Board of Trustees Meeting  
Thursday, October 27, 2022 – 2 pm  
Virtual Meeting Via Zoom

MINUTES  
Approved 11/17/2022

1. **Call to Order** – Kim McNally  
Kim McNally called the meeting to order at 2:02 pm.

2. **Chair Report** – Kim McNally

3. **Approval of July Minutes** – Kim McNally  
Katie Bauer motioned to accept. Tom Piezzo seconded. All agreed and minutes were accepted as presented.

4. **Presentation: “How Not to End Up in Jail When Spending Public Funds!”** by Tammy Bradley, NIGP-CPP, CPPB, C.P.M. Senior Buyer Department of Financial Services, Town of West Hartford; President, Public Purchasing Association of Connecticut.  
Kim introduced Tammy Bradley. Ms. Bradley introduced herself and shared her screen to present ‘How to Cover Your Agency’. Presentation slides will be shared with the board members.

5. **Treasurer’s Report** – Katie Bauer  
Katie Bauer reported CLC continues with a deficit. We have borrowed from the LOC until all vendor administration fees and state grant are received. Due to interest rates the LOC monthly interest is higher than in a normal economy. CLC has made changes to the Kestra Investment accounts, one is now a ‘cash’ account.

6. **Executive Director Report** – Ellen Paul  
Ellen Paul reported Hoopla and Follett contracts are complete. Julie Yulo-Medieros has done school library trainings for book contracts with a comparison at the end to show what the same book would cost over the various vendors. Clarivate is still unsigned and being worked on. In November we will be finishing equipment bid contracts, 14 suppliers awarded of 15 bids received. Vendor webinars are being hosted to acclimate new vendors to CLC. 2023 dues renewal will include a discount contract booklet. CLC has 106 contracts in total. Ellen has been working on advocacy for libraries with government leaders, CLA and CASL. She invited the board to the Mystic event on 11/10/2022.

7. **Report from the State Librarian** – Deborah Schander (written report)  
The biennial state budget process continues, and the State Library has finalized its submission to the Office of Policy and Management (OPM). Agencies were asked to not propose any increases to their budget lines, with the limited exception for inflation requests, so the State Library submitted a request to increase the CT Digital Library budget line to reflect rising costs. OPM’s work to prepare the budget on behalf of the Governor will continue over the next few months. On October 5, Connecticut Libraries and Partners for Digital Equity hosted a successful and informative symposium at Hartford Public Library featuring Tracie Hall, ALA’s Executive Director, as keynote along with a panel of community partners. On October 6, the State Library was among 20 “Game Changer” honorees, an initiative of CT Explored magazine celebrating its 20th anniversary. The CT in WWI project, led by Christine Pittsley, continues in 2023 with a new “Digging Into History” archeological dig in Bolton. Applications for high school CT students to participate will be released soon.

*Next Board Meeting November 17, 2022  
Via Zoom*
8. **New Business**
   a. Community College Membership Dues (see agenda report)
      Veronica Kenausis - 12 community colleges are merging into one institution (CT State Community Colleges) scheduled to finalize July 1, 2023. Ellen asked the board to consider charging the for ½ year. July 1, 2023, CT State Community Colleges will be invoiced for July 1 – December 30, 2023. Ellen asked for a motion to invoice individual [community colleges for ½ year.]
      Tom Piezzo motioned to authorize CLC to bill each community college for January 1 – June 30, 2023. Matt Cadorette second. All agreed and motion passed. The current roster of community colleges will be invoiced individually for Jan – June 30, 2023. A new invoice for the CT State Community Colleges will be processed for July 1, 2023 and cover the balance of the year (through December 30, 2023).
   b. Employee Handbook (see agenda report)
      Kim McNally reported the board has received the handbook for a first reading. She provided background of the adjustments being proposed. Ellen is interviewing potential HR consultants to replace Barb AmEnde. There are four practices changing:
      - Flex time – salaried staff may be expected to devote over 7 hours per day. Flex time to be approved at the discretion of the ED for substantial hours worked over the standard work week. This was recommended by AmEnde Associates.  
      - Vacation carryover – proposed change to carry over 35 hours from year to year.  
      - Vacation payout for termination or voluntary separation – proposed an employee who has completed 6 months of service shall be paid for unused vacation on a prorated basis. Vacation or other paid time off cannot be used as an extension for termination date. IE: provide two weeks’ notice and use two weeks’ vacation for the notice period.  
      - Sick time – part time employees who work more than 15 hour per week will receive 40 hours sick time per fiscal year.
      The handbook will be voted on at the November meeting.
9. **Old Business**
   a. CLC 20th Birthday Planning
      Initially Kim McNally and Carrie Seiden were to co-chair, Carrie then resigned as co-chair leaving Kim as chair. Numerous ideas were discussed. Kim will have the next meeting more organized.
   b. CLC and CCALD Potential Partnership (Veronica Kenausis)
      CCALD submitted a scope of work, CLC staff met and responded. CLC will have another meeting in November. There is nothing formal to present to our board.
   c. Other Committee Reports (as needed)
      Finance Committee – Katie Bauer nothing further
      Nominating Committee – Jason Pannone
      - Next meeting coming up, no new information.
      Personnel Committee – Sally Tornow absent

