Minutes
APPROVED 7/22/2021

1. Call to Order – Sally Tornow called the meeting to order at 2:04 pm.
   Attendance: Sally Tornow, Katie Bauer, Kate Fuller, Veronica Kenausis, Jennifer Keohane, Kim McNally, Jason Pannone, Ellen Paul, Janice Wilson, Jillian Woychowski, Gayle Bogel, Leticia Cotto, Linda Robinson, Sue Prince
   Absent: Matt Cadorette, Beth Dominianni,
   Guest: Deborah Schander, State Librarian

2. Chair Report – Sally Tornow thanked Jennifer Keohane and her staff for the past year keeping CLC moving seamlessly into a virtual setting.

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 the 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 (see attached)
   b. Accept Treasurer’s Report – Sue Prince (see attached)
   c. Accept Committee reports
   Motion to approve Linda Robinson.
   Jason Pannone seconded the motion.
   passed

4. Executive Director Report – Jennifer Keohane
   a. Oral Report
      Jennifer Keohane thanked the board members for their work in FY20-21. She also personally thanked the outgoing members.
      Jennifer reported on FY20-21 final financial situation. It is much better that we had anticipated.
      Jennifer welcomed Deborah Schander and reported Deborah will be joining the monthly board meetings.
      Jennifer shared recent work to assist the academic community with PsycInfo database. She also reported on pension plan, line of credit, and other administrative projects being updated within CLC.

5. Report from the State Librarian – Deborah Schander
   Deborah Schander thanked board for including her. Dawn LaValle and she will be meeting with Jennifer soon to review grant process.
   Deborah then reported on happenings at the state library. Items included reopening, summer reading, ARPR grant, digital navigation, and additional funding. IMLS virtual site visit happened for new evaluation.
   Jennifer Keohane asked about the digital navigation program. CLC has received questions about training.
Ellen Paul asked about LSTA 5-year plans. Deborah provided what information she had and will check into further to report back.

6. **New Business**
   a. Nominating Committee Report – Janice Wilson
      i. Motion to approve slate of candidates for CLC Board as presented:
         Mary Ellen Minichiello
         Carrie Seiden
         Audra MacLaren.
         Janice Wilson reported on candidates she has found to date.
         We still need one additional candidate.
         Jennifer Keohane motioned to approve the slate of candidates.
         Sally Tornow seconded the motion.
         Motion passed unanimously with no discussion.
   b. Succession Plan – debrief of Hartford Foundation Public Giving (HFPG) Training – Sally Tornow/Jason Pannone
      Jennifer Keohane reported on succession planning she has been discussing with Jason Pannone and Sally Tornow. She then presented her plan to leave CLC at the end of this calendar year.
      Sally Tornow reported she and Jason have been working on a task force to address various items. Task force will consist of Jason Pannone as the chair, Sally Tornow past chair, two board members, one CLC member (Alice Knapp), and Greg Pronovich former ED from MLS (Mass Library System). Conversation ensued.
      Veronica Kenausis asked about how the strategic planning will affect the incoming ED.
      Jennifer provided clarification.
      Sally Tornow motioned to form a task force for succession planning for executive director, board and staff.
      Sue Prince seconded the motion.
      Motion passed unanimously with no discussion.

7. **Old Business**
   a. Update from CLC Committees (as needed)
      i. Strategic Planning – Ellen Paul – Presentation
         Ellen Paul reported on strategic planning. Veronica Kenausis and Katie Bauer provided some detail from the focus groups. Discussion ensued.
      ii. Professional Development – Leticia Cotto/Kim McNally
         Kim McNally reported on professional development.
      iii. Personnel – Jason Pannone
         Jason Pannone reported on personnel. Jennifer Keohane noted the personnel manual is in her hands to review.

8. **Board Discussion**
   a. Debrief NCCJ training held in May
      Sally Tornow asked for feedback on the NCCJ training sessions. Discussion ensued.
      Sally feels an EDI committee should be established for FY21-22.

*Annual Meeting – June 10, 2021 @ 4:00 pm
Followed by brief Board Meeting @ 5:15 pm
Via Zoom*
9. Issues for Board Attention at Future Meetings – Sally Tornow/Jennifer Keohane
10. Establish next Board meeting discussion topic
11. Library News and Updates – All Board members
   a. CASL – Jillian Woychowski – written report submitted. Jillian reported on CASL.
   c. CLA – Jennifer Keohane-No Report
   d. ACLPD – Jennifer Keohane-No Report
   e. FOCLCT-No Report
   f. Other groups

Katie Bauer will take on CLC Board Treasure position for FY21-22.

Kim McNally will be director of Berlin-Peck as of June 14th.

12. Motion to adjourn
   Sue Prince motioned to adjourn. Kim McNally seconded the motion. All in favor and meeting adjourned at 3:29 pm.

Respectfully submitted,

Tracy Monterville
Office Administrator

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