1. **Call to Order** – Linda Robinson
   Linda Robinson called the meeting to order at 2:03 pm.

2. **Chair Report** – Linda Robinson
   Linda reviewed the meeting schedule.

3. **Approval of November Minutes** – Beth Dominianni
   Tom Piezzo motioned to accept the November minutes. Mary Ellen Minichiello seconded. All in favor and motion carried.

4. **Treasurer’s Report** – Audra MacLaren
   Audra reported December was quiet. CLC is in good shape financially with member dues coming in and investments up a little. LOC is paid off. The state grant will be received in February along with administrative fees.

5. **Executive Director Report** – Ellen Paul
   - Ellen reported on administrative fees being received. We are looking at the vendor reports more closely. Found some vendors are not correctly reporting sales and savings figures. Late February will have better idea of admin fee.
   - Membership renewal is a little behind although we are in good shape. 64 members have not yet renewed, just shy of $169K in dues revenue. Central CT State University and Southington Public Schools will not be renewing.
   - Moving forward with digital resources bid. A few contracts are still in negotiations.
   - Events: TYCLD is 2.3.24. Currently over 800 libraries are participating nationwide, with 173 in Connecticut. Everylibrary is on board as a strategic partner and helping spread the word. Amanda Stern is going to PLA and presenting on TYCLD. We are coordinating library visits with the lieutenant governor.
   - We are looking forward to CLA conference where we will be doing two presentations (Customer Service and Strategic Planning Cohort program).
   - The second strategic planning cohort is up and running.
   - It is about 2 weeks away from the CT General Assembly session. Believes eBook legislation will be reintroduced. Alice Knapp will reach out to Senator Maher and Representative Corey Paris for more information.

6. **Report from the State Librarian** – Deborah Schander
   Along with preparing for the CT legislative session, the Chief Officers of State Library Agencies (COSLA) is also preparing for a visit to Washington in March to discuss the reauthorization of the Museum and Library Services Act, federal funding of libraries, and other topics. CSL, CLC, and CLA joined FLAG for its annual State of CT Libraries meeting in January. The 3rd All CT Reads Author launch took place last week. And CSL’s Archives and Museum teams are continuing to prepare for the conservation of the Connecticut Charter.

*Working Session February 22, 2024
Via Zoom*
7. **New Business**
   a. Discussion of the use of OtterPilot/AI in Board and Committee Meetings (Kim McNally).
      Kim reported DEI is reviewing best practices and OtterPilot came up. She then briefly explained what this product is. Linda Robinson removed the OtterPilot from her computer. Kim explained meeting attendees may not be aware they are being recorded with OtterPilot. Audra has been testing ZOOM AI and found it to be less intrusive. Discussion ensued on the use of OtterPilot. Ellen agreed CLC will not allow OtterPilot in our RoundTables.

      Kim McNally motioned that CLC not allow AI-BOT’s at CLC meetings without written consent of all attendees. Kim Rogers seconded. All in favor and motion carried.

8. **Old Business**

9. **Committee Reports (as needed)**
   a. Finance Committee – Audra MacLaren
      Budget is being worked on. CLC will keep bookkeeping in-house for a year.
   b. Nominating Committee – Kim McNally
      Meeting today after executive session. Need to fill two openings.
   c. Personnel Committee – Beth Dominianni
      Met on ZOOM and discussed employee handbook. Meeting again in February. Look to have the handbook to board for review in March. Discuss possible salary changes.
   d. Strategic Planning Committee – Tom Piezzo
      Tom reported on the meeting set up.
   e. Diversity, Equity, and Inclusion Committee – Kim McNally
      Working on handbook and best practices for RT chairs.
   f. Cooperative Purchasing Committee – Katie Bauer – no report

10. **Library News and Updates**
    a. Library Groups- reports from liaisons
    I. DLD – Dawn LaValle – no report
    II. CASL – Carrie Seiden
        Written report submitted. Mary Ellen reported awards are happening now. CASL conference is in August.
    III. CCALD – Debbie Herman
        No news, meeting next Friday.
    IV. CSCU- Debbie Herman
        EDI and SJ committee developed draft EDI statement to post on CSCU landing page of the libraries catalogs. Submitted application to IMLS for the Laura Bush Grant for diversity alliance. Looking into a shared institution repository for CSCU.
    V. CLA – Sarah McCusker
        Conference registration open. Nominations for CLA awards will be coming soon. Performer auction beginning in February for fundraising. Preparing for upcoming legislation session.
    VI. ACLPD – Dawn LaValle – no report

*Working Session February 22, 2024
Via Zoom*
b. Board & Library Community News
   Ellen sends congratulations on the new positions for Tom Piezzo at Southington Public Library and Kim McNally at New Canaan Public Library.

   Sarah McCusker was interviewed for WFSB Sunday program. It has not yet aired.
   Elizabeth Lane reported Bloomfield Library had groundbreaking yesterday.

   Tom Piezzo motioned to adjourn meeting and move to executive session. Kim McNalley seconded.
   All in favor and motion carried.

11. Executive Session – Executive Director’s Evaluation.

12. Motion to adjourn

Respectfully submitted,

Tracy Monterville
Office Manager