Regional Automation Advisory Committee  
Minutes of the Meeting  
November 29, 2018

Attendance

Members of the Committee: Jim Gandy, Walter Grattidge, Geoff Kirkpatrick, Tim McDonough, John Myers, Sharon O’Brien, Jill Ryder, Gary Schwartz, Colleen Smith

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

Absent: Jane Bentley, Mike Paulmeno, Nancy Poehlmann, Maureen Squier, Joe Thornton, Chris White

Welcome

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

Committee Minutes

The minutes of the September 27, 2018 meeting were accepted with no corrections.

In order to inform CDLC membership of committee business in a timely manner, there will be a new procedure followed in regards to committee minutes. Minutes will be recorded, with a draft sent to the committee for review. After committee review, the minutes will be posted to the CDLC website. Minutes will now be accepted at subsequent meetings, rather than voted upon.

CDLC Update – Staffing, RBDB Guidelines

K. Gundrum reported that CDLC has hired a new Resource Sharing Coordinator who will begin work on January 7, 2019. She comes to CDLC from Albany Public Library.

RBDB Guidelines and Regulations are currently under review at the Division of Library Development.

The Digital Public Library of America (dp.la) is in the process of restructuring their organization. There are no immediate changes being made to the process of loading CDLC member library’s New York Heritage records into dp.la, as they will still be funneled through the Empire State Digital Network (ESDN). Any updates will be shared.

K. Gundrum noted that libraries will be involved in the 2020 census and that there may be a role for RAAC to play.
RAAC Charge and Guidelines

K. Gundrum distributed a rewritten version of the RAAC Charge and Guidelines, which takes into account topics that were discussed at the last meeting, including term limits and public library system representation. Special thanks to John Myers for incorporating all suggested revisions and compiling the new document.

The revised RAAC Charge and Guidelines was approved and accepted by the committee, on a motion by G. Kirkpatrick, seconded by G. Schwartz.

Organizational Project Updates

a) **Continuing Education:**

Continuing Education webinars to be presented by Ellyssa Kroski have been scheduled. “Free Tech Tools for Libraries” will be held on January 17, 2019, and “Makerspaces in Libraries” will be held on February 5, 2019. In addition, a Digital POWRR workshop on digital preservation will be held on April 15, 2019.

b) **Oral History:**

K. Gundrum reported that the Oral History Working Group has talked and will be planning a spring 2019 event which will kick-off the project. A suggested continuing education workshop might focus on a checklist of things needed to start an oral history project. W. Grattidge suggested that CDLC offer its members grants for oral history projects.

c) **RBDB Grants:**

K. Gundrum reported that CDLC will be talking to the Grants Subcommittee to review the 2019 RBDB grant materials and to solicit new ideas for grants that CDLC may offer its members. The committee offered suggestions that the subcommittee consider grants to attend technology conferences, grants for CDLC members to attend continuing education workshops, and augmented reality grants. The suggestion was also made to have grant awardees report back to CDLC after receiving an award.

d) **Technology Inventory/Asset Map:**

K. Gundrum reported that RAAC members Chris White and Mike Paulmeno have met with members of CDLC’s Committee on Resource Sharing (CORS) to discuss the technology inventory/asset map. A survey is being developed with input from both RAAC and CORS.

e) **Coordinated Collections:**

K. Gundrum reported that CDLC’s Collection Development Committee is working on highlighting member library collections by arranging visits to libraries. An event at Siena College to view their Saint John’s Bible and Siena’s Religious Studies Collection
was recently held. The next collection to be highlighted is Voorheesville Public Library’s local history collection on March 29 at 2:00 p.m.

**New Business**

a) **Tech Lending Program:**

Kari Kakeh reported that CDLC is investigating starting a Tech Lending Program, where CDLC would purchase equipment and lend it out to member libraries. Several other Empire State Library Network (ESLN) councils are providing programs like this, as well as several of our public library systems and public libraries. Suggestions from the committee included adding any tech devices to the new Technology Asset map being developed. In addition, since technology is typically obsolete within 18 months, it would be useful to ensure that whatever technology devices are purchased are valuable to the region. Any specialized services such as newspaper digitization might be better served by sending material to a vendor with expertise. A suggestion was made to include a training program with the Tech Lending program. A library would use an item, and provide training and/or documentation to pass along to the next library using the item. K. Kakeh will assess the group’s comments, as well as other tech lending programs and report back to the committee.

b) **Online Classes:**

CDLC is no longer providing access to Lynda.com, as the company’s pricing model has changed. CDLC and ESLN are investigating other online classes to offer to their members. CDLC has also joined Amigos, and is currently able to offer Amigos webinars to CDLC members to view at the CDLC offices.

**2019 RBDB Budget**

K. Gundrum distributed a draft of the 2019 RBDB budget. The committee discussed line items. Discussion included some of the following points:

- Continuing Education – topics might include Digital Inclusion, Artificial Intelligence, and the Future of Libraries. Suggestions for speakers on any of these topics are being solicited.
- Increase the number of TechTalk licenses since the service is very popular. This would be a very modest increase in cost.
- Add a line to support a Tech Lending program.
- Consider increasing the amount of funding for member grants.

K. Gundrum will review all budget suggestions and report back to the committee with any revisions at the February 7, 2019 meeting.
Announcements

K. Gundrum announced the CDLC Annual Meeting will be held on May 10, 2019.

K. Gundrum announced that the CDLC Member Survey results are in the process of being analyzed.

K. Kakeh announced that the CDLC Member Showcase that was held at Maria College in September was well received.

K. Kakeh announced that CDLC will be holding an Escape Room program at Skidmore College on January 11, 2019.

W. Grattidge shared that SUNY Schenectady County Community College Library is being converted into a Learning Center.

Adjournment

The meeting was adjourned on a motion by T. McDonough and seconded by J. Ryder at 11:03 a.m.

Minutes compiled by Sue Rahn.