

Connecticut Library Association Board Meeting
June 20, 2024
10:00 am Business Meeting via Zoom
Minutes

1. **Call to Order:** President Sarah McCusker called the meeting to order at 10:08 am.
Approval of Minutes: April meeting minutes.
A motion to approve was made by Kate Byroade and seconded by Mary Etter. All in favor. No oppositions or abstentions.
2. **Old Business**
 - a. **President's Report** – See attached.
 - b. **Treasurer's Report** – See attached.
3. **New Business**
 - a. Financial Plan for Approval-Alessandra Casiello- See attached.
 - b. Board Training Documentation- Alessandra Casiello- See attached.

Representative Reports:

CT State Library: Deborah Schander: We're really focusing on end of the year closeout at the State Library, so internal work. Nothing else to report.

NELA: Scott Brill: NELA leadership would like to have a meeting with leadership of CLA to open a line of communication. NELLs 1 has asked for candidates from years 1 to 10 and 7 librarians in Connecticut have applied and a small committee is reviewing them and should know this week. Since other states only had 3 there may be other opportunities to go. NELLs 2 is going to be in Spring 2025 at the Von Trapp Family Lodge. NELA is closed for program submissions, but early bird registration has begun and will be in Portland, Maine. It will feature keynote speakers, Chris Van Dusen, Amanda Peters, and Adam White.

ALA: Kate Byroade: ALA is this weekend. I was hoping to be able to go but I will be able to attend council sessions virtually and report back. If anyone is interested in any specific issues, is aware of anything or have ideas, questions, opinions, please reach out to me. My email is kbyroade@colchesterct.gov. Do not hesitate to reach out to me as your ALA chapter counselor. Ray Punn who was elected to be the ALA vice President/President elect is not able to serve in that role due to health issues. The Executive Council of ALA will work to appoint someone in his place, but it will start after the conference and should have someone in the next month or so.

ALA EDI Assembly: Kristina Lareau: Absent.

ACLB: Denise Stankovics: We're in the process of planning upcoming zoom meetings since we're not able to have an annual conference. We're trying to spread the meetings throughout the year and are open not just to board members but to library staff as well. For the fall, we are considering doing one on the relationship of association libraries to their towns. Having been co-director, I think it's really important for the boards to understand how they tie in with the town if they are not a municipal library. I am also responsible for the newsletter for ACLB and am always looking for topics that library staff feel library board members should know about. Anytime you have suggestions on subjects you feel we should cover; I hope you'll send them to me. My email is on the chart that goes out with the meeting packet. I tend to approach ACLB with the point of view of a liaison between libraries and boards so any light you can shed on things they need to know, I would appreciate.

ACLPD: Alyssa Dansinghani: Absent.

America 250: Doug Lord: Absent.

BCALA: Robert Kinney: Absent.

Commission on Ed Tech: Colleen Bailie: Absent.

Communications Task Force: Doug Lord: Absent.

CASL: Mary Ellen Minichiello & David Bilmes: Absent.

CLC: Ellen Paul & Amanda Stern: We have our Annual Meetings this afternoon at 3pm at Russell Library. If you are planning to come, we look forward to seeing you there. If you have a last-minute

change of plans and want to come, please come, we are happy to have you. We have sent out award and no award letters for our promotional supply bids and are working on contracts. So hopefully soon we will have some promotional supplies vendors available on CLC contracts.

FOCL: Debbie Misiaszek & Pam Monahan: Pam- We had our Annual Meeting last weekend and presented the awards for projects throughout the year to libraries. We are working on our fall program and looking at bringing back a fall conference. We tried a mini meeting in Branford that was successful, so we are trying to get more involved with people.

Library Connection: Laura Horn: Absent.

Region 1: Heather Aronson: Absent.

Region 2: Shana Shea: Absent.

Region 3: Chonte Fields: Absent.

Region 4: Erin Dummeyer: No report.

Region 5: Emily Rush: Absent.

Region 6: Madhu Gupta: Absent.

SCSU: Cindy Schofield: Absent.

