Board of Trustees Meeting  
Thursday, July 22, 2021 – 2 - 4 pm  
Virtual Meeting Via Zoom

MINUTES  
Approved 8/26/2021

1. **Call to Order** – Jason Pannone 
   Jason Pannone called the meeting to order at 2:05 pm.

2. **Chair Report** – Jason Pannone 
   Jason Pannone started off the meeting by having all members introduce themselves.

3. **Consent Agenda** – Jason Pannone
   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 from May and June (see attached)
   b. Accept Treasurer’s Report for June and July – Kathleen Bauer (see attached)
   c. Accept Committee reports

   Jason Pannone requested a motioned to approve consent agenda.

   Jill Woychowski motioned to accept the consent agenda.

   Katie Bauer seconded the motion.

   Motion passed unanimously with no discussion.

4. **Executive Director Report** – Jennifer Keohane (verbal)
   Jennifer Keohane provided a verbal report. She reminded the board of the Mystic event on August 4, 2021, and the free membership being provided by Mystic Seaport. Jennifer is currently working to document all processes developed over the past years. This includes board governance. Jennifer announced the departure of Jennifer Van Nostrand. Jennifer discussed the conversation with the Executive Committee on timing for hiring the new Member Relations Manager. Communications are being worked on to notify members and vendors.

5. **Report from the State Librarian** – Deborah Schander (absent)

6. **New Business**
   a. Motion empowering Executive Director to act on behalf of CLC in contracts (see attached)
      Kim McNally moved to approve the motion.
      Linda Robinson seconded the motion.
      Motion passed unanimously with minor discussion. It was noted this will need to be voted on again when the new ED is on board.
   b. CLC FY21-22 Committees & Task Force- Present recommendations, vote to establish and form committees. (volunteer form) – Jason Pannone
      Kim McNally asked Jennifer to review the committees as Jason left the meeting due to connectivity issues. Jennifer presented the committees and the process around their set up. She then reviewed each committee. Jennifer will not present for a vote today as Jason Pannone was not in attendance. She will call for a vote next week.
      Jennifer Keohane motioned for Sarah Briggs to be accepted as member-at-large for Nominating Committee.
      Linda Robinson seconded the motion.

*Next Board Meeting August 26, 2021  
Via Zoom*
Motion passed unanimously with no discussion.

Jennifer Keohane motioned that Strategic Planning Committee remain as currently set up for FY21-22.
Jill Woychowski seconded the motion.
Motion passed unanimously with no discussion.
Kim McNally discussed the Professional Development Committee. Jennifer Keohane believes this committee has done the research and it is now on CLC staff to complete for roll out to members. Jennifer feels we can table this committee until new ED is on board or keep going with less ambitious goals, more advisory role. Jill, Linda, Kim, and Lettie would like to see the committee stay in existence in an advisory role.
Jill Woychowski motioned to continue Professional Development Committee for FY21-22.
Linda Robinson seconded the motion.
Motion passed unanimously with minor discussion.
Jennifer Keohane discussed the Succession Planning Committee and how it can evolve.
Jill Woychowski motioned to continue Succession Planning Committee for FY21-22.
Lettie Cotto seconded the motion.
Motion passed with no discussion.
Jennifer reviewed the DEI Committee. Jason is looking for a chair for this committee.
Jill Woychowski motioned to form DEI Committee for FY21-22.
Carrie Seiden seconded the motion.
Motion passed with no discussion.
Succession Planning is being chaired by Jason Pannone.
Kim McNally provided an update on the succession plan. Posting will close August 27th and resumes will be reviewed early September. Jennifer reported the posting will go live Monday. Will post to non-profit and consortia listservs.

7. **Old Business**
   a. Update from CLC Committees (as needed)
      i. Strategic Planning – Ellen Paul – no report
      ii. Professional Development – Leticia Cotto/Kim McNally – no report
      iii. Personnel – Jason Pannone – no report
   Kim McNally moved to table committee reports to next month.
   Katie Bauer seconded motion.
   Motion passed unanimously.

   Jennifer presented an abbreviated version due to lower attendance. She shared her screen to review the business plan and strategy. Gratitude was expressed to Jennifer for her explanation to the board.

9. **Issues for Board Attention at Future Meetings** – Jason Pannone/Jennifer Keohane
   Continue orientation, budget discussion, and DEI discussion/training. Jennifer feels we should discuss ‘where we ended up and where we are going’. Jennifer reviewed the change to the agenda under Sally Tornow’s leadership and some of the ramifications.

10. **Establish next Board meeting discussion topic**- **Jason Pannone**

11. **Library News and Updates** – All Board members

*Next Board Meeting August 26, 2021*
Via Zoom
a. **Library Groups** - reports from liaisons
   
   i. CASL – Jillian Woychowski – no report  
      Next meeting is the first week of September. Next CLC meeting is date most schools are returning. We will look into adjusting the meeting date.  
   
   ii. CCALD – Veronica Kenausis – not in attendance  
   
   iii. CSCU- Veronica Kenausis – not in attendance  
   
   iv. CLA – Jennifer Keohane – no report  
   
   v. ACLPD – Jennifer Keohane - no report  
   
   vi. FOCLCT- no liaison  
      Meeting for September will be at Berlin-Peck. Kim McNally will report.  
   
   vii. SLA – no liaison  
      We need to review.  

b. **Board & Library Community News**  

12. **Motion to adjourn**  
   
   Kim McNally motioned to adjourn the meeting.  
   Beth Dominianni seconded the motion  
   Motion passed unanimously and meeting adjourned at 4:15 pm.  

Respectfully submitted,

Tracy Monterville  
Office Administrator

*Next Board Meeting August 26, 2021  
Via Zoom*