

South Central Regional Library Council  
Board Meeting  
May 18, 2018  
Houghton College, Houghton, NY

**Present:**

Camille Andrews  
Megan Biddle  
Keturah Cappadonia  
Jim Galbraith  
Sarah Glogowski  
Carol Henderson (arrived 9:44am)  
Jean Jenkins  
Lyndsie Robinson  
Mark Smith  
David Stevick  
Nicole Waskie-Laura

**Excused:**

Cindy Buerkle  
Jill Dixon

**Staff:**

Diane Capalongo  
Danna Harris  
Mary-Carol Lindbloom

**Presiding.** J. Galbraith called the meeting to order at 9:52 a.m.

**Consent Agenda**

**DOC.#2018 – 18, 19, 20, 21, 22 ,23 38.** N. Waskie-Laura moved to approve the consent agenda; seconded by K. Cappadonia. Approved.

**DOC.#2018 – 24,25**

**February 2018 Bill Sheet #8 and Dashboard.** S. Glogowski moved to approve; seconded by C. Henderson. Approved.

**DOC.#2018 – 26, 27**

**March 2018 Bill Sheet #9 and Dashboard.** K. Cappadonia moved to approve; seconded by N. Waskie-Laura. Approved.

**Dashboard Discussion.** A short discussion about the usefulness of the dashboards concluded that they are redundant, extra work for D. Harris and could be retired.

**DOC.#2018 – 28**

**Budget 2018-2019.** After approval of the salary proposal, elimination of OmniFile, moving funds from the cash reserve and the new librarian position S. Glogowski moved to approve the entire 2018-2019 budget; seconded by N. Waskie-Laura. Approved.

**DOC.#2018 - 30**

**Salary Proposal.** Following the recommendation of the Personnel and Executive Committees a motion was made to approve the Salary Proposal. D. Stevick moved to approve; seconded by N. Waskie-Laura. Approved.

**DOC.#2018 - 31**

**Electronic Resources for 2018-2019.** Following the recommendation from the ACITS committee a motion was made to eliminate the OmniFile database. C. Henderson moved to approve; seconded by S. Glogowski. Approved.

**RBDB Grants Discussion.** \$6,000 is available for a second round of

RBDB grants (2 @ \$3,000 or 3 @ \$2,000). J. Jenkins suggested we see how many applications we get then decide how much and how many to award. Requesting the grants concentrate on newspaper digitization projects. The Executive Committee will approve the grants since they must expend any funds received by December 31.

**Additions to the Budget from the Cash Reserve.**

**New Car \$22,000.** C. Henderson moved to approve; seconded by M. Smith. Approved.

**Resource Sharing Subsidy \$10,000.** S. Glogowski moved to approve; seconded by C. Henderson. Approved.

**DOC.#2018 - 32**

**Outreach Services Librarian Position.** K. Cappadonia moved to approve; seconded by C. Henderson. Approved.

**DOC. #2018 - 33**

**Ask the Lawyer Service.** Extra funds from the unfilled staff position have freed up some of the operating budget and would make a pilot for service possible. S. Glogowski presented the idea at her recent system meeting and many expressed interest. Library expertise of the lawyer is an advantage over using a general institution lawyer. A motion to fund and pilot the service for one year to \$4500 was made by K. Cappadonia; seconded by C. Henderson. Approved.

**Board Retreat Update.** The retreat will be funded by a NYCON grant and the primary focus will be collaboration across library types, increasing joint advocacy efforts and avoiding redundancy of service. M. Lindbloom and D. Capalongo will visit the Watkins Glen Harbor Hotel to assess its appropriateness as a meeting place. The retreat will take place on July 9.

**Non-Librarian Position Update.** Fabina Colon from the Multicultural Resource Center expressed interest in joining but M. Lindbloom hasn't heard from her since requesting her biography; she will contact her again. M. Lindbloom will reach out to the AAUW (American Association of University Women). C. Andrews will ask around the Cornell community. S. Glogowski will advertise on her FLLS trustee list.

**SCRLC ILL Code.** The recommendation from the RS advisory committee is to retire the Code, which is not relevant anymore. The National Code addresses everything we need in a 21<sup>st</sup> century code. One piece from the code: "members are strongly encouraged to lend freely to other members" – this is relevant but could be added to the Membership Expectations policy by replacing item 3 with: "All members are encouraged to participate in interlibrary loan and shall observe the Interlibrary Loan Code for the United States. SCRLC members are strongly encouraged to lend books and to provide photocopies/scans via interlibrary loan to each other, without charge. All members shall provide ILL statistics as requested."

Motion to retire the SCRLC ILL code was made by N. Waskie-Laura; seconded by C. Henderson. Approved.

Motion to add recommended phrasing to membership expectations made by K. Cappadonia; seconded by S. Glogowski. Approved.

**RBDB 2017 Final Reports.** Wells College update: C. Henderson reported that Zeuschel replaced the broken Zeta Scanner with a brand new one and Wells is now back on track for completing the project.

**Executive Director's Report.** In addition to the written report, there was an accident with the car. Someone rear ended J. Philippe and damaged the back end. An auto accident procedure documents is now being developed by M. Lindbloom and the staff. This document will be added to the Employee Handbook and a copy will be kept in the glove compartment.

Our real estate agent contacted M. Lindbloom about a possible new location on the west end in the old Signworks Building. World Wide Books is currently there through 2019.

Registration system: a couple of people had issues registering with credit cards for the last event; Tom Hardy said if the error percentage were higher it would be an issue. MyCE is not really being used but will cost money to eliminate. DataMomentum has been contacted to see if we can eliminate duplicate confirmation emails that members currently receive when registering for an event.

**Advisory Committee Minutes.** ACITS minutes need a correction in the third paragraph, second page: change "For one database, the cost share would need to remain." to "For two databases, the cost share would need to remain."

**Adjournment.** Motion to adjourn was made by M. Smith; seconded by D. Stevick. Approved.

Meeting was adjourned at 11:36 a.m.

Next meeting will be on **Monday, July 9, 2018, 9:30 a.m. at the Watkins Glen Harbor Hotel.**

Respectfully Submitted,

Nicole Waskie-Laura, Secretary