Sustainability Taskforce: Alessandra Casiello: We've already talked a lot about what we've been doing with the financial plan and the training documents. We are still looking into software changeover from StarChapter. We have some candidates hoping to do demos so hopefully we will have some information for that. Right now, we do not know what to do with our bylaws. We've sent the bylaws vote multiple times and we are not getting enough people to vote. We need a two-thirds majority of the membership to vote and right now we only have 300 votes and need at least 400 votes. I will have to talk to Lisa about the bylaw's revision. The strategic plan committee has completed a draft, and we will share that in July and get some feedback. That will be a calendar year for a 3-year period, and we'd like to put it in place in January. Everything is going well and thank you to everyone on the sustainability taskforce who has taken the time to attend these meetings.

Association Committee Reports:

ADA: Maria Bernier: No Report.

Archivist: Gerald Seagrave: If you have an Annual Report, please send me a copy.

Awards: Region Reps: N/A

Career Development: Andy Forsyth & Amanda Stern: Amanda and I have been working on finalizing details for the program for the library Leadership Institute which will be held on Friday, August 23rd at Middlesex community college in Middletown. It is \$65 for CLA members, and \$75 for non-members and includes a fabulous lunch. We have a sponsor lined up through overdrive. Some of the program highlights that we're locking down is we'll have a facilitated keynote conversation with Diane Winston, who's a consultant that works with for profits and nonprofits, promoting cultures of inclusion. We have Allison Ebner from the Employers Association of the Northeast, talking about total compensation and employee value proposition. We have Peter Callahan who does a lot of work with nonprofits in Fairfield County, talking about becoming a leader you wish you had. We'll be doing something special on developing your network skills. Amanda: we'll be opening the next round of mentorship applications in August. If you want to apply now, we take applications all year round. If you want to have a mentor, stay tuned for the call.

Conference 2024: Margaret did an update on numbers so I will go over a few things. We had a very successful conference and received a lot of positive feedback. Thank you to everyone who attended and the committee for all their hard work. We ended up getting \$24,000 in income without our fundraisers. We estimated about \$2,500 would be our income this year. We had 939 attendees with attendees, speakers, and vendor reps. Everything went as well as we could have hoped for. Now moving onto 2025 planning.

Grants/Fundraising: Alessandra Casiello: We did make just under \$3,000 at the conference from our fundraisers. Thank you to those who attended our trivia, bought merchandise, and did anything with our penny fundraiser. We had a great year with fundraiser and right now I am working to acquire

sponsorships for career development. We did get Overdrive and will hopefully get someone else to be a sponsor for the Leadership Institute.

Intellectual Freedom: Sam Lee & Lindsay Delligan: Lindsay: It is pride month, so we've been getting an uptick in challenges and rumblings. We have some rumblings in Simsbury, Avon, Milford. We're hoping that it will quiet down and level out at the end of June.

Sam: (Absent): On Saturday, June 29th I'll be speaking on a panel at the Arts and Ideas Festival in New Haven about book bans. More info here: <https://www.artidea.org/event/2024/5437>

UConn's Human Rights Institute asked Lindsay and I to participate in their Community Based Organization Human Rights Fair on July 9th to provide information and insights into our anti-censorship efforts.

Legislative: Kate Byroade & Olivia Scully: CT Legislative session ended on May 8th. One week prior to that during the conference, the eBook bill HB 5312 was called to the house floor. It was what legislators called a "talker." It was debated for a couple of hours before it was let go. None of the legislation we were pushing for was passed this year, but we did continue to bolster support. We worked closely with CASL to advance the school library bill HB5417. Neither of those passed but we built a lot of support for those, and our legislative champions have given us great advice. They are ready to go and reintroduce them the next go around. We are feeling very hopeful and optimistic about that legislation. Next week we are having an internal strategy session to wrap up the past year's legislative session. Maureen Sullivan will be facilitating that for us. We have just started putting together some Legislator meet and greets for December, so keep that in the back of your mind. We are really hoping to have more conversations going with our local legislators. Tomorrow and Monday we are having 2 advocacy webinars so Kate and Ellen will be presenting on how to have those initial conversations with legislators. Legislators love to be seen at great kick off events like summer reading so it's a great opportunity to pull them aside and get those conversations going.

