Board of Trustees Meeting  
Thursday, August 27, 2020 – 2 - 4 pm  
Virtual Meeting Via Zoom  

Minutes  
Approved 9/24/2020

1. **Call to Order** – Sally Tornow called the meeting to order at 2:02 pm.  
   **Seated:** Beth Dominianni, Jennifer Keohane, Linda Robinson, Sally Tornow, Matt Cadorette, Ellen Paul, Gayle Bogel, Janice Wilson, Jason Pannone, Jill Woychowski, Kate Fuller, Kathleen Bauer, Kimberly McNally, Leticia Cotto, Sue Prince, Veronica Kenausis  
   **Guest:** Maureen Sullivan

2. **Chair’s Report** – Sally Tornow  
   No report.  
   Sally Tornow asked to have her email unblocked, some get kicked back. Tracy Monterville to add personal emails to Board list for those that have work connectivity issues.

3. **Consent Agenda** - Sally Tornow  
   Consent agenda items are considered to be routine in nature, which the Board may not need to discuss individually and may be voted on as a group. Any board member who wishes to discuss a particular item in this section may request the Chairperson to remove it for later discussion and a separate vote if necessary.  
   **MOTION:** That the Board approve the following Consent Agenda items:  
   a. **Approval of Minutes of last meeting**  
      i. **BOT Draft Minutes 20200723**
   b. **Accept Treasurer’s Report – Sue Prince**  
      i. **BOT Financials 20200731**
   c. **Accept Committee reports (none for this meeting)**  
      Sue Prince motioned to approve Consent Agenda as presented.  
      Kate Fuller seconded motion.  
      Motion passed unanimously with no discussion.

4. **Executive Director Report** – Jennifer Keohane  
   a. **Executive Director Report 202008**  
      Jennifer Keohane presented her Executive Director report.  
      Jennifer Keohane reviewed CLC role, cooperation and process conversations with State Library.  
   b. **Update on CLC 2018-2021 Business Plan – progress/obstacles**  
      No report.

5. **Report from the CT State Library** – Maureen Sullivan, Interim State Librarian  
   Maureen Sullivan alerted all to deadline for State Librarian applications.  
   Maureen Sullivan reported on the State Library programs and initiatives currently being addressed.
Conversation followed with comments and questions.

Maureen Sullivan acknowledged how fortunate the Board is to have Jennifer Keohane’s leadership. All agree.

6. **New Business - none**

7. **Old Business**
   a. **Finalize committee/taskforce members and chairs**
      Sally Tornow reviewed committees and chairs.
      Jennifer Keohane thanked all subcommittee volunteers.

8. **Discussion – Developing CLC’s Strategic Plan** - Jennifer Keohane
   a. **Strategic Plan** – Planning to Plan (goals, objectives, timeline discussion) – Jennifer
   b. **Background/Discussion Documents - provided to board in advance**
      i. Board Source - 5 Phases of Strategic Planning, Charting a New Course
      ii. CLC’s 2012-2017 Strategic Plan - CLC Strategic Plan 2012-2015
      iii. Kairos Business Plan - Kairos Business Plan
   c. **Discussion/sharing of Board experiences, preferred process or recommendations for Strategic Planning**
   d. **Process/Timeline Discussion – Strategic Planning 2020-2021**
      Jennifer Keohane began discussion on Strategic Planning and asked for thoughts/comments from Board. Discussion ensued.

9. **What’s Keeping Us Up at Night?** – Sally Tornow/Jennifer Keohane
   a. **Brainstorming issues for future board attention**
      Nothing to share at this meeting.

10. **Establish next Board meeting discussion topic**
    Strategic Planning

11. **Library News & Updates** – All Board members
    a. **Reports from other group meetings, upcoming events and other board/library news**
       Jennifer Keohane reported on ACLPD.
       Sue Prince had no CASL report and noted Jillian Woychowski will be taking over as liaison.
       Veronica Kenausis reported on CCALD.

       Jennifer Keohane alerted Board about Wallingford and Stamford school library media staffing issues along with vendors reducing staff.

       Jennifer Keohane invited Board to attend membership meet up this evening.

12. **Motion to adjourn**
    Jason Pannone motioned to adjourn
    Linda Robinson seconded motion
    Motion passed unanimously with no discussion and meeting adjourned at 3:48 pm.

Respectfully submitted,
Tracy Monterville
Office Administrator