**Central New York Library Resources Council**

**Executive Committee**

**April 14, 2010**

**Via Videoconference**

**3:30 p.m.**

**Present:** Valerie Gigliotti (Proliteracy WorldWide Library), President; Jeff Wooldridge (Mid-York Library System), Treasurer; Stanley Kozaczka (Cazenovia College); Robert O’Boyle (Onondaga Community College); Penelope Klein (CLRC Liaison).

**Excused**: Maureen Kays (Bond Schoeneck & King), Secretary.

Valerie Gigliotti called the meeting to order at 3:30 p.m.

**Action Items:**

* None

**Minutes:** The minutes from February 17, 2010 were approved as written. Moved(Kozaczka)/S/Approved unanimously.

**Agenda Items:**

1. **Financial Reports ending March 31, 2010:**
   * Jeff reported that the Finance Committee had met on April 14, and that CLRC has a secure cash position and is in good standing.
   * There being no questions, the Committee recommended that the Financial Reports for March 31, 2010 be sent to the Board for approval. Moved (Wooldridge)/S/Approved unanimously.
2. **Executive Director’s Report:**
   * The report was distributed prior to the meeting and is in a new format. The committee commented that they liked the new format and found it easy to read. There were no questions about the report.
3. **Old Business:**
   * Budget/Funding
     + Penelope apologized for not having a draft 2010-2011 budget but she is still waiting for final figures from Albany. She hopes to have a budget for the May meeting.
   * DHP:
     + Funds have been received to extend the program until June 30, 2010. Two workshops have been scheduled for May and June, and organizations have requested site visits.
     + An RFP to continue the program for a year has been submitted to the State Archives.
   * LSTA:
     + A new grant application is waiting for approval. The grant will pay for various training opportunities throughout the region.
   * Member items:
     + CLRC has received notification that is will receive the member item from Senator Valesky for the 2009-2010 fiscal year, and has submitted paperwork to request the funds.
     + CLRC has also applied for more member items for the 2010-2011 fiscal year from Senator Valesky and Assemblymen Stirpe and Barclay.
4. **New Business:**
   * Web design company
     + CLRC has contracted for web maintenance with Code\_Munkeys, a web design company. The company will also work with CLRC on a major Web site redesign.
   * Personnel Manual
     + The Personnel manual has been amended to reflect the return to a five day work week. It is available through the CLRC Trustee Wiki: (<https://clrctrustee.pbworks.com/session/login?return_to_page=FrontPage>)
   * Director’s Evaluation
     + Penelope explained that the Executive Director’s evaluation is traditionally conducted at this time. The Executive Committee serves as the personnel committee. The President and the Executive Director will meet to discuss at the conclusion of the evaluation process. Penelope will send the forms to Valerie for distribution.
   * Plan of Service
     + Penelope explained that each of the committees will act as focus groups, and will be asked to contribute to CLRC’s Plan of Service 2011-2016. The plan is due to DLD by April 1, 2011.
     + Each committee will work on a SWOT analysis, and then brainstorm a vision for CLRC services.
     + Each committee chair will join the Planning and Review Committee at two meetings:
       - SWOT Summit: September 2, 2010
       - Vision Summit: January 2011.
   * Courtney/New Accountant
     + Penelope told the Executive Committee that Courtney will be leaving at the end of April.
     + Mary Fitzgerald will be CLRC’s new accountant and is working with Courtney for training.
5. **Approval of Board Agenda for April 21, 2010:**
   * A motion was made to accept the agenda, with additions. Moved (Wooldridge)/S/Approved unanimously.

**NEXT MEETING: May 12, 2010 at 3:00 p.m. (please note earlier time)**

A motion was made motion to adjourn at 4:05 p.m. (Moved (Kozaczka)S/Approved unanimously).

Respectfully submitted,

Penelope J.M. Klein

Executive Director