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Bids Committee – Ellen Paul

- Audra McLaren sent notes from Bids Committee. Discussed periodicals contract extension. Discussed furniture contract to narrow to dealers within CT who have had sales. Supplies contract to be reopened in early 2023: art, school, learning, and promotion supplies.

Diversity, Equity and Inclusion Committee – Carrie Seiden absent

- Kim McNally reported they met and discussed broad concepts for incorporating DEI at CLC. There will be more direction at meeting next month.

Dues Committee – Veronica Kenausis

- Submitted a written report. They have met once; another meeting is coming up. Will be looking at community colleges merger and effect on CLC membership dues. Start looking again at dues structure for other analogous organizations. The hope to present a proposal in early Spring (February or March).

10. Library News and Updates – All Board members

a. Library Groups- reports from liaisons

I. DLD – Dawn LaValle
Successful CT Libraries and Partners for Digital Equity Summit in partnership with CT Commission on Educational Technology. Dawn represents CT libraries and library communities designing the state digital equity plan. Hiring program manager in next few weeks for the statewide digital equity summit. Pleased to report CSL in partnership with DEEP is launching the Story Walk Passport Program. It will be funded by the EBSCO grant. CT is launching a pilot in concert with Libraries Without Borders using six libraries. This is a national pilot. CT will be setting the model for the country. GELS program continues to partner with various agencies.

II. CASL – Jillian Woychowski
CLC and CSL were nominated by CASL for a collaboration award from ASL for All CT Reads. Jillian sent a shout out to Dawn, ‘the summer program was amazing’. CASL conference is Friday 11/4. There will be no November board meeting.

III. CCALD – Veronica Kenausis
Second meeting of year scheduled for 10/28. Will discuss grant seeking and grant writing for academic libraries.

IV. CSCU- Veronica Kenausis
Facing financial struggles, serious deficit for all community colleges. Campuses are in turmoil. Hoping good planning, outreach, and a strong class for 2023 will help turn things around.

V. CLA – Doug Lord
He just returned from NELA and has great things to say about members, especially Ellen Paul’s programs. CT was very well represented. Continuing with small successful fund raisers. Members have voted on priorities for the next 12-18 months regarding advocacy. Moving towards a successful 2023 conference.

VI. ACLPD – Dawn LaValle
Looking for institutional member to make up council. Please submit any suggestions to Dawn. Revising the 2016 bylaws to be in line with DLD LST 5-year plan.

VII. FOCLCT- no liaison

VIII. SLA – no liaison

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b. **Board & Library Community News**
   Jason Pannone reported they may have the governor at the Veteran’s Day dedication.

11. **Motion to adjourn**
   Jason Pannone motioned to adjourn. Katie Bauer seconded. All agreed and meeting adjourned at 3:28 pm.

Respectfully submitted,

Tracy Monterville
Office Manager