



D-09-56

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

**September 9, 2009**

**Present:** M. Aikey, P. Baia, B. Beverley, D. Booth, S. Dallas, M. Donohue, R. Ferraro, E. Geyer, C. Portzer, P. Ritter, S. Rokos, L. Trubitt, M. Wood, S. Zappen

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

**Absent:** N. Van Deusen

President B. Beverley called the meeting to order at 9:32 am.

**1. Board Business:**

Welcome to new board member and introductions: B. Beverley welcomed new members P. Baia, S. Zappen and S. Rokos.

Review of agenda: There were no changes to the agenda.

Minutes of the June 12, 2009 meeting: A motion to accept the minutes was made by P. Ritter, seconded by L. Trubitt. **Motion carried.**

June, July, August financial reports:

J. Sheviak reported that Joe Sherry is working on a new financial report structure. P. Baia made a motion to review the financial reports, seconded by R. Ferraro. **Motion carried.** J. Sheviak reviewed the financial reports, noting June's income included funds from the RBDB ReCon projects for work done by CDLC, that were previously reported as RBDB funds. The funds were moved on the recommendation of the auditor. The August report included state aid that was received and payments to CDLC for WALDO subscriptions. R. Ferraro had a question regarding the June surplus of revenue over expenditures. J. Sheviak responded CDLC has been very conservative, given the current economic conditions in the state.

Committee assignments: L. Trubitt will take over as chair of the Personnel Committee; S. Zappen agreed to serve on the Personnel Committee. If anyone else wishes to serve on a committee, or change a committee assignment, please contact J. Sheviak.

**2. Executive Directors Report:**

Staffing: M. Fiedler retired in June; M. Noonan will be doing more administrative work.

Office renovation: New carpeting has been installed in staff offices to address safety concerns with the old carpeting.

Funding: CDLC has received basic aid, minus 11%. Funds have not been received for RBDB, DHP, MISP, or HLSP.

New courier service: The new courier, ALDS, began providing service in late June. The member libraries have reported the new service is much better. S. Dallas noted SALS has seen an increase in use, perhaps due to the improved service.

Digital collections: The new CDLC Digital Collections website is now available, though there is still some work to be done on the website. Statistics on use will be available every month. The digital project is now out of the pilot phase and applications to participate are being accepted on a rolling basis. The CDLC Digital Collection is now part of the New York Heritage site, which harvests collections from all nine 3Rs digital sites. The 3Rs are paying for a marketing plan for the New York Heritage site.

New York Association of Library Systems: J. Sheviak attended the NYALS retreat in August. A major discussion was on how to communicate the value of library systems to the Legislature, the Board of Regents and the Governor; key strategies might be to interact with key people, including inviting them to meetings at the systems. The CDLC Annual Meeting might provide such a venue.

### **3. Committee Reports:**

Committee on Resource Sharing (CORS): J Sheviak reported CORS has scheduled the ILL Field Day – May 1, 2010. CORS will focus on developing an electronic ILL form and continuing development of the ILLiad point-to-point project. Two subcommittees were formed to work on these projects.

Regional Automation Advisory Committee (RAAC): J. Sheviak reported that Jeanne Biggins, chair of RAAC has retired. Tim McDonough of the Waterford Public Library has agreed to take over as chair. No meetings have been scheduled, but work on the new version of CaDiLaC Online is ongoing. The implementation of MasterKey has been delayed. Sirsi/Dynix has offered an upgrade to the current URSA software.

Resource Development Committee: The scheduled meeting of the Resource Development Committee was cancelled.

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

Documentary Heritage Program (DHP): The funding for the DHP has been approved, but, the money has not been disbursed; 3 grant proposals are also waiting for a response. The DHP will be sponsoring two workshops: preserving photographs and records management. An RFP was expected to be issued for the continuation of DHP, but it has yet to be released. If funding does not continue after December, will CDLC continue DHP with other funding?

Hospital Library Services Program: The HLSP Advisory Committee has not met recently. The HLSP funding was down several thousand dollars from what was expected. There is a complicated formula that is used to determine funding for HLSP. The 3Rs have made a formal request for funding information prior to budgeting, as several of the 3Rs were heavily impacted by unexpected reduced funding. Chris Tosh has indicated the reduced funding will affect the continuing education and databases provided by HLSP to the member libraries.

**6. Old business:**

There was no old business.

**7. New business:**

CDLC Annual Report to New York State:

A motion to approve the report was made by S. Dallas, seconded by P. Ritter. **Motion carried.** J. Sheviak will respond to any questions from DLD.

New committee needed: Digital Collections Advisory Committee:

The expansion of the CDLC Digital Project has resulted in a number of questions and issues. During a recent staff meeting, the suggestion was made to create a committee to respond to these issues. A motion was made by P. Ritter to create a Digital Collections Advisory Committee; seconded by E. Geyer. **Motion carried.** A charge to the committee will be drafted. If anyone has suggestions for members, keeping in mind the need for broad representation, please give the names to J. Sheviak or Susan D'Entremont.

Annual meeting date:

The Annual Meeting has been held in May, any change in the date would require a change in the Trustee election. SALS will hold their Annual Meeting on May 17, 2010; UHLS will hold theirs on June 9, 2010. CDLC will tentatively schedule the Annual Meeting for May 19<sup>th</sup>, 2010.

Priorities for the year:

The Resource Development Committee is looking for ways to disseminate information about CDLC to different communities. S. Dallas suggested cost/benefit analysis might help determine what we do now and what changes might be made and to justify what we would have to cease by way of services and programs.

**8. Informational Reports/ Announcements:**

E. Geyer reported on the upcoming UNYOC Conference, to be held September 30<sup>th</sup> to October 3<sup>rd</sup>. The conference will be held in Albany, and is open to all.

B. Beverley reported that two of the Literacy Volunteer agencies in the area were merging and are working with local public libraries. The two organizations that have merged are Literacy Volunteers – Mohawk/Hudson and Literacy NENY. The new organization is Literacy New York Greater Capital Region and is a member of CDLC. B. Beverley gave J. Sheviak a letter about the merger.

The Personnel and Membership Committees need to schedule meetings.

J. Sheviak will be on vacation September 21<sup>st</sup> through October 2<sup>nd</sup>.

**9. Adjournment:**

E. Geyer made a motion to adjourn the meeting, seconded by S. Dallas. The meeting was adjourned at 10:31.

**ACTION ITEMS**

**September 9, 2009  
CDLC Board of Trustees**

1. Approved the minutes of June 12, 2009, unanimous.
2. Approved the review of the June, July, August financial reports, unanimous.
3. Approved the CDLC Annual Report to New York State, unanimous.
4. Approved the creation of a Digital Collections Advisory Committee, unanimous.