Minutes

Present: Sally Tornow, Ellen Paul, Sarah Briggs, Marie Shaw, Priscilla Ubysz, Jason Pannone, Leticia Cotto, Carol Ansel, Joan Overfield, Veronica Kenausis (by phone), Kate Fuller (by phone), Jennifer Keohane (Executive Director), Tracy Monerville (Office Manager), Lisa Karim (CLA)

Call to Order

Sally Tornow called the meeting to order at 2:02pm

Approval of November Minutes

Motion made by Marie to approve the minutes. Seconded by Priscilla. Passes unanimously.

Chair’s Report - Sally Tornow

No report.

Treasurer’s Report - Jennifer Keohane

Jennifer reported that the check from the State has been received and that Tracy has been working on collecting outstanding invoices. As a result, accounts receivable is at its lowest amount ever.

Jennifer gave a mid-year analysis of the budget. She reports that income from vendor payments had been incorrectly forecast. Payments from January 1 through June 30 will not be received until the new Fiscal Year. The budget may have to be adjusted for this.

Jennifer gave an overview of the utility of the line of credit.

Executive Director’s Report – Jennifer Keohane

See written report. Jennifer gave an explanation of the advantages of Sharepoint and CLC’s progress in implementation.

Presentation from Tracy Monerville, Office Administrator, on her role and responsibilities at CLC. Jennifer praised her attention to detail and her ability to find savings in the CLC budget.
Reports from Committees and Taskforce:

- Advocacy Committee – Ellen Paul (no report)
- By-Laws Committee – Marie Shaw (no report)
- Consultants Directory Taskforce – Veronica Kenausis (no report)
- Dues Task Force - Joan Overfield (no report)
- Nominating Committee – Sarah Briggs (written submitted)
- Personnel Committee – Marie Shaw
  Marie reports that Personnel could use an additional member. Jason volunteered to serve.
- Professional Development Taskforce- Letica Cotto/Kim McNally (no report)
- Strategic Planning Committee
  Sarah reported that Priscilla will be the new chair of the Strategic Planning Committee. Sarah will also be joining. They are looking for at least one additional member.

Reports from Representatives of other CT Library Groups:
(discussion, questions or updates regarding written reports)

- CT Library Association (CLA) Report – Lisa Karim
  Lisa reported on fundraising, sustainability and their diversity. CLA is planning the 2020 conference.
- CT State Library (CSL) Report – Ken Wiggin
  Jennifer reported that she attended the retirement party for the State Librarian. She also reported on the transition to the new State Librarian.
- Advisory Council for Library Planning & Development (ACLPD) – Dawn LaValle
  Jennifer reported on the ACLPD work on resource sharing.
- CT Association of School Librarians (CASL) Report – Sue Prince (no report)
- Council of Connecticut Academic Library Directors (CCALD) – Janice Wilson (no report)
- Special Library Association (SLA) Report – Priscilla Ubysz (written submitted)

New Business:

- Procurement – Jennifer Keohane
  Jennifer reported on new stricter Federal government procurement standards that are trickling down to Connecticut and will affect nearly all CLC members. These new standards will make CLC contracts even more useful to our members since all CLC contracts comply with these new standards.

Old Business:

- Jason reported that LCI is working towards hiring an executive director.
- Letitia reported on extended hours at the Hartford Public Library and funding for branch renovations.
- Ellen reported on signing on with a consultant for strategic planning.
- Sarah reported on a recent news story about her renovated LMC.

Motion to adjourn

Jason motioned to adjourn. Joan seconded. Passes unanimously.

*Next meeting Board Meeting - Thursday, January 23
2-4 pm – MLSC