Regional Automation Advisory Committee
Minutes of the Meeting
March 30, 2016

Attendance

Members of the Committee: Jane Bentley, Jennifer Ferriss, Jim Gandy, Walter Grattridge, Tim McDonough, John Myers, Sharon O’Brien, Nancy Poehlmann, 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, Geoff Kirkpatrick, Maureen Squier, Chris White

The meeting to order by chairperson Jennifer Ferriss at 9:35 a.m.

Welcome and Introductions

The committee was welcomed to CDLC. There were no new introductions.

Committee Business

The minutes of the January 27, 2016 meeting were unanimously approved, on a motion by G. Schwartz, seconded by T. McDonough.

Working Groups

RAAC Services:

J. Ferriss reported that a RAAC Services report was distributed prior to the meeting. The statistics for CaDiLaC usage for the past year were distributed at the meeting, as well as statistics for one month usage of the CDLC Union List of Serials.

J. Thornton demonstrated 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.
Joe noted that the current ILL e-form will not be going away. The new functionality will be an enhancement for users that are getting information from CaDiLaC to enter into the ILL e-form.

Joe is continuing to work on having library names consistent between Index Data (CaDiLaC) and the CDLC ILL e-form, as well as having the ability to have users login once per session, rather than after every search.

The group thanked Joe Thornton for his work on this new CaDiLaC/ILL e-form functionality, and noted that this will be a great help to interlibrary loan staff using the ILL e-form.

Grants Working Group:

RBDB Grant:

The announcement for the 2016 RBDB Retrospective Conversion, Metadata and Digitization Grants was distributed 3/16/16. The Grants Working Group (J. Ferriss, T. McDonough and N. Poehlmann) will review the grant applications and will make recommendations for approval of the grants to the full committee by email. The full RAAC committee will vote by email, and recommendations will then be sent to the CDLC Board of Trustees for their approval on 5/13/16.

Newspaper Grant:

K. Gundrum reported that RAAC had budgeted $10,000 for the Newspaper Grant, and the total grant requests from libraries was $284,000. As this was a pilot grant project, CDLC staff reviewed the grant applications and forwarded recommendations to the Grants Working Group to award three grants. Some of the criteria used for review included the length of the publication run, the age of the newspapers, and the ability to increase the geographic representation in the NYS Historic Newspapers database.

In order to fund these three newspaper grant projects, the Grants Working Group is recommending using $5,000 from the budgeted Innovation Grant money and $5,000 from past unused RBDB funds to increase the newspaper grant to $20,000.

A motion was made by J. Myers, seconded by N. Poehlmann, to reallocate $5,000 from the Innovation Grant into the Newspaper Grant budget. After discussion, G. Schwartz made an amendment to the motion to additionally reallocate $5,000 from prior RBDB unused grant money into the Newspaper Grant budget. The amendment was seconded by T. McDonough. The amended motion to reallocate $5,000 from the Innovation Grant and $5,000 from the prior unused RBDB grant money into the Newspaper Grant budget was approved, unanimously.

A motion was made by J. Ferriss, on behalf of the Grants Working Group, that prior year, non-disseminated RBDB grant funds may be reallocated to the grants line of the RBDB budget and used as needed for current year grants. The motion was seconded by W. Grattidge, and passed unanimously.
A motion was made by J. Ferriss, on behalf of the Grants Working Group, to award newspaper grants to three institutions. The selected institutions include:

- Greenwich Free Library: digitize 171 years of the Washington Journal (1842-2013) $7,900
- RCS Community Library: digitize 123 years of the Ravena News-Herald (1873-1996) $10,100
- Schenectady County Public Library, in partnership with the Schenectady County Historical Society: digitize 50 years of the Schenectady Reflector (1835-1885) $3,400

The motion was seconded by W. Grattridge. There were two abstentions to the motion (J. Myers and M. Warner) because their institutions applied for the newspaper grants. The motion was approved, with the two abstentions noted.

Professional Development Working Group:

A document was distributed with ideas for Continuing Education (CE) programs that RAAC may sponsor. CDLC has also created a survey to accompany the CE Ideas document, to determine which CE programs would be of greatest interest to CDLC members. RAAC committee members have been asked to complete the survey. The survey will also be distributed to a larger CDLC audience. The RAAC Committee will then assess the survey results and plan RAAC-sponsored Continuing Education programs for 2016-2017.

RAAC Guidelines Working Group:

J. Myers reported for the RAAC Guidelines Working Group (J. Myers and J. Ferriss). A document was distributed ahead of the meeting comparing previous versions of the RAAC Guidelines. The committee discussed the current guidelines, and reviewed outstanding questions from the RAAC Guidelines Working Group.

K. Gundrum reported that the CDLC Board is in the process of reviewing its By-laws and committee structures, which might have an impact on the RAAC Guidelines. K. Gundrum will keep J. Myers informed as the process moves along.

J. Myers will revise the RAAC Guidelines document based on the committee discussion, and bring a draft back to the RAAC Committee.

G. Schwartz noted that recently RAAC meetings have become more visionary and forward-looking, and this might be a good time to publicize the work of our committee. We might take this opportunity to re-work the RAAC Guidelines in a way that may generate new interest in serving on the committee.

Finance Working Group:

No report.
New Business

CDLC Five Year Plan of Service:

K. Gundrum reported the CDLC Five Year Plan of Service has been approved by the CDLC Board of Trustees, and submitted to the state. Pilot projects for Continuing Education and Undiscovered Treasures generated the most interest.

Dates for 2016-2017 RAAC meetings:

Dates for RAAC meetings for the 2016-2017 year will be scheduled, and reported to the committee though email.

Membership Terms:

CDLC will be in contact with committee members whose membership terms conclude in 2016 (Tim McDonough, Colleen Smith and Maureen Squier).

Announcements

Tim McDonough attended a Smart Schools meeting at Waterford School District and learned that the scope of the school bond act is very broad, and includes infrastructure. There is a component that makes funds available to community agencies such as public libraries.

There being no further business, the meeting was adjourned by chairperson J. Ferriss at 11:02 a.m.

Minutes compiled by Sue Rahn.

Minutes approved at RAAC meeting held on 9/21/16.