

D-09-51

**Capital District Library Council  
Board of Trustees Meeting**

**June 12, 2009**

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

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

**Guests:** Patricia Baia, Sue Rokos

President B. Beverley called the meeting to order at 9:35 am. The Board welcomed the newly elected board members Patricia Baia and Sue Rokos, whose terms start beginning July 1.

**1. Board Business:**

Minutes of the May 8, 2009 Meeting of the Board: D. Cossey made a motion to accept the minutes, seconded by N. Van Deusen. **Motion carried.**

May 2009 Financial Reports: J. Sheviak presented the May 2009 financial reports. The May 2009 financial reports were **approved** on a motion by N. Van Deusen, seconded by D. Cossey.

Board Resolutions: The following resolutions were unanimously **adopted** on a motion by C. Clingan, seconded by D. Cossey:

- On behalf of the CDLC community, we honor Carol Clingan for ten years of service on the Board of Trustees. As the representative of the Mohawk Valley Library System, she was fully engaged in the activities of the Board, serving as chair of the Personnel Committee and Vice President. We are grateful for her contributions to the libraries of the region, and we thank her for her service to the Council.
- On behalf of the CDLC community, we honor David Cossey for ten years of service on the Board of Trustees. As a representative of Union College, he was fully engaged in the activities of the Board, serving on the Personnel Committee and the Plan of Service Committee. We are grateful for his contributions to the libraries of the region, and we thank him for his service to the Council.
- The Board of Trustees of the Capital District Library Council extends to Madeline Fiedler congratulations on the occasion of her retirement. Her dedication to the Council and its member libraries have extended through more than 20 years of employment. We thank her for that service and for taking minutes at Board of Trustees meetings since March 19, 1999, and we wish her a happy and productive retirement.

Appointment of a Financial Clerk: J. Sheviak asked for the appointment of Marie Noonan as CDLC Financial Clerk to replace M. Fiedler. On a motion by P. Ritter, seconded by M. Wood, Marie Noonan was **appointed** CDLC Financial Clerk, unanimous.

Election of Vice President: On a motion by C. Clingan, seconded by N. Van Deusen, R. Ferraro was unanimously **elected** Board of Trustees Vice-President to serve from July 1, 2009 to June 30, 2010.

2009 – 2010 Meeting Schedule: The board will continue to meet on the second Friday of each month beginning September 11, 2009 and continuing through June 11, 2010.

## **2. Executive Director Report:**

NYSLAA Conference: J. Sheviak stated that the New York State Library Assistants Association Conference is currently in session with 160 attendees. CALA (Capital Area Library Assistants) is hosting the conference. J. Sheviak noted that on Wednesday night she had the privilege of welcoming attendees at a pizza party, the opening mixer of the conference.

New York State Higher Education Initiative (NYSHEI) Meeting: J. Sheviak said that she attended a NYSHEI meeting where the Academic Research Information Act (ARIA) legislation was discussed. Promoted by NYSHEI, ARIA supports database acquisition using state economic development resources. At this point, there is no funding connected with the legislation. E. Geyer praised Bernie Margolis, the NYS Library Director, for his support of ARIA.

GoLocal Project: The New York State GoLocal project is gathering data on healthcare providers, services and supporting agencies in upstate New York to enter into a MedlinePlus GoLocal database so that people who use MedlinePlus to find health information can also find local providers listed by subject and by geographic region. The project is currently seeking volunteers.

## **Committee Reports:**

Nominating Committee: Report under **New Business**

Committee On Resource Sharing (CORS): M. Wood reported that the committee met and began the initial planning for the next Field Day. There was also discussion about courier service in anticipation of the new CDLC delivery service operation that begins on June 29.

Resource Development: B. Beverley said that the committee is continuing work on previously reported projects. Tech Valley updates will be reported under **Old Business**.

Regional Automation Advisory Committee (RAAC): J. Sheviak noted that the CDLC / WALDO partnership to develop the new CaDiLaC Online is moving forward. Koha, an open source integrated library system, is the new software for the CDLC Partial Union Catalog.

Personnel: Report under **New Business**.

## **3. Program and Project Reports:**

Documentary Heritage Program (DHP): J. Sheviak stated that CDLC has just been notified that in August the NYS Archives will be issuing an RFP for an 18-month extension of the DHP.

Hospital Library Services Program (HLSP): No Report

## **4. Old Business:**

Tech Valley Futures Meeting: R. Ferraro spoke about the Tech Valley Futures event held on May 29 at the Hudson Valley Community College where the recommendations of the Tech Valley Civic Forum task forces were presented. (Report distributed at this meeting.) He explained that the purpose of the forum was to identify and define mechanisms that would “connect high-tech growth and community well-being.” The four task forces that focused on different, but related subjects, are:

- Metrics for Success
- Community Outreach
- P – 16 Education
- Workforce Network

Discussion included the importance of getting as many libraries as possible involved in the Tech Valley initiative and planning for a fall program to help accomplish this.

Delivery Service: J. Sheviak reported that the A.L. Delivery Service would begin CDLC courier delivery on June 29. CDLC, MVLS, SALS and UHLS will again be using a common delivery service provider.

#### **5. New Business:**

Appointment of a New Trustee: E. Geyer, speaking on behalf of the nominating committee, proposed Susan Zappen, Skidmore College, to fill the unexpired term vacated by the resignation of David Solomon. Susan Zappen was **appointed**, unanimous, to the CDLC Board of Trustees to serve through June 30, 2013.

Employee Handbook: C. Clingan reported that the personnel committee has finished its review of the CDLC Employee Handbook and is recommending several revisions. (Consult handout sent in advance of this meeting.) Changes include:

- Simplification and clarification of language throughout
- Change definition of Full-time employee
- Redefine retirement eligibility and benefits (It was noted that the proposed changes would not apply to the retirement eligibility of Madeline Fiedler.)
- Update Performance Evaluation section

The revised CDLC Employee Handbook was **approved**, unanimous.

#### **6. Information Reports / Announcements:**

J. Sheviak asked that board members support a fundraiser for the New Yorkers for Better Libraries. Information can be found on the advertisement distributed today. C. Clingan seconded the request, urging support of this important group of library advocates.

#### **7. Adjournment:**

D. Cossey made a motion to adjourn the meeting, seconded by C. Clingan. The meeting was adjourned at 10:20 am.

## **ACTION ITEMS**

### **June 12, 2009 CDLC Board of Trustees**

1. Approved the minutes of May8,, 2009, unanimous
2. Acknowledged receipt of the May 2009 financial reports, unanimous.
3. Unanimously adopted the following resolutions:
  - On behalf of the CDLC community, we honor Carol Clingan for ten years of service on the Board of Trustees. As the representative of the Mohawk Valley Library System, she was fully engaged in the activities of the Board, serving as chair of the Personnel Committee and Vice President. We are grateful for her contributions to the libraries of the region, and we thank her for her service to the Council.
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  - The Board of Trustees of the Capital District Library Council extends to Madeline Fiedler congratulations on the occasion of her retirement. Her dedication to the Council and its member libraries have extended through more than 20 years of employment. We thank her for that service and for taking minutes at Board of Trustees meetings since March 19, 1999, and we wish her a happy and productive retirement.
4. Appointed Marie Noonan CDLC Financial Clerk, unanimous
5. Elected R. Ferraro CDLC Board of Trustees Vice-President to serve from July 1, 2009 to June 30, 2010, unanimous.
6. Appointed Susan Zappert to the CDLC Board of Trustees to serve through June 30, 2013, unanimous.
7. Approved the revised CDLC Employee Handbook, unanimous.