



Capital District Library Council

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D-09-47

Capital District Library Council Board of Trustees Meeting

May 8, 2009

Present: C. Clingan, D. Cossey, M. Donohue, R. Ferraro, C. Portzer, P. Ritter, L. Trubitt, N. Van Deusen, M. Wood

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

Absent: M. Aikey, B. Beverley, D. Booth, S. Dallas, E. Geyer, D. Salomon

Vice-President C. Clingan called the meeting to order at 9:35 am.

1. Board Business:

Review of Agenda: J. Sheviak said there was an addition to the agenda under Board Business.

Minutes of the April 10, 2009 Meeting of the Board: A motion to accept the minutes was made by P. Ritter, seconded by N. Van Deusen. **Motion carried.**

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

Trustee Resignation: C. Clingan read a letter of resignation from David Salomon. The motion by P. Ritter to accept the resignation of David Salomon from the CDLC Board of Trustees was seconded by L. Trubitt and **unanimously** accepted. The Board will name a successor Trustee to serve out the remainder of his term, as required in the CDLC Bylaws.

2. Executive Director Report:

Recent CE Programs: J. Sheviak reported on recent programs:

- The Emerging Technologies program, *The Future is Not Out of Reach: Change, Emerging Trends, 2.0, and Libraries*, presented by David Lee King on May 7 at the Clifton Park-Halfmoon Public Library, was well attended (with 80 registrants and 80 in attendance) and well received. J. Sheviak expressed gratitude to the committee (Jennifer Ferriss, Southern Adirondack Library System; Sharon O'Brien, Mohawk Valley Library System; Geoff Kirkpatrick, Bethlehem Public Library) for the planning and execution of a fine program.
- The HLSP / MISP co-sponsored workshop, *Understanding and Using Medical Terminology*, was presented on April 24 to a mixed audience of HLSP members and representatives from academic, public and special libraries of the region. Margaret Peloquin, Head Librarian at the Eastview and Riverside Campuses, Austin Community College in Austin, Texas, was the presenter.

- *Copyright for Digital Projects* was presented by Peter Hirtle on March 31 at CDLC. Mr. Hirtle, who is the Intellectual Property Officer for the Cornell University Library, is a popular presenter at CDLC. His workshops are always informative and well attended.
- The Outstanding Student Employee Award which was held at CDLC on April 22, 2009, continues to be a relevant event. CDLC has received very positive feedback from sponsors, students and parents.

CDLC Digital Collections Website: The unveiling of the new version of the CDLC Digital Collections website is scheduled for the Annual Meeting in May. CDLC Digital Collections is also included in the New York Heritage website that allows users to search digitized documents from all of the NY3Rs organizations simultaneously.

NY3Rs Association: The Middle Atlantic Region of the National Network of Libraries of Medicine made a request to the NY3Rs for a contribution towards the \$18,000 needed for a study focusing on the value of hospital libraries. This is an update of a 1992 highly-regarded study and publication. CDLC will consult with other NY3Rs and further investigate the expected benefits of such a study before making a decision about contributing.

Retirement: J. Sheviak stated that Nancy Van Deusen is retiring as Director of the Van Wagenen Library, SUNY/Cobleskill. Nancy has served on RAAC for 22 years.

CDLC Staff Overview: Noting the retirement of M. Fiedler and the decision to not fill the Member Services Coordinator position J. Sheviak explained how CDLC core services would be met. Referring the board to the handout on staff responsibilities, she described the redirection of duties. She noted that the introduction of an intranet and availability of the new CDLC Connections database would greatly benefit the staff by supplying easy access to forms and information and by eliminating the duplication of records.

3. Committee Reports:

Committee On Resource Sharing (CORS): No Report

Resource Development: Committee notes were sent prior to this meeting. Discussion included:

- CDLC will plan a Tech Valley Libraries program for the fall. Participants will include the Capital District Regional Planning Commission, the Center for Technology in Government, the Albany-Colonie Chamber of Commerce, and possibly the Small Business Development Center.
- Deb Priest is exploring funding sources for the Church Records Project, a DHP oriented project with a goal of making the historical information found in church records available to communities. First, a modest grant application, which would cover the planning and pilot project, will be submitted to First Niagara. If the project is successful, bigger future grants may be sought from the Troy Savings Foundation and the Community Foundation of the Capital Region. It was suggested that it would be beneficial if a DHP Advisory Committee member served as a liaison to the project.

Regional Automation Advisory Committee (RAAC): N. Van Deusen reported that at the April 21 meeting the committee approved:

- MasterKey as the software for the next generation of CaDiLaC Online.
- A CDLC / WALDO partnership to develop the new CaDiLaC Online.
- The RBDB budget with additional funding allocated to the digitization project.

Personnel: Report under Old Business

4. Program and Project Reports:

Documentary Heritage Program (DHP): J. Sheviak reported that as of now the DHP would only be funded through December 2009. A conference call between the NYS Archives and the regional archivists was not encouraging. The DHP is a legislated program; funding comes through the Department of the Budget.

Hospital Library Services Program (HLSP): M. Wood said that there have been several recent, successful HLSP programs, *Finding Work-Life Balance: Strategies for You and Your Institution* and *Understanding and Using Medical Terminology*.

5. Old Business:

Personnel Committee Recommendations on Health Insurance: C. Clingan said that one retiree has declined this year's health insurance stipend. Therefore, the committee recommends that that stipend amount be used to increase this year's CDLC per employee contribution towards health insurance from \$2820 to \$3224 per staff person. This is an adjustment; the budget figures are not affected. This recommendation was **approved**, unanimous.

6. New Business:

CDLC 2010 Proposed Budget: J. Sheviak noted that the NY3Rs have been told that the charts are not ready yet, but to expect an 8% decrease from last year's budget. The budget is due June 3, 2009. J. Sheviak, referring to the budget worksheet handouts, gave a line-by-line description of income and expenditures of the proposed 2010 budget. On a motion by P. Ritter, seconded by D. Cossey, the CDLC 2010 proposed budget was unanimously **approved**.

Delivery Service: J. Sheviak stated that because of ongoing service concerns she would like to pursue a new courier service vendor. She noted that the Upper Hudson Library System has been very satisfied with the service provided by the A. L. Delivery Service and the Mohawk Valley Library System has also recently contracted with the A. L. Delivery Service. If CDLC changed vendors to the A.L. Delivery Service the cost would be nearly the same; deliveries would be made by company employees using company vehicles; sorting would be done at MVLS. On a motion by D. Cossey, seconded by M. Donohue, it was unanimously **approved** that J. Sheviak would negotiate with A. L. Delivery Service to provide courier service to CDLC members.

7. Information Reports / Announcements:

D. Cossey said that Sony has made a deal with Google to make a half million copyright-free books available for its Reader device. Amazon has a new version of its Kindle e-book reader with a larger screen geared for the textbook market.

8. Adjournment:

N. Van Deusen made a motion to adjourn the meeting, seconded by M. Wood. The meeting was adjourned at 10:35 am.

ACTION ITEMS

**May 8, 2009
CDLC Board of Trustees**

1. Approved the minutes of April 10, 2009, unanimous
2. Acknowledged receipt of the April 2009 financial reports, unanimous.
3. Unanimously accepted the resignation of David Salomon from the CDLC Board of Trustees.
4. Approved the 2009/10 CDLC contribution towards health insurance stipend to \$3224 per participant, unanimous.
5. Approved the 2010 CDLC proposed budget, unanimous.