Regional Automation Advisory Committee
Minutes of the Meeting
September 27, 2018

Attendance

*Members of the Committee:* Jane Bentley, Geoff Kirkpatrick, Tim McDonough, John Myers, Sharon O’Brien, Mike Paulmeno, Jill Ryder, Gary Schwartz, Colleen Smith, Joe Thornton, Chris White

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

*Absent:* Jim Gandy, Walter Grattidge, Nancy Poehlmann, Maureen Squier

Welcome

The meeting to order by Chairperson Colleen Smith at 9:34 a.m.

Committee Business

a) **Minutes:** The minutes of the April 25, 2018 meeting were unanimously approved, on a motion by G. Kirkpatrick, seconded by J. Ryder.

b) **RAAC Charge and Guidelines:** The proposed RAAC Charge and Guidelines was distributed. This draft Charge and Guidelines aligns with the CDLC Bylaws, and the format matches 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. They also discussed term limits and the composition of the committee. It was noted that it is sometimes a challenge to find representatives for the committee from the three Public Library Systems (and School Library Systems). A suggestion was made to exclude the systems from having term limits.

According to the CDLC Bylaws, the CDLC Executive Director appoints members to CDLC’s committees. The Executive Director has a global picture of CDLC and will be able to balance the committee membership.
In regards to term limits, there was a consensus that the RAAC Charge and Guidelines should be amended to read that committee terms are for three (3) years, and that no committee member should serve for more than two complete terms, excluding interim appointments to fill vacancies. It was suggested that representatives from library systems be exempt from the term-limit provision.

K. Gundrum suggested that the committee might want to review the committee name, which could help with committee recruitment. The New York state RBDB guidelines are currently under review; when completed they might help us determine a new name.

c) Committee Membership 2018-2019:

Committee membership discussed under RAAC Charge and Guidelines.

CDLC Organizational Priorities

a) Continuing Education:

K. Gundrum reported that the CDLC Organizational Priorities align with the CDLC mission statement, and that individual CDLC committees will determine where their activities will fit into these priorities.

For Continuing Education, CDLC now is an Amigos member, and has begun offering Amigos webinars to our members. CDLC will also offer ALA webinars.

RAAC members that will serve on the Continuing Education working group for 2018-2019 include: Jane Bentley, Colleen Smith, and Joe Thornton.

b) Oral History:

K. Gundrum reported that CDLC will be working on an Oral History project and that there will be a working group that will consider the scope of the project. RAAC committee members suggested ideas such as:

- Metadata and discovery procedures are needed right at the beginning of any oral history project
- The public needs to be able to access oral histories easily
- The public is now very familiar with podcasting
- Consider digital rights management at the beginning of the Oral History project
- The CDLC Ask-a-Lawyer project might help with any copyright questions on the project
- RPI has a checklist for oral history projects
- Oral history repository at CDLC?
RAAC members that will serve on this working group are Jim Gandy, Geoff Kirkpatrick, and Joe Thornton. Saratoga Springs Public Library has also expressed interest in serving on this working group.

c) Technology Inventory/Asset Map:

The RAAC committee will work with CDLC’s CORS committee to develop a directory of technology assets for the area. Chris White and Mike Paulmeno will represent RAAC. CORS members include: Tim Jackson of the University of Albany, Peter Rieseler of the College of St. Rose, and Debbie Wellspeak of Albany Medical College.

d) Coordinated Collections:

CDLC’s CORS and Collection Development Committees will be working on this priority. J. Myers noted that RAAC members might also be interested in this priority. Cataloging and discovery of materials also fits in with this organizational priority of CDLC. A “CDLC Union List of Collections” might be created. G. Kirkpatrick mentioned that CDLC marketing of collections will greatly benefit the area. The Collection Development committee has already started this by arranging a tour of Siena College’s Religious Studies Collection to be held in November. C. White suggested planning a workshop on adding digitized collections into library catalogs. Some libraries have already added their CONTENTdm collections into their ILS. J. Bentley noted that CORS is interested in identifying “hidden collections” in the area.

e) Grants to CDLC members:

There is a current working group of RAAC that advises on cataloging and metadata grants to CDLC members. Members of RAAC that will serve on this working group for 2018-2019 include: Jane Bentley, Tim McDonough, Nancy Poehlmann, Jill Ryder and Colleen Smith.

C. White suggested investigating the possibility of a new innovation grant to CDLC members for augmented reality projects.

RBDB Budget

K. Gundrum reported that the RBDB budget will be sent to the committee before the next RAAC meeting. RAAC members may recommend new initiatives that may be funded out of the RBDB budget.

CDLC will no longer be offering Lynda.com subscriptions as of December 2018, due to a pricing structure change for the Lynda.com licenses.

Announcements
K. Gundrum announced the CDLC Member Showcase will be held at Maria College on Sept. 28, 2018.

G. Kirkpatrick announced that Bethlehem Public Library has completed a HVAC renovation.

C. Smith announced that the Town of Ballston Library has added a new alarm system.

**Adjournment**

There being no further business, the meeting was adjourned on a motion by T. McDonough and seconded by J. Myers at 10:27 a.m.

Minutes compiled by Sue Rahn.

Minutes accepted at the November 29, 2018 RAAC meeting.