Minutes

1. **Call to Order** – Linda Robinson called the meeting to order at 2:02 pm. Linda provided a summary of the retreat.

   Present were Katie Bauer, Matt Cadorette, Beth Dominianni, Debbie Herman, Alice Knapp, Christine Johnson, Elizabeth Lane, Kim McNally, Mary Ellen Minichiello, Linda Robinson, Kim Robers, Ellen Paul (CLC Executive Director), Deborah Schander (CT State Librarian), and Sarah McCusker (CLA President).

   Absent were Audra MacLaren, Tom Piezzo, Carrie Seiden and Jane Strudwick.

2. **Chair Report** – Linda Robinson

   Linda summarized the Board Retreat. Take away was how much still needs to be done. Matt Cadorette invited the BOT to “Porch Fest”. She felt it was a great afternoon. Thanks to Kim McNally for hosting at Berlin-Peck Library.

3. **Approval of July Minutes** – Beth Dominianni

   Debbie Herman motioned to accept the July 27, 2023. Kim McNally seconded. All in favor and motion carried.

   Kim Rogers requested attendance be added to the minutes. Linda Robinson agreed and going forward attendance will be included.

4. **Treasurer’s Report** – Kate Bauer

   - Administrative fees came in slightly lower than expected. We anticipate collecting approximately $146K in fees. We budgeted for $150K. Ellen believes we will make up this deficit in the second half of the year.
   - CLC has been invoicing members for three vendors: Swank Movie Licensing, Data Axel Reference Solution and Brainfuse JobNow/HelpNow/VetNow. This means that CLC is collecting small amounts of money from lots of libraries and will have to pay out large aggregate invoices to these three vendors.
   - Revenue from events is strong. CLC held the furniture expo in August and will hold a school library professional development day and larger vendor expo in November. We expect to collect more money for events than originally budgeted.
   - Traditionally late summer to early fall is a difficult cash flow time for CLC. Not much money has been coming in since early summer. Thankfully, we’ve had some smaller sources of income like the program directory, strategic planning cohort and vendor fees for the vendor expo. Still, CLC is waiting on some large administrative fee checks as well as the State Grant. Until this money comes in, we will not be able to pay down our line of credit.

*Next Working Meeting October 26, 2023
Via Zoom*
Kim Rogers asked about splitting the dues invoices, perhaps bill K-12 in the fall and the balance of members in March. Ellen explained to make this change would require a change in bylaws. This change to bylaws would require Board action and action by the Membership. Katie Bauer thinks it is a good idea to consider.

Elizabeth Lane asked Deborah Schander if the check has been signed. Deborah reported it is in the budget office for processing.

5. **Executive Director Report** – Ellen Paul

Ellen Paul reported on what we are planning for October. She congratulated Amanda Stern for her program proposal being accepted by CT Public Library Conference. Amanda will be presenting at PLA in Columbus with Caitlin Augusta from the Stratford Library on Take Your Child to the Library Day.

Ellen discussed bids work for the Fall. Five equipment bids received and hoping to launch new contracts November 1, 2023.

Digital resources reopened. We have 20 responses and are evaluating. Will share the awarded vendors next meeting. They will go live January 1, 2024.

Book Dr event workshops will be held at the Rocky Hill Library. The event is full and has a wait list. We will bring it back in April 2024.

November is school professional development day. November 7th at Manchester Community College. Registration is full and has a wait list. The program is being sponsored by Beanstack for the program. The following week will be the Vendor Expo (20 vendors registered). Vendors will be exhibiting and doing presentations.

Beginning membership renewal process. We have sold sponsorships to vendors to place ads in the discount catalog for a revenue of approximately $7,000 which will be used to offset the cost of printing and mailing.

Strategic Planning Cohort is underway. Ellen feels it is going well and will be running a second session in the Spring for additional libraries who wanted to be involved in this session.

Thinking about advocacy for the next legislation session.

6. **Report from the State Librarian** – Deborah Schander

The State Library will soon be engaging in a strategy planning process which will include input from its Board, staff, and constituent groups. The new CSL Outreach Van was officially launched on Sept. 22, allowing DLD, Archives, Museum, and other staff a state-of-the-art new way to engage with the public across the state. CT LAB recently concluded is biennial visit with the National Library Service for the Blind and Print Disabled, our federal partner at the Library of Congress. September’s Third Thursday program featured a librarian from Hartford Public Library who spoke about providing
Linda Robinson asked if the van could do career fairs. Deborah thanked her and felt this is a good idea to pursue.

7. **New Business**
   a. **Board Work Session Proposal – Linda Robinson (report attached)**
      Linda reviewed the board work proposal. We would take three of the board meetings to use as work sessions.
      Alice Knapp motioned to change three BOT meetings into work sessions. Kim Rogers seconded. All in favor and motion carried.
      Ellen will continue to provide a monthly report for months with working sessions.
   b. **Executive Director Evaluation – Kim McNally (possible Executive Session)**
      Kim McNally reviewed what the Executive Committee has determined for the process. It will be done in October each year. Kim reviewed the four forms to be used for the evaluation and the process that will be followed.

8. **Old Business**
9. **Committee Reports (as needed)**
   a. **Finance Committee – Audra MacLaren – See above**
   b. **Nominating Committee – Kim McNally**
      Nothing currently to report.
   c. **Personnel Committee – Beth Dominianni**
      Beth asked the Personnel Committee to remain on the call for a few minutes to discuss calendars.
   d. **Strategic Planning Committee – Tom Piezzo**
      Linda provided an overview of what the committee is doing.
   e. **Diversity, Equity, and Inclusion Committee – Kim McNally**
      Rescheduling meeting.
   f. **Cooperative Purchasing Committee – Katie Bauer**
      No meeting yet. First order of business is to review FOI document.

10. **Library News and Updates**
   a. Library Groups- reports from liaisons
      I. **DLD – Dawn LaValle**
      II. **CASL – Carrie Seiden**
         Mary Ellen updated the BOT. Their recent meeting had discussion on book banning and AI.
      III. **CCALD – Debbie Herman**
         Debbie Herman reported there was an in person meeting on September 2\textsuperscript{nd} at Fairfield University. Topic was mental health for students. CCALD is currently reviewing their by-laws.

*Next Working Meeting October 26, 2023
Via Zoom*
IV. CSCU - Debbie Herman
Her biggest news is the work to merge 12 colleges. They negotiated a very large package of eResources. The financial situation is not good. Libraries have serious staffing shortages.

V. CLA – Sarah McCusker
Keeping busy with requests for speaking engagements, topics are intellectual freedom and book banning. Sam Lee ran a program with ACLD. Conference proposals are open for CLA Annual meeting. Discuss legislative priorities. Bringing back the Ban Band now called Freedom to Rock.

b. ACLPD – Dawn LaValle
c. Board & Library Community News

11. Motion to adjourn
Mary Ellen Minichello motioned to adjourn. Matt Cadorette seconded and meeting adjourned at 2:53 pm.

Respectfully submitted.

Tracy Monterville
Office Manager