thirteen (13) Yes; One (1) Abstention; One (1) Absent.

The Capital District Library Council makes information flow by working with the libraries of the ten-county Capital District region of upstate New York to optimize success through collaboration. The Council's leadership in information management, staff development, and resource sharing enables member libraries to provide top quality services.

Goals:

- *Promote leading-edge reference and research resources to the region.*
- *Strengthen cooperation among academic, hospital, corporate, and other specialized libraries; museums and archives; and public and school library systems.*
- *Facilitate communication among CDLC members and their staffs.*
- *Lead exploration and implementation of new technologies.*
- *Provide infrastructure for information services to the libraries of the region.*

7. New Business:

Committee Appointments: Unanimously **approved** the following committee appointment to the Committee on Resource Sharing:

- Elizabeth Hoppe, Union College

8. Information Reports / Announcements:

P. Ritter invited everyone to attend two upcoming UHLS events:

- A library security procedures program, *Black Belt Librarians* presented by Warren Graham on March 4, 2009 at the Guilderland Public Library.
- *Creating the 21st Century Library: An Introduction to Building, Renovating, or Expanding your Library* presented by Frank X. Craine, AIA and Diane Abate on March 24, 2009 at the Guilderland Public Library.

E. Geyer said that the 2009 Upstate New York and Ontario Chapter of the MLA (UNYOC / MLA) Annual Meeting will be held in Albany, September 30-October 2. The conference theme, accomplishing in spite of the economy, should appeal to a wide audience.

C. Walker announced the CDLC Outstanding Student Awards Ceremony would take place at CDLC on April 22. Check the CDLC website for more information.

9. Adjournment:

N. Van Deusen made a motion to adjourn the meeting, seconded by E. Geyer. The meeting was adjourned at 11:00 am.

ACTION ITEMS
February 13, 2009
CDLC Board of Trustees

1. Approved the minutes of January 9, 2009, unanimous
2. Acknowledged receipt of the January 2009 financial reports, unanimous.
3. Defeated proposed CDLC Mission Statement and Goals, Six (6) Yes; Seven (7) No; One (1) Abstention; One (1) Absent
4. Approved revised CDLC Mission Statement and Goals, Thirteen (13) Yes; One (1) Abstention; 1 Absent
5. Unanimously **approved** the following committee appointment to the Committee on Resource Sharing:
 - Elizabeth Hoppe, Union College