Board of Trustees Meeting  
Thursday, July 28, 2022 – 2 pm  
Virtual Meeting Via Zoom

MINUTES
APPROVED 8/25/2022

1. **Call to Order** – Kim McNally  
Kim McNally called the meeting to order at 2:06 pm.

2. **Chair Report** – Kim McNally  
Kim McNally didn’t have a Chair report but allowed Matt Cadorette to share about American Friends of Kenya.

3. **Approval of June Minutes** – Kim McNally  
Sally Tornow made a motion to approve the minutes. Beth Dominianni seconded the motion.  
Motion passed unanimously.

4. **Treasurer’s Report** – Katie Bauer – See Agenda Report  
Katie Bauer presented an overview of the year’s budget.

5. **Executive Director Report** – Ellen Paul  
Ellen Paul shared the revised format of the monthly report to align with the new Strategic Plan and invited feedback.

   CLC’s new Program Directory launched in July, has more than 140 listings, and has been received positively by the community. We’ve made back our investment in the directory.

   Almost all digital contracts are finished; Follett, Hoopla, and Innovative (Clarivate) are still in negotiation, with the hope that they will be signed by the end of August. For the first time, Follett will offer a discount on books. CLC and LCI staffed worked together to negotiate with Innovative, setting a model for collaboration in procurement. Hoopla is coming back to the table with more value add than their original bid, including potentially additional free borrows, All CT Reads titles being free borrows, and marketing materials.

   The library equipment bid will go live on August 8. Ellen and Jackie continue to meet with vendors to educate on our bid. The team at LION will serve on the evaluation committee.

   Sales and savings reports, used to calculate administrative fees and member savings, are being processed by CLC staff. This process is done twice a year.

   Ellen was quoted in the Washington Post in an article about ebooks.

   CLC is hosting an in-person networking event tonight at Elicit Brewing in Manchester from 5-6:30 pm.

*Next Board Meeting August 25, 2022  
Via Zoom*
6. **Report from the State Librarian** – Deborah Schander
The State Library Board met on Monday, July 25. Notable actions included: the approval of a literacy grant; appointments to several advisory committees; and the resignation of a board member; the State Library is coordinating with the Governor’s office to refill the position. Governor Lamont signed Executive Order 22-2 on July 1, creating CT’s “America 250” Commission. The Commission will be led by Former Secretary of State Merrill and Jason Mancini of CT Humanities and include representatives of many state agencies and organizations, including the State Library, CLA, and the Town Clerks’ Association. The intent is to have a statewide, inclusive celebration and recognition of our nation’s founding. The State Library’s Public Records, Archives, and Preservation units are participating in a new task force, created by a special act last legislative session, to study the digitization of municipal building codes.

7. **New Business**
   a. **CLC and CCALD Potential Partnership (Veronica Kenausis)**
      Veronica Kenausis reported that CCALD had met with Ellen about a potential partnership between CCALD and CLC, which would have greater sustainability for CCALD. Currently CCALD is run by volunteers, with the chair and vice chair doing the heavy lifting. Partnering with CLC may include CLC managed mailing list and host website (paid for through CCALD dues process). Benefits would establish future of CCALD and CLC partnership, provide revenue for CLC, and lay the groundwork for CLC to participate in cooperative development of procurement for academic libraries. Conversations are still in the beginning stages and are part of a long-term vision. CCALD members wish for CCALD to remain an independent organization. CCALD will give CLC a proposed scope of work which will be presented to the CLC and CCALD boards for discussion and approval.

      Sally Tornow asked if they anticipated CCALD members would be okay with paying two sets of dues. Veronica shared that CCALD dues are inexpensive ($100 per library) and the model is not sustainable, and when CCALD members understand the value to CLC membership, most libraries will be ready for the discussion.

   b. **Fundraising Discussion (Katie Bauer)**
      The BOT is looking for ways to help CLC with cash flow. Katie Bauer opened the conversation by acknowledging the deficit and the yearly cash flow schedule with long periods of time when CLC has no revenue, requiring CLC to dip into its line of credit.

      The finance committee is looking at grants, which are restrictive and short-term. The CLC Board also has the responsibility to help with fundraising, which has never been done. Considering some events (online auction with prizes from vendors, regionalize and get donations from businesses around the region); the board is open to further ideas.

      Ellen shared that CLC’s only experience with fundraising was the CLC Annual Meeting Board basket raffle from more than six years ago.

      Sally Tornow said she believes the board needs more time to think and discuss.
Katie suggested a publisher event. Carrie voiced her support.

Katie proposed a subcommittee under the finance committee to work on this initiative.

Kim likes the idea of a signature event such as Charlotte Mecklenburg’s annual wine tasting/author talk event.

Beth has experience with fundraising (comedy festival) and notes these events take time and commitment which would need to be done on a scale that works for CLC.

Katie noted timing of fundraiser would be important to consider so it’s beneficial for CLC. Kim shared that finding sponsors would help make a big event feasible. Sally noted banks are usually good candidates.

Katie suggested putting out a call for committee members (Kim to send out an email to membership). Ellen suggested CLC members could participate on subcommittee.

c. Collaborative and Cooperative – Next Project Discussion – See Agenda Report (Kim McNally, Ellen Paul)
Kim McNally and Ellen Paul led a conversation about the next opportunities for special projects, including a museum pass directory, a consultants’ directory, Slack for Roundtables, and an expansion/revamp of Take Your Child to the Library Day.

