CLC Board of Trustees Meeting  
Thursday, September 26, 2019 – 2 - 4 pm  
Middletown Library Service Center, Middletown  
APPROVED 10/24/2019

Present: Janice Wilson, Carol Ansel, Gayle Bogel, Sarah Briggs, Leticia Cotto, Kate Fuller, Mary Hogan, Lisa Karim, Joan Overfield, Sue Prince, Marie Shaw, Sally Tornow, Priscilla Ubysz, Jennifer Keohane

Call to Order: Chair, Janice Wilson 2: 07 PM

Approval of August Minutes
Motion to approve August with minor corrections: Joan Overfield
Second: Priscilla Ubysz

Chair’s Report- Janice Wilson
Some committees still need sign ups.

Treasurer’s Report – Sue Prince
Accounts receivable balance is up, bills are paid.
Financial report – August 2019

Executive Director’s Report – Jennifer Keohane
- Trendspotting will be moved to spring.
- Carol Ansell asked about Reference USA details as a new vendor for CLC. Contract should be finalized next week/ 5 year agreement to harmonize pricing over time for existing tiers of subscriptions.
- Increase in Scholastic use – renegotiation of Grolier Online access to include existing customers in CLC pricing, primarily school libraries. Strong commitment from Scholastic rep to help customers be a part of CLC contracts.
- Six conferences for CLC, two conferences CASL/CECA and CABE/CAPS – sponsors are Turnitin.

Jacqueline Cashin – Introduction
- Accounting background including CGA certification with focus on municipal communities. Worked for Massachusetts Higher Education Consortium as public purchasing officer and managed library contracts. Commitment to public/non-profit focus.
- Connecting government entities with economies of scale --- to leverage budgets and support existing funding.
- For CLC, has been reviewing procurement process in Connecticut, like Massachusetts --- but constituencies in Connecticut have similar thresholds. Jackie sees potential for streamlining based on the consistency between constituencies.
- CLC bids and outreach to suppliers – educating vendors on what CLC means in terms of advocacy in bid process and providing economies of scale.
- Bid documents are being standardized. Sole source, out to bid or invoicing.
- CLC has reopened their non-print media bid to expand categories to include read-alongs and audio embedded books. A print serials management bid has been posted as well.
• Jackie’s purchasing background has been helpful as CLC build’s its relationship with purchasing agents.
• Jackie recently attended Connecticut purchasing conference to promote CLC.

Reports from Committees and Taskforce:
• Advocacy Committee – Ellen Paul (no report)
• By-Laws Committee – Marie Shaw (no report)
• Consultants Directory Taskforce – Veronica Kenausis (written report)
  Date for survey is asap – once final approvals are in place.
  Kate will send comments directly to Veronica
• Dues Task Force - Joan Overfield (no report)
• Nominating Committee – Sarah Briggs (no report)
• Personnel Committee – Marie Shaw (no report)
• Professional Development Taskforce- Letica Cotto/Mary Hogan
• Strategic Planning Committee- Mary Hogan

Reports from Representatives of other CT Library Groups:
(discussion, questions or updates regarding written reports)
• CT Library Association (CLA) Report –Lisa Karim establishing legislative agenda for this year
  Legislative Committee Town Hall listening tour is progressing on schedule.
  Need to educate legislators on savings generated by CLC
  Fundraising to sustain CLA through BANNED BANDS at Labyrinth Brewing Company
  Legacy fund 1600.00/matched by Maxine Bleiweis = 3300.00
• CT State Library (CSL) Report –Ken Wiggin
  Ken will not be sending in reduced scenario for budget. Second year of biennial budget expected 124,402.00 for CLC. Rainy day fund had higher revenues than expected, but there is still a huge gap in funding, so state is still in deficit mode. Search committee for new State Librarian has conducted a search and forwarded a handful of candidates to the State Library Board. CLC may send a letter to the State Library Board & search committee which includes librarians, Sandy Ruoff, Mary Etter, Diane Brown, Alison Clemons outlining out aspirations for our new State Librarian.
• Advisory Council for Library Planning & Development (ACLPD) – (Jennifer Keohane)
  ACLPD board presented to the State Library board a vision for resource sharing in three scenarios – transformational, market, fortress. The vision document presented was a higher philosophical view – but fleshing out what each scenario would look like. The State Library Board was reluctant to endorse specifics – although endorsed process and concepts. Next step for the ACLPD resource sharing committee is to gather input on aspirational goals to guide considerations of resource sharing as common ground. How to respond to larger issues that may occur.
• CT Association of School Librarians (CASL) Report – Sue Prince
  Conference on 20-21 October. Format for unconference in Spring will be free, but limited attendance. March 21 or 28
• Council of Connecticut Academic Library Directors (CCALD) – Janice Wilson
  Next meeting in Hartford. Topic is OCLC – with speakers from users of OCLC.
• Special Library Association (SLA) Report – Priscilla Ubyusz
  SLA does “day on the job” – day long or tour for students in university programs
New Business:
- Financial Audit versus Review

Recommendation:
CLC has a financial / accounting review in FY18-19. After this year, Financial Committee will debrief and determine if full audit should be conducted in FY19-20 or if it can be held off to FY20-21 with annual financial accounting review done in lieu of full audit in those years.

Action Requested:
Motion: RESOLVED, that CLC will have a financial review done in lieu of a full audit for FY18-19 with Financial Committee to determine which shall be done for FY19-20.

Motion to approve: Marie Shaw
Second: Priscilla Ubysz
Vote: Unanimous approval.

Discussion: Agreement that action is an effective move forward.

Old Business:
None

Motion to adjourn: Marie Shaw
Second: Joan Overfield

Respectfully submitted,
Gayle Bogel, CLC Secretary
October 11, 2019