Regional Automation Advisory Committee
Minutes of the Meeting
September 30, 2015

Attendance

Members of the Committee: Jane Bentley, Jennifer Ferriss, Jim Gandy, Geoff Kirkpatrick, Tim McDonough, John Myers, Sharon O’Brien, Nancy Poehlmann, Gary Schwartz, Maureen Squier, Joe Thornton, Mary Ann Warner

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

Absent: Carrie Buff, Laura Gable, Walter Gratridge, Colleen Smith, Chris White

The meeting to order at 9:40 a.m.

Welcome and Introductions

RAAC Pre-planning meeting:

G. Schwartz reported on a RAAC pre-planning meeting held on 9/10/15 with K. Gundrum, S. Rahn, J. Ferriss and G. Schwartz present. The goal of the meeting was to review and refresh the RAAC committee so as to provide a meaningful experience for RAAC committee members. Gary suggested using working groups in order to maximize the experience of participation in the RAAC committee. This should in turn enhance the products and services that CDLC provides to its member libraries.

Committee Business

Minutes of the March 3, 2015 meeting were approved (Warner/Kirkpatrick).

Reports and Updates
Budget:

RBDB Grants:

K. Gundrum reported that CDLC has received an increase in state RBDB funding, approximately $10,000. She also reported that the CDLC Board of Trustees has approved the following amounts to be used from the RBDB budget for automation grants: $20,000 metadata/recon; $10,000 NYS Historic Newspapers, and a $5,000 innovation grant for a technology project. A working group will be formed to advise CDLC on these grants.

CaDiLaC and ILL update:

J. Thornton reported that an upgrade to CaDiLaC is being worked on. Index Data, who is the provider of the MasterKey software that runs CaDiLaC, will work with CDLC to develop an API that can be used to integrate information from CaDiLaC searches directly into the CDLC ILL eForm. The Southeastern New York Library Resources Council (SENYLRC) will also be purchasing the MasterKey software, and partnering with CDLC and Index Data to provide the same API for interlibrary loan.

New Business

Five Year Plan of Service:

K. Gundrum reported that the CDLC Five Year Plan of Service is due in April 2016, and she anticipates having CDLC committee representation in the process of preparing the plan.

Working Groups:

J. Ferriss reviewed the five Working Groups that were proposed from the RAAC pre-planning meeting. The groups include:

- RAAC Guidelines – group will review current committee guidelines (last revised Feb. 2003)
- Grants – this Working Group will review our current RAAC grants (Recon/Metadata), as well as investigate new grants such as the NYS Historic Newspaper project
- Professional Development – programming, CE, etc. This group will plan workshops for RAAC – maybe a RAAC Field Day, RBDB Showcase, nationally known speakers
- Finance – group will work on RAAC Budget
- CaDiLaC and ILL – group will review current CaDiLaC product & any enhancements such as the new ILL component
The committee discussed each proposed Working Group. It was suggested that the Working Groups meet separately from the regularly scheduled RAAC meetings, and report back to the entire group. It will be possible for the Working Groups to meet virtually. A suggestion was made to change the name and focus of the CaDiLaC and ILL group to “RAAC Services”, since the RAAC committee oversees more CDLC services than just CaDiLaC and ILL. This working group may also evaluate other RAAC programs such as Ask Us 24/7 or New York Heritage, etc.

A motion was made by John Myers, and seconded by Tim McDonough, to move forward with the formation of the five proposed Working Groups. Further discussion followed. Questions included whether the groups would be permanent, or ad-hoc subcommittees. The RAAC Guidelines state that the RAAC Chair may appoint subcommittees to handle specific tasks. These working groups would follow this procedure where RAAC members will be appointed by the Chair to a specific group. There being no further discussion, the Chair called for a vote on the motion. The motion to form the five Working Groups passed unanimously.

J. Ferriss asked each committee member to volunteer for one working group. The following groups were formed, with some initial volunteers. Other committee members may report back to Jen Ferriss or to CDLC on which group they would like to join.

- RAAC Guidelines Working Group - Jen Ferriss, John Myers
- Grants Working Group – Nancy Poehlmann
- Professional Development Working Group – Tim McDonough
- Finance Working Group – Geoff Kirkpatrick, Jim Gandy
- RAAC Services Working Group – Jane Bentley, Mary Ann Warner

**Joint meeting with RAAC and CORS 11/18/15:**

A joint meeting has been scheduled with CDLC’s RAAC and CORS (Committee on Resource Sharing) for 11/18/15. Part of CDLC’s Five Year Plan of Service will be to look at the CDLC committee structure. Both of these committees are CDLC Board appointed committees. This joint meeting will inform each other of what committee work is being done. Some possible topics to discuss are: CaDiLaC, DAP (Direct Access Program), Union List of Serials, Five Year Plan of Service.

Jennifer Ferriss will meet with the chair of the CDLC CORS Committee, Angela Strong, to discuss and prepare for the joint meeting.

**Announcements**

The CDLC Annual Meeting will be held on November 20, 2015 at the Century House in Latham.
2015-2016 Meeting Schedule

Next meetings: Nov. 18, 2015, Jan. 27, 2016, March 30, 2016, all at 9:30 am.

There being no further business, the meeting adjourned at 10:52 a.m.

Minutes compiled by Sue Rahn.