Regional Automation Advisory Committee
Minutes of the Meeting
January 27, 2016

Attendance

Members of the Committee: Jane Bentley, Jennifer Ferriss, Jim Gandy, Walter Grattidge, Geoff Kirkpatrick, Tim McDonough, John Myers, Gary Schwartz, Colleen Smith, Joe Thornton, Mary Ann Warner

CDLC staff and liaisons: Kathleen Gundrum, Kari Kakeh, Sue Rahn, Emily Wager

Absent: Carrie Buff, Laura Gable, Sharon O’Brien, Nancy Poehlmann, Maureen Squier, Chris White

The meeting to order by chairperson Jennifer Ferriss at 9:34 a.m.

Welcome and Introductions

Emily Wager was welcomed and introduced as the new Member Services Librarian for Resource Sharing at CDLC.

Committee Business

The minutes of the November 18, 2015 meeting were unanimously approved (Grattidge/Myers).

Working Groups

CORS/RAAC ILL Group:

Jane Bentley reported that the CORS/RAAC ILL subcommittee met on Jan.6, 2016. Minutes from the meeting were distributed. RAAC members attending this subcommittee meeting were: Jane Bentley, Jennifer Ferriss, Joe Thornton and Chris White. The group discussed statistics on the use of the CDLC ILL e-form, as well as an ILL enhancement to CaDiLaC. It was noted that the CDLC ILL e-form was used approximately 1,400 times in the past year. The subcommittee suggested making the loan/photocopy box on the ILL e-form a mandatory field.
The group also discussed the new ILL enhancement to CaDiLaC which will add a “Request” button to CaDiLaC that will populate information into the ILL e-form, saving library staff time. At this time, the request button will be for library staff use only. Suggestions were made as to the wording on the request button, as well as to its size and placement on the CaDiLaC results screen.

Grants Working Group:

K. Gundrum reported that CDLC has been reaching out to libraries that have old cataloging and metadata grants that have not yet been completed. K. Gundrum also reported that the new NYS Historic Newspaper Grant has been very popular. CDLC received grant applications from 12 libraries, requesting approximately $280,000. The budgeted amount for the newspaper grant was $10,000. There may be some opportunities for CDLC to investigate partnering with the business community to see if there is interest in matching these grants. Other discussion included transferring funds from the metadata and retrospective conversion grants or the Innovation Grant to the Newspaper project. The committee also discussed the possibility of making the Retrospective Conversion and Metadata grants more competitive.

The grants working group (J. Ferriss, T. McDonough, and N. Poehlmann) will convene to discuss the timetable for announcing 2016 cataloging and metadata grants. They will also discuss the possibility of transferring money into the Newspaper project, as well as the idea of making the cataloging and metadata grants more competitive.

Professional Development Working Group:

The Professional Development Working group has not formally met yet. CDLC is offering a Google Day workshop with Polly-Alida Farrington in February that is sold out. The three public library systems in the CDLC area (MVLS, SALS, UHLS) are also contracting with Polly-Alida Farrington to offer workshops in March, Sept. and Nov. 2016. K. Gundrum reported that CDLC is investigating new continuing education programs. A couple of topics suggested were e-books and geotagging. The committee was asked to think about continuing education ideas for the March 2016 meeting.

RAAC Services Working Group:

This subcommittee will begin to review other CDLC products and services.

New Business

Budget:
K. Gundrum distributed the current 2015 RBDB budget. The RBDB budgets run on a calendar year, while the CDLC fiscal year begins in July. Of note in this 2015 budget is that $10,000 has been allocated to the NYS Historic Newspaper grant and $5,000 to an innovation grant.

K. Gundrum noted that the Finance Working Group will begin work on the 2016 RBDB budget. This budget will need to be approved by RAAC in time to be brought to the May 2016 CDLC Board of Trustees meeting.

W. Grattidge made a motion, seconded by J. Myers, to approve the 2015 RBDB budget. The motion passed, unanimously.

CDLC Five Year Plan of Service:

K. Gundrum gave an introduction to the CDLC Plan of Service Committee, and distributed a document with six potential pilot projects for CDLC and its members. Three CDLC member forums have been held around the region to gather input on the potential pilot projects. RAAC members serving on the CDLC Plan of Service Committee include Jim Gandy and Joe Thornton.

The committee discussed the six potential pilot projects. Comments included:

- #1 Resource Sharing – Patron initiated ILL is a great idea, but will come with some challenges to existing workflows
- #2 Collection Development – cautionary comment – should have policies in place regarding saving last copies – last copies might not always be worthwhile to save
- #3 Staffing Resources – creating a resource of library expertise is a great idea. Another idea might be to create an email list where staff could ask questions of experts. Contacts and activity would continue off-list
- #4 Digital Collections and Hidden Treasures – this is a great idea that improves access to local resources and is consistent with the use of RBDB grant money. It provides local value and is great for CDLC outreach
- #5 Group Purchasing – adding e-book records to union catalogs is a challenge for records management. Can CDLC get involved in national initiatives – normalize e-books?
- #6 Continuing Education – great idea – CDLC should continue to offer more continuing education

Announcements

None.

2015-2016 Meeting Schedule

Next meeting: March 30, 2016, 9:30 am.
There being no further business, the meeting was adjourned at 10:15 a.m.

Minutes compiled by Sue Rahn.

Minutes approved at the RAAC meeting held 3/30/16.