Discussion included:
- Museum pass directory needs to be comprehensive to useful.
- “Endorsement” of consultants through a bid process raises concerns from CLC staff and board. Jillian suggested a big banner stating CLC does not endorse consultants in the directory.
- Sally suggested making a call for recommendations from the library community for consultants’ directory. Ellen agreed leads would be helpful. CLC would be connector of information.
- Jillian noted Slack is not allowed on her school WiFi. Carrie and Matt were unsure about their access but will check when they can.
- Ellen explained what Slack is and how it works. Katie has used Slack and it has great functionality, including archiving. Suggested looking into using the chat function of Zoom in lieu of Slack but likes the idea of Slack.
- Sally asked if public libraries were getting fewer library passes because of cost. West Haven eliminated them. Passes in East Hartford and Berlin-Peck have remained steady.
- Slack and Consultants’ Directory have been requested by members. Museum pass directory is an existing CLC initiative. TYCLD needs some revamp.
Amanda Stern gave a synopsis of the state of Take Your Child to the Library Day and the need for update. Ellen asked for public library opinions to gauge enthusiasm. Beth expressed that having TYCLD on one day was difficult to get performers. Ellen asked, “should CLC continue to be involved in a project like this?” Mary Ellen Minichiello believes it is a worthwhile project and suggested to connect to local resources, schools, for programming (backpacks for children in need?).

Discussion will resume at August’s Board of Trustees meeting.

8. Old Business
   a. FY22-23 Committee Members – appoint Chairs (Kim McNally)
      Kim McNally presented committee chairs for FY22-23:
      • Finance – Katie Bauer, chair; Audra McLaren, Tom Piezzo
      • Nominating – Jason Pannone, chair; Jillian Woychowski, Veronica Kenausis, Letty Cotto, Kate Fuller
      • Personnel – Sally Tornow, chair; Tom Piezzo, Linda Robinson, Beth Dominianni, Carrie Seiden
      • Dues – Veronica Kenausis, chair; Sally Tornow, Linda Robinson, Mary Ellen Minichiello
      • Bids – Audra McLaren, chair; Katie Bauer, Letty Cotto, Matt Cadorette
      • DEI – Carrie Seiden, chair; Matt Cadorette, Mary Ellen Minichiello, Jason Pannone, Beth Dominianni

      List of committees is in the monthly board packet.

   b. Other Committee Reports (as needed)
      Finance Committee – Katie Bauer
      • Will meet financial advisor to review CLC’s investments.
      Nominating Committee – Jason Pannone – No Report
      Personnel Committee – Sally Tornow
      • Meeting in August to begin reevaluating personnel manual
      Bids Committee – Chair to be assigned
      Diversity, Equity and Inclusion Committee – Chair to be assigned
      • Committee on hold until fall.
      Dues Committee – Chair to be assigned – No Report
      • Committee on hold until fall.

9. Library News and Updates – All Board members
   a. Library Groups- reports from liaisons
      I. DLD – Dawn LaValle
      • In response to comment about how to help libraries serve underserved communities, shared the work Kym Powe and Ashley Sklar are doing with the Growing Equitable Library Services project which is a recognized national model developed by CSL
• Updated the work CSL is doing as a member of the Governor’s Afghan Refugee Task force including purchasing and distributing Welcoming Libraries; facilitating programs between IRIS and the Bridgeport Library; storytimes on demand as well as informing the Task Force about digital inclusion opportunities at public libraries
• DLD welcomed new Administrative Assistant Suzanne Vick
• Librarians no longer need an appointment to visit MLSC.
• Announced that the Building Equity Based Summer Programs in partnership with Linda Braun was the recipient of a 2022 IMLS Laura Bush grant, CT is a key implementation partner.

II. CASL – Jillian Woychowski (no report, no meeting)
III. CCALD – Veronica Kenausis
IV. CSCU- Veronica Kenausis (no report)
V. CLA – Doug Lord
Doug Lord new CLA president; Sarah McCusker president elect; moving to 501©3. Conference committee revamped, looking at 2 years at Mystic Marriott; goal is to stabilize financials and grow membership from libraries of all kinds. Lots of activity on censorship; contact Intellectual Freedom committee if facing challenges. Legislatively hoping to work on ebooks and electronic services, getting costs reasonable. Attended CT State Library Board meeting; under leadership of Deborah Schander and Maureen Sullivan, state is in really good shape. Passports to CT Libraries program over for the year with 600 passports received; both winners visited all 144 stops.

VI. ACLPD – Dawn LaValle
ACLPD pleased to welcome Madhu Gupta from the Public Library of New London as the medium library representative and Alyssa Bussard as CLA rep. She will share information about the LSTA 5-year plan at next meeting.

VII. FOCLCT- no liaison
VIII. SLA – no liaison

b. Board & Library Community News – No news

10. Motion to adjourn
Kim McNally motioned to adjourn. Motion passed unanimously and meeting adjourned at 3:31 pm.

Respectfully submitted,

Amanda Stern

*Next Board Meeting August 25, 2022
Via Zoom