Regional Automation Advisory Committee  
Minutes of the Meeting  
November 29, 2017

Attendance

Members of the Committee: Jane Bentley, Jim Gandy, Walter Grattidge, John Myers, Sharon O’Brien, Mike Paulmeno, Nancy Poehlmann, Jill Ryder, Gary Schwartz, Colleen Smith, Joe Thornton, Chris White

CDLC staff and liaisons: Kathleen Gundrum, Sue Rahn

Absent: Geoff Kirkpatrick, Tim McDonough, Maureen Squier

The meeting to order by Chairperson Colleen Smith at 9:31 a.m.

Welcome and Introductions

Mike Paulmeno of Skidmore College was welcomed and introduced as a new member of the committee, representing academic libraries.

Committee Business

a) Minutes: The minutes of the September 27, 2017 meeting were unanimously approved, on a motion by W. Grattidge, seconded by C. White.

b) Committee Membership: Committee membership will be discussed under the RAAC Charge and Guidelines section of New Business.

Old Business

a) Grants Working Group: Tim McDonough, Jill Ryder and Colleen Smith have volunteered to serve on the Grants Working Group. CDLC will distribute documents for this Working Group to review before the January release of the 2018 RBDB Grants.
b) **Continuing Education Working Group:** Jane Bentley, Colleen Smith and Joe Thornton have volunteered to serve on the Continuing Education Working Group. K. Gundrum noted that CDLC is planning on having a LibGuides User Group meeting. She also reported that Miguel Figueroa from ALA’s Center for the Future of Libraries has been suggested as a potential speaker on the topic of “Building the library of the future”. CDLC will look into reviews of this speaker.

c) **Other Working Groups:** Any other Working Groups needed for 2017-2018 will be convened if necessary.

**New Business**

a) **RAAC Priorities Results:** Results from the survey that RAAC committee members completed in October 2017 on choosing the top three priorities for RAAC to focus on in 2017-2018 were distributed. The committee discussed the new and existing CDLC services that were voted on as being the highest priorities for the RAAC committee to focus their work on. There were no existing services that were low priority. The top topic in the Existing Service category was “fostering partnerships for cataloging and digitization to increase access to traditional and digital collections”. There were four High Priority New Services that received the same amount of votes: Programming/coding/support/training for Tech Services; Innovation Grant; Connect tech developers with CDLC libraries; and Expert database. J. Myers noted that there was some clustering going on with similarities between some of the potential new CDLC services, such as the “Expert database” which is intended to focus around people, and the “Technology map” which will focus on library technology.

b) **CDLC Survey/Skill Set Project:** The committee discussed the possibility of a project to survey CDLC members to gather information on systems they use, as well as the skill sets and experience of library staff. CDLC’s Committee on Resource Sharing (CORS) has already formed a subcommittee that is starting to identify questions to ask. There was discussion as to whether or not any database created would be useful and skepticism about the ability to keep a database up-to-date. The committee suggested that creating a listserv might be a better direction to take. There would still be challenges such as who would subscribe to a list and actually stay subscribed. C. Smith suggested that a listserv might be narrowed down by specific work topic such as “law librarians”. G. Schwartz noted that the CDLC Interest Groups are already doing this and that the Interest Groups should all have their own email lists. Suggestions were made to investigate LibGuides to see if there is a chat function, and also to investigate creating a SLACK channel which is often used instead of email. Chris White volunteered to represent RAAC and work on this project in conjunction with the CORS subcommittee. If anyone else is interested in working on this project, please notify CDLC.

c) **2018 RBDB Budget:** K. Gundrum distributed and reviewed copies of the draft 2018 RBDB budget. There were no significant changes from the 2017 budget. A motion
was made by J. Myers to approve the 2018 RBDB budget, seconded by W. Grattidge. The motion passed unanimously. It was noted during the budget discussion that the CDLC Member Showcase held in Oct. 2017 was a good way to advertise how RBDB money was used.

d) RAAC Charge and Guidelines: K. Gundrum reported that the last time that the RAAC Charge and Guidelines was revised was in 2003. CDLC is working on revising the RAAC charge to align with other CDLC committees (CORS and Collection Development Committee). The CORS charge is the most current, having been revised in 2016. CDLC will be reviewing the structured membership of the RAAC committee, and will be taking into account the suggestions that J. Myers and J. Ferriss prepared in March of 2016. W. Grattidge noted that since the RAAC committee is charged with approving the RBDB budget, it is best to make sure that all types of CDLC libraries, as well as geographic locations, are represented in the committee membership. When a draft is completed of the new RAAC Charge and Guidelines, it will be shared with G. Schwartz and J. Myers to review.

Announcements

Colleen Smith announced that she has accepted a new position as Director of the Town of Ballston Community Library, effective Dec. 4, 2017.

Adjournment

There being no further business, the meeting was adjourned on a motion by W. Grattidge and seconded by N. Poehlmann at 11:02 a.m.


Minutes compiled by Sue Rahn.

Minutes approved at the April 25, 2018 meeting.