Central New York Library Resources Council

Executive Committee

February 16, 2011

3:00 p.m.

CLRC

Present: Maureen Kays (Bond Schoeneck & King), President; Robert O’Boyle (Onondaga Community College), Vice President; Jeff Wooldridge (Mid-York Library System), Treasurer *via telephone*; Kathy Corcoran (Munson-Williams-Proctor Arts Institute), Member-at-Large *via telephone*; Debby Emerson, CLRC Executive Director; Déirdre Joyce, CLRC Assistant Director.

**Action Items**

* Find out how many members use FirstSearch subscription provided by CLRC.

Maureen called the meeting to order at 3:05 p.m.

* Minutes of September 22, 2010 meeting:
	+ Rob pointed out that he had not attended the previous meeting and was therefore not available to make a motion as indicated in the minutes. The minutes would be corrected accordingly.
	+ The minutes were approved as amended. M(Wooldridge)/S/Approved unanimously.
* Financial Reports:
	+ The Finance Committee met immediately prior to the Executive Board on February 14, 2011 and reviewed the statements. There were no additional questions. Jeff noted that Mary had continued with the same conservative accounting principles introduced in the previous meeting and recommended that the reports be forwarded to the Board for approval. M(Wooldridge)S/Approved unanimously.
* Executive Director’s Report:
	+ Because Debby had only just arrived at CLRC two days prior to this meeting, the report was distributed to members of the Executive Board at the meeting. It was agreed that the Board would review this report prior to the upcoming Board meeting and make comments on it (if any) at that time.
	+ Debby agreed to continue providing the report in the format that had been established by Penelope.
	+ Maureen took the opportunity to thank Déirdre for her service to the Council during the transition.
* Unfinished Business:
	+ The Vision Summit which had been scheduled for January will be rescheduled to April. Maureen asked if this would be sufficient time, and Debby reported that this would be a good time to hear what everyone thinks and meet the various chairs who would be participating in the exercise.
	+ Article VII was signed earlier in the day by Governor Cuomo. The funds are expected near the end of March.
* New Business:
	+ Project Assistant
		- Debby asked if she could go ahead and renew the Project Assistant position as previous permission had been given for the temporary position (formerly occupied by Allyson Balymut). The Executive Board agreed with the Finance Committee’s assessment (related by Jeff) that since this was a budget line already approved, additional permission is unnecessary and CLRC will go ahead with replacing this position. Déirdre asked if the Executive needed to approve the indefinite hire of a new worker, and the Board indicated that it did not feel it was necessary.
	+ Executive Director Transition
		- The committee discussed how to enter the email vote (approved in CLRC’s by-laws) into the official record. Kathy suggested that a report from the head of the committee (Maureen) would be the most efficient way to get a record of this vote into the minutes of the upcoming Board Meeting.
		- Maureen reported that as head of the Personnel/Executive Committee, she had recommended offering the position of Executive Director to Deborah Emerson. This was initiated as an electronic vote via email on January 18, 2011 and approved by the CLRC Board of Trustees when a quorum of nine electronic votes were tallied, voting “aye” unanimously. (An additional vote was recorded on January 27). Maureen will report this to the Board Meeting and the following motion will be entered into the record: M(Pflanz)/S/Approved unanimously, 10 of 13 members voting.
	+ Route 13
		- Debby updated the Executive Board on the status of the Route 13 agreement which funds CLRC members’ FirstSearch subscription. At this point, it appears that SENYLRC will be pulling out of the agreement, leaving its status unclear, depending on what our other partner, SCLRC does.
		- The Executive Committee made a motion to charge the Automation Committee with reviewing the FirstSearch and Newsbank subscriptions in light of the funding situation (primarily RBDB) and the needs of the membership. It asks the Automation Committee to review both and make a recommendation to the Board of Trustees. M (Kays)/S/Approved unanimously.
	+ Mission Statement for Archival Services
		- Archival Services requested that its mission be changed to the following language:

*“The Committee will guide CLRC on the effective use of New York State’s Documentary Heritage Program resources, and advise on issues, information, and continuing education opportunities relating to local, regional, and national preservation efforts.”*

* + - The Executive Committee agreed to present this to the Board of Trustees. M(Kays)/S/Approved.
	+ Name Change for Bibliographic Service
		- Bibliographic Services Committee requested a name change to the “Resource Sharing Committee”
		- It was discussed that the two names do not reflect the same purpose. Anna Dobkowski (CLRC’s liaison to Bibliographic Services) was brought in to explain the name change and she reported that the mission of the committee had been previously approved by the Board and that the new name would better reflect the changed mission.
		- The Executive Board agreed to present this to the Board as a change to CLRC’s by-laws. M(Kays)/S/Approved.
	+ Approval of Board agenda for February 23, 2011
		- Maureen would double-check the availability of BSK for the next meeting of the full Board and suggested that she would purchase lunch on this occasion for everyone present. In this case, the Board meeting would start at 12:45pm with members arriving at noon for lunch. M (O’Boyle)/S/Approved.
* Adjournment
	+ The meeting was adjourned at 3:55 p.m. Moved(Corcoran)/S/Approved unanimously.
* **Date of next meeting: April 13, 2011 at 3:00 p.m.**

Respectfully submitted,

Déirdre F. Joyce

Assistant Director, CLRC