Regional Automation Advisory Committee
Minutes of the Meeting
September 21, 2016

Attendance

Members of the Committee: Jennifer Ferriss, Jim Gandy, Walter Grattidge, Geoff Kirkpatrick, 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

Absent: Jane Bentley, Carrie Buff, Laura Gable, Maureen Squier, Chris White

The meeting to order by chairperson Jennifer Ferriss at 9:33 a.m.

Committee Business

The minutes of the March 30, 2016 meeting were unanimously approved, on a motion by J. Myers, seconded by G. Kirkpatrick.

Working Groups

RAAC Services:

Current members of this working group are: Jane Bentley, Jennifer Ferriss, Mary Ann Warner.

K Gundrum reported that the new CaDiLaC/ILL e-form request button is getting a lot of use, primarily from public and school libraries. A publicity announcement was distributed earlier in September 2016 about the new ILL capability.

CDLC will be gathering statistics about various CDLC products and will be sharing this information with the RAAC Services Working Group.

K. Gundrum noted that the CDLC Board of Trustees is reviewing the CDLC Bylaws and a new section on committees will be added. The Bylaws are currently being reviewed by an attorney.
After the CDLC Bylaws are approved, we will look at the RAAC roster and the RAAC Guidelines.

K. Gundrum reported that the CDLC CORS Committee has also formed working groups similar to RAAC. CORS also includes a CDLC Services working group.

Grants Working Group:

Current members of this working group are: Jennifer Ferriss, Tim McDonough, Nancy Poehlmann.

J. Ferriss reported that this group met twice over the summer. They were charged by the CDLC Board of Trustees with reallocating $3,817 that was not applied for during the 2016 RBDB Cataloging and Metadata Grants cycle. The Grants Working Group would like to reallocate the $3,817 into the Newspaper Grant Project. The Group noted that the Newspaper Grant had a huge response, and many projects were not able to be funded. In addition, the Newspaper Grant applications have already been reviewed and ranked.

The Johnstown Public Library’s newspaper grant application was ranked as the next project to receive funding. Their application asked for $3,338 to digitize three newspapers. There will still be $479 in funding to reallocate.

K. Gundrum and S. Rahn noted that CDLC currently has been doing retrospective cataloging for the Irish American Heritage Museum. The Museum had a RBDB grant in 2012 where funding was reverted to CDLC because of staffing issues. CDLC would propose to use the remaining $479 from 2016 to cover the costs of the Irish American Heritage Museum’s cataloging.

J. Myers made a motion to reallocate the $3,817 of 2016 RBDB funding to the Newspaper Project. The motion was seconded by T. McDonough. During discussion, G. Schwartz called attention to the $479 of remaining funds.

J. Myers amended his original motion, adding wording to include allocating $479 to the Irish American Heritage Museum for retrospective cataloging. The amended motion was seconded by N. Poehlmann. The amendment passed unanimously.

The committee voted again on the main motion plus the amended motion, and both passed unanimously.

Professional Development Working Group:

Current members of this working group are: Kari Kakeh and Tim McDonough.

K. Kakeh reported that CDLC has been participating in a free trial of Tech-Talk.com, a professional development tool for “non-techies”. Tech-Talk.com distributes weekly emails
introducing ways to use technology to work more productively and communicate more effectively. CDLC surveyed our membership during the free-trial period. Approximately 92% of those responding to the survey found Tech-Talk.com to be valuable. Kari reported that the cost of offering this product would be approximately $815 per year, which would allow CDLC to co-brand weekly emails for up to 399 users. CDLC is planning on distributing the emails through our Constant Contact distribution list. If our distribution list grows to over 399 contacts, the cost of Tech-Talk would rise approximately $100.

A motion was made by T. McDonough, seconded by G. Kirkpatrick, to use RBDB funding to purchase a subscription to Tech-Talk. The motion passed, with one opposed vote.

K. Kakeh reported on a Continuing Education Technology Survey that was distributed to CDLC members, and distributed a compilation of initial responses. The responses are categorized by type of library responding – Academic, Hospital, Public, School, and Special. Continuing Education topics that ranked in the “top 5” consistently across all types of libraries include: Assessment, Coding for Librarians, and Web Design.

The committee discussed Continuing Education programs that might be offered by CDLC using RBDB funding. Suggested topics included web design and web accessibility, coding/data transformation, assessment, tablet lending, and hot spot lending.

K. Kakeh and T. McDonough will work with Susan D’Entremont, CDLC’s Continuing Education Coordinator, to plan RAAC sponsored continuing education programs.

RAAC Guidelines Working Group:

Current members of this working group are: Jennifer Ferriss and John Myers.

No report from this group, as they are waiting for the approval of the CDLC Trustee Bylaws.

Finance Working Group:

Current members of this working group are: Jennifer Ferriss, Jim Gandy, Walter Grattidge and Geoff Kirkpatrick.

No report. The group will meet prior to the next RAAC meeting.

New Business

CDLC Bylaw Review:
The new CDLC Trustee Bylaws are currently being reviewed by legal counsel. Once approved, the new Bylaws will be shared with the RAAC Guidelines Working Group. The RAAC Guidelines will be reviewed with a goal to align them with the CDLC Trustee Bylaws.

Committee Membership Terms:

Thank you to Tim McDonough, Colleen Smith and Maureen Squier for agreeing to serve on the committee for another 3-year term.

Announcements

K. Gundrum reported that the CDLC Annual Meeting will be held on Nov. 16. Jeff Mixter from OCLC will speak on Linked Data. All RAAC members are encouraged to attend.

K. Gundrum announced that a CDLC General Member Survey will be released in November. It has been 2 years since the last general survey.

K. Gundrum also reported that the NY3Rs is now known as ESLN (Empire State Library Network).

There being no further business, the meeting was adjourned by chairperson J. Ferriss at 10:37 a.m.

Minutes compiled by Sue Rahn.

Minutes approved at the Nov. 30, 2016 RAAC meeting.