Present: Ellen Paul, Kate Fuller Leticia Cotto, Janice Wilson, Marie Shaw, Joan Overfield, Beth Dominianni, Sally Tornow, Priscilla Ubysz, Sue Prince, Sarah Briggs, Gayle Bogel, Veronica Kenausis, Carol Ansel, Jason Pannone, Christine Sarrazin

Absent: Lisa Karim

Call to Order – Janice Wilson at 2:07 PM

Introductions- Beth Dominianni (new Board member), Board Introductions

Motion: Approval of December Minutes by Jason Pannone
Second: Priscilla Ubysz

Chair’s Report- Janice Wilson - none

Treasurer’s Report – Sue Prince
- Financial report – December 2019 - Load is currently paid off, budget on target
- Jennifer Keohane is working on income development. Sponsorship and marketing planned to be sold to vendors has been slower than expected.
- Line items will not produce expected revenue, but expenses will also not be incurred. It will probably be necessary to draw off the line of credit.
- Marie Shaw noted the progress on strategic plan.

Executive Director’s Report – Jennifer Keohane (verbal)
- 13 roundtable meetings. Staff continues to attend to establish ties to larger.
- Storytelling intensive training was launched.
- Take Your Child to the Library Day is being planned and executed as statewide marketing. Next year is the 10th anniversary of Take Your Child to the Library and planning is underway for marking the milestone.
- Intern from Three Rivers Community College will join CLC this semester. Sarah Kapinski will complete certificate in Fall 2020.
- Membership renewal is 361 of 383 have renewed. Only 2 will not, and one of those is a special library who has closed. One community college library will not renew.
Christine Sarrazin – Introduction

- Coordinator of communications and marketing. Started in 1998 with Capitol Library Council.
- Works 25 hours a week. Has worked in public children’s services, special music library, volunteered in school libraries.
- Handles email - uses constant contact to manage. 3000 contacts, with list targeted and segmented. Average open rate of 43%, compared to 15% for non-profits overall. Go to person for association management in cloud. Newest area is working with vendors.
- Monthly newsletter. Combined effort of staff editorial session. Monthly flyer in print to highlight activities. Print through Canva (pro version for free as a non-profit). Print mail of thank you for renewing will be sent next week.
- Social media - Facebook and Twitter. Articles and trends and member library happenings.
- Website - half of site views are from the job listing. Hosted on association management platform.
- YM - is critically important to all aspects of association for events, marketing, etc.
- Go to person for association management in cloud. Newest area is working with vendors.
- Vendors: Christine has taken over vendor relationship data.

Jennifer Keohane elaborated on the value Christine brings to CLC with her strong background and personal commitment.

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 report)
- Personnel Committee – Marie Shaw (written report)
- Professional Development Taskforce- Letica Cotto/Kim McNally
- Strategic Planning Committee- Priscilla Ubysz (no report)

Reports from Representatives of other CT Library Groups:

(discussion, questions or updates regarding written reports)

- CT Library Association (CLA) Report –Lisa Karim (not attending)
  CLA conference will be held in Mystic April 24 and 25. Conference program will be distributed soon, registration will open, strong exhibitor response. Legacy fund was a success. Sustainability Task Force to consider evolving organization. Looking at all expenses including CLC. JK has volunteered to be part of the Sustainability Task Force. Ellen Paul noted the Storytime School preconference as an interesting model for CLC to consider.

- CT State Library (CSL) Report –
  Jennifer Keohane related that Mary Etter may announce on January 27th State Board Meeting new state librarian.
• Advisory Council for Library Planning & Development (ACLPD) – Dawn LaValle
  Jennifer Keohane noted resource sharing committee is working on communication regarding resource sharing guidelines proposal -- how it was developed.

• CT Association of School Librarians (CASL) Report Sue Prince
  3/28 Unconference 25.00 for book and lunch.
  Keynote speaker will be author of Fact vs. Fiction
  May 7 Spring Fling at Manor Inn in Southington
  June 13 Nerd Camp. Still seeking a bookstore to partner with.

• Council of Connecticut Academic Library Directors (CCALD) – Janice Wilson
  February 7 Meeting will be at Wadsworth Athenium

• Special Library Association (SLA) Report – Priscilla Ubysz
  Social Science Bootcamp at Tufts
  Data workshop in Massachusetts - Library Carpentries
  Love Data Week - Simmons 6-8 on February 12

New Business:

• Sexual Harassment Training is being developed and offered by CLC (details in Exec. Board minutes. Includes multiple formats for instruction.)
• Discussion on First Amendment Audits, with a comment from a Connecticut Librarian.
• LCI Director: still not decided.
• Genealogy roundtable at Godfrey.

Old Business: none

Motion to Adjourn: Sally Tornow
Second: Sarah Briggs

Meeting adjourned at 3:21 PM

Respectfully submitted,
Gayle Bogel, CLC Secretary
February 26, 2020

*Next meeting Board Meeting - Thursday, February 27 2- 4 pm – MLSC