Regional Automation Advisory Committee
Minutes of the Meeting
April 25, 2018

Attendance

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

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

Absent: John Myers, Maureen Squier

Welcome

The meeting to order by Chairperson Colleen Smith at 9:33 a.m.

Committee Business

a) Minutes: The minutes of the November 29, 2017 meeting were unanimously approved, on a motion by W. Grattidge, seconded by G. Kirkpatrick.

b) RAAC Charge and Guidelines: The RAAC Charge and Guidelines was last updated in 2003. K. Gundrum distributed a draft updated charge that aligns with the CDLC Bylaws, with the format matching CDLC’s other committees (Committee on Resource Sharing [CORS] and the Collection Development Committee).

The committee discussed the proposed changes in the draft updated charge. Discussion started with the composition of the committee. The CORS Committee has recently changed their charge to read “up to xxx members representing academic/public/school/special libraries”. The committee generally liked this wording. Suggestions were made to add a total minimum number of committee members and a minimum from each category to the new charge.

Discussion continued regarding adding term limits to the new RAAC charge. Current terms are for three years, which agrees with the CORS guidelines. However, the CORS committee has a two-term limit for their members.
Some suggestions for updating the RAAC Charge and Guidelines included the following:
- Have representatives from both individual libraries and library systems
- Have one representative from each Public Library System
- Note that in determining committee membership, that a preference might be given to geographic area
- Allow virtual participation in RAAC meetings to encourage more committee participation
- Have no term limits on library system staff
- Use Ex Officio members with critical expertise, if needed
- Do not add term limits to RAAC committee membership, since automation is really a long-term project
- Include in the Charge and Guidelines a mechanism for RAAC reporting back to CDLC membership, such as a report after every meeting of their activities
- Suggest any exceptions to the RAAC Charge and Guidelines need to be approved by CDLC’s Executive Director

CDLC will look at all suggestions, and come back to the Committee with a revised proposed Charge and Guidelines for the next scheduled RAAC meeting.

c) Committee Membership 2018-2019:

Committee membership discussed under RAAC Charge and Guidelines.

Old Business

a) Grants Working Group:

S. Rahn reported that there were remaining allocated funds in the 2018 RBDB Grant. Therefore, CDLC will be releasing another rounds of Grants – 2018 Round 2 – on April 30. All grant applications will be submitted to CDLC by June 8.

b) Continuing Education Working Group:

C. Smith reported that the Continuing Education Working Group met in February to discuss continuing educations programs that the RAAC committee might sponsor. A document was distributed with a list of proposed continuing education programs. All seven proposed programs were determined to be worthwhile. Two additional programs were added to the proposed list. The Continuing Education programs that were suggested include:
- LibGuides
- Creating Effective Infographics
- Website design, writing for the web, web literacy, accessibility
• Partnerships: ex.: library and IT departments, academic and special libraries
• Oral History project
• “15 Free technologies for Libraries” program – Ellyssa Kroski, New York Law Institute
• “A practical guide to digital preservation” – hands-on workshop presented by Digital POWRR.
• Augmented reality
• CDLC Member Showcase – possible spotlight on CDLC member RBDB projects

New Business

a) Oral History Project:

K. Gundrum reported that CDLC is planning on starting an Oral History project. There has been considerable interest from CDLC member libraries in this topic. A RAAC Working Group was formed for planning consisting of Jim Gandy, Geoff Kirkpatrick, and Joe Thornton. The Working Group will work with CDLC staff and other CDLC committee members on this project.

Announcements

K. Gundrum announced that there has been a slight increase in New York State funding to libraries this year.

K. Gundrum announced that the CDLC Annual Meeting will be held on May 10 at the Shaker Ridge Country Club; and that the CDLC Resource Sharing Symposium will be held on April 27, at the Guilderland Public Library.

InfoMingle Albany will be held on June 28 at The College of St. Rose. More information is available on the CDLC website.

Adjournment

There being no further business, the meeting was adjourned on a motion by W. Grattidge and seconded by J. Ryder at 10:50 a.m.

Minutes compiled by Sue Rahn.

Minutes approved at the 9/27/18 RAAC meeting.