Board of Trustees Meeting
Thursday, March 28, 2024 – 2 pm
Virtual Meeting Via Zoom

MINUTES
Approved 5/23/2024

1. Call to Order – Linda Robinson
Linda Robinson called the meeting to order at 2:00 pm.

2. Chair Report – Linda Robinson
Linda had no chair report. The next meeting is a working session on April 25, 2024.

3. Approval of January Minutes – Beth Dominianni
Kim Rogers motioned to approve January 25, 2024, minutes. Matt Cadorette seconded. All in favor and motion carried.

4. Treasurer’s Report – Audra MacLaren
Ellen Paul provided a brief report in Audra’s absence. We are in good financial shape, investments are up slightly. Admin fees are coming in. We expect to meet and exceed projected goal.

5. Executive Director Report – Ellen Paul
Ellen highlighted CLC’s return to contracted external bookkeeping. We are transitioning to new health insurance. CLC is increasing coverage for D&O. We are working on budget for FY24-25. Next week bid for promotional supplies is going live and we are hoping those contracts will be live to our members July 1, 2024. Next week Ellen and Amanda will be at PLA. They will be meeting with vendor suppliers. Amanda and Caitlyn Augusta are presenting TYCLD. CLC is preparing for CLA. We have registered for CASL conference in the fall. Locked in the contract with SCSU for vendor expo in November. Over the last month two new RTs were formed: Association Library and Library of Things. Legislative updated: busy season, 2 eBook bills and school library legislation have passed out of committee and waiting to be called to the floor for a vote.

6. Report from the State Librarian – Deborah Schander
The State Library met with the Appropriations Committee to discuss its budget adjustment requests for FY25. The committee shared several positive comments about the agency’s work as well as about public libraries across the state. Several bills to fund America 250 | CT Commission activities and statewide commemoration activities at the local level leading up to 2026 were also presented to the Finance, Revenue, and Bonding Committee; both the State Library and the Connecticut Library Association are Commission members. The Governor announced on March 28 that CT’s digital equity plan has been accepted by the federal government; both the State Library and public libraries are mentioned throughout the document as strong partners and leaders in current and future work in this area.

7. New Business
   a. Nominations for Board of Trustees (see agenda report) – Kim McNally
      Kim McNally reported on two candidates for BOT members; Sunnie Scarpa and Elizabeth Wright. Term will be July 2024 – June 2027. Beth Dominianni and Carrie Seiden are leaving the board.

      Kim McNally motioned to accept the nominating committee report recommending Sunnie Scarpa and Elizabeth Wright for CLC Board of Trustees for a first term of July 1, 2023 to June

*Next Meeting - Working Session April 25, 2024
Via Zoom
b. Modifications to Employee Handbook (see agenda report) – Beth Dominianni
Beth reported on the employee handbook. She asked the board to please review and let Ellen know if there are any questions. Ellen said the recommended updates came from CLC HR consultant. Jane Strudwick asked how the changes are released to the staff? Ellen replied the staff has not seen the document and is aware it is being revised.

Beth motioned to accept the modifications to the Employee Handbook as outlined in the document presented. Kim Rogers seconded. All in favor and motion carried.

8. Old Business
9. Committee Reports (as needed)
a. Finance Committee – Audra MacLaren
Ellen reported there have been two readings of the budget, final reading will be in April 2024.
b. Nominating Committee – Kim McNally
c. Personnel Committee – Beth Dominianni
Made a recommendation to finance board about changes to the salary line.
d. Strategic Planning Committee – Tom Piezzo
Tom reported they met March 6, 2024 and reviewed the member survey. Meeting again in a week to move forward with next phase.
e. Diversity, Equity, and Inclusion Committee – Kim McNally
Kim McNally reported Ellen and the team drafted a revised copy of RT chair handbook. They will be meeting again next month.
f. Cooperative Purchasing Committee – Katie Bauer
Ellen reported this committee has not met since October.

10. Library News and Updates
a. Library Groups- reports from liaisons
l. DLD – Dawn LaValle
   o Kym Powe has been named a 2024 Read to Grow Literacy Champion, she will be honored on May 2nd at the Westport Library
   o Summer Enrichment grants in the amount of $21,000 will be announced in the next week.
   o Dawn La Valle serves on the University of Maryland’s Institute of Museums and Library Services funded Ready Now Project, which began during the pandemic with the goal to help libraries support youth and families during crisis. The first part of the project resulted in the publication, “Library Staff as Public Servants: A Field Guide for Preparing to Service Communities in a Time of Crisis.” The second part of the grant is implementing the field guide in libraries across the country, the Ferguson Library, Stamford is CT’s participating library.
   o DLD has expanded the Palace App to 17 academic libraries and the Community Shares project now serves 137 schools. DLD is investing $150,000 in these projects along with public library Palace resources.
   o After successful pilots, DLD is renewing the Libraries Without Borders and GIANT Room projects with a $170,000 investment.

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II. CASL – Carrie Seiden
Mary Ellen reported CASL is involved in legislative issues. Planning for April library month, school library library month. Statewide bookmark contest. Area on website where school librarians can tell their stories. CASL is in the midst of nominating committee/awards committee. Still looking for more nominees.

III. CCALD – Debbie Herman
Strategic planning meeting 4/18.

IV. CSCU- Debbie Herman
Happy to note awarded a grant ~$22,000. Second year of funding. Librarians came out in force to oppose the textbook automatic billing. Alternative proposal coming next month. Council of library director adopted a value of ........ statement.

V. CLA – Sarah McCusker

VI. ACLPD – Dawn LaValle
Advisory council for revising best practices. Release in June/July. Alice Knapp asked if they will be testing, Dawn replied they could.

b. Board & Library Community News
Chris Johnson met with other directors at Southeast Directors. They feel Ellen is doing a great job, thank you.

Ellen reported she will be on vacation the week of April 8, 2024.

11. Motion to adjourn
Mary Ellen motioned to adjourn. Kim Rogers seconded. All in favor and meeting adjourned at 2:44 pm.

Respectfully submitted,

Tracy Monterville
Office Manager

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