Regional Automation Advisory Committee
Minutes of the Meeting
May 3, 2017

Attendance

Members of the Committee: Jane Bentley, 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: 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 November 30, 2016 meeting were unanimously approved, on a motion by W. Grattidge, seconded by G. Kirkpatrick.

The meeting scheduled for Feb. 15, 2017 was cancelled.

Committee Membership:

J. Ferriss has been in contact with all committee members whose terms are expiring in June 2017 to inquire about renewing. Members who have not responded will be contacted again. CDLC will work to fill vacancies on the committee over the summer. Jennifer Ferriss and Mary Ann Warner have completed their service on the committee. Jen and Mary Ann were thanked for their many years of service (Mary Ann -10 years and Jen – 16 years, and chair for 2 ½ years).

A new chair of the committee will need to be elected. Nominations will be solicited through email, and an electronic vote will be held.

Working Groups
RAAC Services:

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

The RAAC Services Working Group will continue to work to review CDLC programs and services such as Ask Us 24/7 and New York Heritage during 2017-2018.

Grants Working Group:

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

No report.

Professional Development Working Group:

Current members of this working group are: Jane Bentley, Kari Kakeh, Tim McDonough, Colleen Smith, and Joe Thornton.

K. Kakeh reported that an Accessibility in Library Services workshop is being planned for July 2017. The workshop will be presented by Nazely Kurkjian, Coordinator of Disability, Diversity and Nontraditional Student Services at SUNY System Administration.

K. Gundrum reported that CDLC is in the process of planning a 2017 Member Showcase. This might highlight projects that were supported by RBDB grants. Suggestions were made to consider regional presentations and to invite legislators to this event.

S. Rahn reported that CDLC is interested in reinstituting the CATS (Cataloging and Technical Services) CDLC membership group. If anyone is interested in helping to facilitate this group, or has suggestions for meeting topics, please contact S. Rahn.

RAAC Guidelines Working Group:

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

No report.

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

No report.

**New Business**

**CDLC Informational Reports: DAP:**

K. Kakeh reported that the DAP (Direct Access Program) has been updated with some changes to the program. There is a new online directory, a new DAP card, and an administrator’s page with guidelines and information on best practices. The fiscal responsibility for lost items is with the issuing libraries in adherence with the US Interlibrary Loan Code. CDLC has asked all DAP participating libraries to recommit to the program. An informational meeting will be held on May 15 to explain the program to participating libraries.

**ILL e-Form Statistics:**

CDLC ILL e-Form statistics were distributed with the RAAC meeting materials. Usage of the ILL e-Form has increased since the implementation of the new request button into CaDiLaC. The request button is being used just over 50% of the time to populate the ILL e-Form. The usage of CaDiLaC has also increased.

**Index Data Meeting:**

K. Gundrum reported that CDLC and colleagues from SENYLRC (Southeastern New York Library Resources Council) and NNYLN (Northern New York Library Network) met with representatives from Index Data, the company that supplies the CaDiLaC MasterKey software. Index Data is interested in how we have implemented the ILL request button into CaDiLaC, and how it impacts our resource sharing activities. Index Data also presented information on the new FOLIO project, which they are involved in. It is a collaboration to develop an open source library services platform. For information on FOLIO, see [https://www.folio.org/](https://www.folio.org/)

**RAAC Committee Planning:**

K. Gundrum reported that the CDLC Board of Trustees have approved new Bylaws. The Bylaws include language that RAAC is a “committee of the corporation”.

A discussion was held as to the RAAC committee membership. Currently the committee consists of 18 people, representing different types of CDLC libraries. There are open positions that will need to be filled for the 2017-2018 year. The committee discussed recruitment to fill the positions. An open call to the CDLC membership was suggested as a way to fill the
positions. There are some committee guidelines that might be reviewed before recruiting new members, such as remote participation in RAAC meetings and accessibility accommodations for attending meetings. The CDLC Bylaws state that the CDLC Board will approve any changes to the charge or composition of the RAAC committee.

J. Ferriss and J. Myers will review the current RAAC guidelines and bring back recommendations to the committee.

K. Gundrum discussed future priorities for the RAAC committee. There may be a role for RAAC in CDLC’s Undiscovered Treasures initiative. CDLC has initially begun an inventory of member libraries collections. RAAC might be involved with creating a platform to showcase these undiscovered treasures – LibGuides? There could also be an increased role for RAAC in evaluating CDLC’s New York Heritage and Ask Us 24/7 projects. CDLC will work to provide the RAAC committee with usage statistics for its products and services.

CDLC Annual Meeting:

K. Gundrum reported that according to the CDLC Bylaws, a vote must be held by paper ballot for new CDLC Trustees. A CDLC business meeting will be held in May for CDLC member library Directors to vote in person for CDLC trustees.

Announcements

Jennifer Ferriss reported that she has accepted a new position at Saratoga Springs Public Library as Head of Circulation and Technical Services.

Gary Schwartz reported that he is retiring after 34 years from his position as Director of Communication and Middleware Technologies at Rensselaer Polytechnic Institute.

There being no further business, the meeting was adjourned by chairperson J. Ferriss at 11:15 a.m.

Meetings for the 2017-2018 RAAC year will be scheduled and distributed to the committee.

Minutes compiled by Sue Rahn.

Minutes approved at the Sept. 27, 2017 RAAC meeting.