Capital District Library Council

Regional Automation Advisory Committee

February 7, 2019

Present: Jane Bentley, Jim Gandy, Geoff Kirkpatrick, Tim McDonough, John Myers, Sharon O’Brien, Michael Paulmeno, Nancy Poehlmann, Jill Ryder, Gary Schwartz, Colleen Smith

Ex officio: Kathleen Gundrum, Amy Hren, Kari Kakeh, Sue Rahn, Meghan Wakeman

Absent: Walter Grattridge, Maureen Squier, Joe Thornton, Christopher White

Chair, C. Smith called the meeting to order at 9:30 a.m.

Welcome and Introductions:

K. Gundrum introduced Meghan Wakeman and Amy Hren from CDLC, who will now attend RAAC meetings.

Minutes of the November 29, 2018 meeting:

The minutes of the November 29, 2018 were accepted with no corrections.

Organizational Project Updates:

Continuing Education:
- CDLC will host an Oral History introduction meeting on April 10th to gauge interest in Oral History, and see how CDLC can support members.
- CDLC is bringing in a National Organization for a Digital POWRR Workshop on April 15th.
- CDLC hosted two webinars on Tech Tools and Makerspaces where members could participate remotely. The turnout was not as high as expected. A survey will be sent out to see if the remote webinars should be offered again.
- K. Gundrum announced she will be sending out an email to the continuing education working group regarding the interest of partnering with Microknowledge on future programming opportunities.
Oral History Project:
- The Oral History working group held an initial meeting to set up the Oral History program scheduled for April 10th. The group will help facilitate the workshop conversation and gauge interest in how CDLC can help (i.e. equipment, support).
- CORS in sponsoring a meeting on June 7th with Stephanie Cole Adams on Copyright & Fair Use/Oral History & the legal aspect.
- Once these events take place, CDLC hopes to host two workshops/year on Oral History.
- CDLC is building an Oral History Resource page which will include how-to videos as well as finished products.

RBDB Grants:
- The Grant Subcommittee met regarding the 2019 RBDB grant applications, and presented the slate of applicants to approve. The slate of applications in the amount of $38,520.00 was approved for board review, minus the two Fort Edward applications, and with conditions that the Crandall Public Library list of items to digitize be reviewed and approved by CDLC prior to the project commencing, on a motion by J. Myers, seconded by N. Poehlmann. Motion carried.
- CDLC will contact Fort Edward Library to discuss their applications and to get additional information.
- The Grant Subcommittee also met regarding new RBDB grant ideas. They would like to have the framework for a Continuing Education grant put together by the next meeting. An Innovation Grant is an idea that may be explored in the future.

Technology Inventory/Asset Map:
- The Tech Inventory/Asset Map Subcommittee held a conference call in November regarding a draft of survey questions for the technology inventory. The list has been refined. A timeframe of the survey release date is to be determined. CDLC’s Survey Monkey account will be used as the platform.

Coordinated Collections:
- The Coordinated Collection Development Committee is hosting a tour of Voorheesville Public Library’s Local History Room on March 29th. They are also hosting a workshop at Clifton Park Halfmoon Public Library on Care & Maintenance of Collections on April 29th.

New Business:

Tech Lending Program:
- K. Kakeh reported that she is currently working on the logistics of having a Tech Lending Library which would be housed at CDLC. A survey will be sent out to gauge interest from members as to what they would like included, and would it be useful. The program could be run through a Google Form and Google Calendar. Set up videos would be recorded for each
item. G. Kirkpatrick and S. O’Brien offered to be on a Tech Lending Program working group to help with the project.

Treehouse, Skillshare Online Learning:
K. Gundrum reported that there was a soft rollout for Treehouse and Skillshare online learning accounts. All seven licenses are being used and there was a waitlist after the initial email. The platforms will be added to the CDLC website to promote.

Empire Shared Collection:
K. Gundrum would like to keep the Empire Shared Collection on CDLC’s radar screen. Currently one member of CDLC’s is a member of the Empire Shared Collection, but they find it to be a great benefit. Any library who joins gains access to the journal runs that are stored there. This can free up space in libraries.

2019 RBDB Budget:
K. Gundrum presented the 2019 RBDB revised budget to the subcommittee. The 2019 RBDB budget was approved, on a motion by J. Myers, seconded by T. McDonough. Motion carried.

Announcements:
K. Gundrum announced that the CDLC Annual Meeting is scheduled for May 10th at the Holiday Inn Express in Latham. She also announced that a Thank You Reception for committee members, board members, and interest group facilitators will be hosted the morning of June 6th at CDLC.

K. Kakeh provided information that Advocacy Day will be on February 27th. A schedule will be sent out with information from all three library systems. A Pre-Advocacy Day workshop will be held on February 19th at CDLC. The presentation will be from NYLA.

C. Smith announced that K. Gundrum will be visiting her library (Town Of Ballston Community Library) on February 21st. The library is also hosting their indoor mini golf tournament that weekend. All are invited. K. Gundrum added that she will be visiting Skidmore College that same day in the morning.

The meeting was adjourned at 10:41 a.m. by C. Smith.