In Attendance:

Virginia Cherry (Richard Bland College), Nell Chenault (Virginia Commonwealth University), Ann Knox (Union-PSCE), Linda Luebke (John Tyler Community College), Abdul Miah (J. Sargeant Reynolds Community College), Suzy Palmer (Library of Virginia), Paul Porterfield (University of Richmond), Delores Pretlow (Virginia Union University), Dan Ream (Virginia Commonwealth University), Jim Rettig (University of Richmond), John Ulmschneider (Virginia Commonwealth University), Michael Walker (Virginia State University), Lynda Wright (Randolph-Macon College), Ginger Young (Randolph-Macon College).

Call to Order:

The meeting was called to order at 10:00 A.M. by President Ginger Young. Ginger thanked Abdul Miah and Hong Wu for their kind hospitality by providing refreshments and hosting our meeting.

Minutes:

Minutes of the January 13, 2009 meeting were accepted as written.

Call for Change in Agenda and Determination of a Quorum: Agenda approved and quorum noted.

Treasurer’s Report:

Paul Porterfield


FY2009 Budget Report:

Interlibrary Loan Courier Service
Amount Budgeted $17,000 Amount Paid $17,000

Staff Development
Amount Budgeted $1,000 Amount Paid $82.95

Media Co-op Supplies
Amount Budgeted $100 Amount Paid $130.00
Scholarship Program (Tamitra Rose)
Amount Budgeted 0 Amount Paid $500.00

Total Budgeted: $18,100.00
Amount Paid: $17,712.95
Dues Collected: $18,100.00
Total Amount Budgeted: $18,100.00
Total Amount Spent: $17,712.95
FY2009 Surplus $387.05

BUDGET ACCOUNT BALANCE: $20,604.36

**FY 20010 Budget Proposal**

Interlibrary Loan Courier Service $15,750.00
(7 percent decrease from last year)
Staff Development $1,200.00
Media Co-op Supplies $100.00
RALC budget audit $450.00
RALC scholarship fund -0-

Amount Budgeted: $17,500.00
Annual Dues: 10 institutions @ $1,750.00: $17,500.00

**Committee Reports:**

**Technical Services Committee:**

Lynda Wright, Chair
Written report disseminated.

The Technical Services Committee met at Virginia Union University on Friday, March 6, 2009. Fifteen people attended, representing seven RALC libraries.

The topic of the meeting was “Digitization Projects.” According to the usual roundtable format, the attendees described each library’s involvement in digitization projects. Representatives from the larger institutions had much to share about their specific projects, but also about the process and pitfall of digitization technology and procedures in general.

Interest in the topic was very high. Discussion touched on a wide range of issues. The group discussed policies and planning, software and platforms, funding, copyright, preservation, workflow, standards, cataloging and other related topics. The issues raised were so wide-ranging that the committee decided to continue the digitization theme for their next meeting which will be at the Boatwright Memorial Library, University of Richmond, in October. The committee plans to focus the discussion around a “show and tell” of some of the completed projects, with a demonstration of the metadata and systems details behind the public access.

**Public Services Committee:**

Dan Ream, Chair
The committee met at J. Sergeant Reynolds in December and had a web “show and Tell”. Also discussed Google books on the web.

**Media Co-op Committee:**

Ann Knox, Chair

The Committee met in May at The University of Richmond and toured the newly renovated media center. Discussed looking at digital collections, digital video and streaming.

**Ad hoc Committee on Off-Site Storage:**

Jim Rettig, Chair

Jim Rettig and John Ulmschneider have prepared a draft proposal for Shared Library Materials Repository and Specifications for off-site library materials repository which they will send to RALC institutions for their input. Each institution needs to let them know their needs. They will send the documents via email to each Library within the next few weeks.

**Ad hoc Committee on Disaster Planning:**

Joe Coalter, Chair

The Committee has not met but planning a May meeting. It was suggested that this committee be changed from ad hoc to Standing Committee since disaster planning is always a concern. A decision will be made at the October meeting.

**Old Business:**

No qualified applicant applied. It was approved that Tamika Rose (University of Richmond) will receive the $500 for the second semester of her studies.

**New Business:**

Election of President and Vice-President: Ginger Young Proposed slate:

President: XXX

Vice-President Suzy Palmer

Treasurer: Paul Porterfield

Secretary: Virginia Cherry

Ginger Young was selected to continue as President and the slate was accepted by acclamation.

New chairs for Technical Services and Public Services Committees
Irene Handy (Richard Bland College) has agreed to serve as chair of the Technical Services Committee. Reminder: need a new chair for Public Services Committee.

Proposed Bylaws Change: Suzy Palmer

Suzy Palmer suggested eliminating Finance and Nominating Committees and putting their duties on the Executive Committee. RALC members will vote on bylaw changes at the October meeting.

Suzy Palmer also noted that the RALC website needs to be updated. She will serve as chair of an ad hoc committee to look at the updating of committee members, etc.

**Announcements:**

Paul Porterfield reminded committees that RALC has funds to provide refreshments at meetings.

Send approved RALC minutes to Hong Wu.

Hong Wu announced that the Library would have their own server and she would be moving the RALC website to this server.

A picture was taken of the RALC meeting since every institution was represented.

**Future Meeting Dates and Locations:**

October 15, 2009 Virginia Commonwealth University (TENTATIVE)

Meeting adjourned at noon followed by a tour by Hong Wu of the newly renovated Library. Everyone was impressed with the configuration, furniture and other innovative features added.

Virginia Cherry

Secretary