Outreach: John Casiello: Not much to share. As Alessandra said, it was a lot of trying to get people to vote and not getting the response we wanted. We are preparing for the change in board members. A reminder to update your info in StarChapter. I did get a lot of pushbacks in sending the board vote emails about "this person no longer works at this library" so please keep your info up to date.

PEG: Mary Etter: We glitched when a number of reps were not available for a meeting but now, we have new reps and will get going again.

Procedures: Lisa Karim: Absent.

Section Reports:

Children's: Sage Gentry & Alexandra Remy: Absent.

CLASS: VACANT

College & University: Rob Walsh: Absent.

JEDI: Mary Richardson & Sam Connell: Absent. We had a good turnout for our section meeting at the annual meeting and are looking forward to the work we are going to do this year.

Public Libraries: Jennifer Sullivan: I have a lot of passport stuff to still go through and get everybody situated as far as winners. I will get those done very soon and give the prizes to the winners.

Reference & Adult Services: Christie Mitchell: We had a successful meetup with Reference and Adult Services at the conference and everyone expressed interest in continued meetups so look forward to those in the coming years.

Resource Sharing: Matt Earls: Absent.

Support Staff: VACANT

Technical Services: Ann Victor & Christine Rinaldi: Absent: They had their first in person round table discussion in Middletown and it went well. After hearing feedback, they have scheduled a zoom presentation on Monday, August 26th and are charging \$5 so they can pay their presenter from the University of Maryland. They will also be recording the presentation and sending it out.

Technology: Kate Sheehan and Christopher Knorr: No report.

YA: Stephanie Smith: I am hoping to have a co-chair for the next meeting. We are at the end of June, so Summer Reading is happening. We're seeing an uptick in pushing against pride programming and books. Check in on your librarians and if they need resources, send them my way or to JEDI and Intellectual Freedom.

Adjournment: 11:00 AM Motion to adjourn by Kate Byroade.

Present: Sarah McCusker, Scott Jarzombek, Margaret Khan, Shannon Angelone, Erin Dummeyer, Deborah Schander, Alessandra Casiello, Allison Murphy, Amanda Stern, Andy Forsyth, Christie Mitchel, Christopher Knorr, Denise Stankovics, Jennifer Sullivan, Jerry Seagrave, John Casiello, Kate Byroade, Kate Sheehan, Lindsay Delligan, Maria Bernier, Mary Etter, Olivia Blake, Pamela Monahan, Scott Brill, Stephanie Smith.

President's Report

Sarah McCusker

I really just want to thank everyone for all the work they have put in this year. Anyone who has been CLA president or president of anything can agree that you have these things you hope and plan to do and life happens, and your real job gets in the way. So, I did not get to accomplish all of the things that I hoped I would, but I am really proud of all of the work we did this year; particularly the strategic plan and a really amazing conference. Thank you to everybody, particularly to the executive board, and Alessandra. Scott, I'd like to think I'm handing over an organization in great shape so no pressure. I know you'll be great and Erin too. Thank you for stepping in and taking us into another year. I'm really sorry we couldn't meet in person but with the CLC Annual meeting on the same day this year it just seemed too complicated. Hopefully at some point we will have an in-person meeting.

Treasurer's Report

I will just start briefly with the Financial Plan that is in the Packet. We went through our existing financial plan and updated it to reflect current actual practices. We through line by line to make sure that what we had written down in our guide, is what we already do, we wanted to change or will make sense. We wrote the document as it is to allow for future growth, understanding our current position. One of the goals of this document is to guide us into greater savings and eventually investments. Another goal of the document is making sure we have emergency funds on hand, general emergencies, conference contingency, general sustainability. It's a good document that will help to maintain our financial health.

For our regular fiscal year financials, we are in really good shape. Membership numbers are steady, but we have already met our revenue goal for the year with one month to go. We did great with donations this year with one month to go and we are \$2,000 over what we had projected in donation revenue. With the conference, the cost was \$151,609. Our revenue was \$178,650 so we profited about \$27,000 this year. Any revenue profit that we have as a bottom line this year will go into one of the contingency accounts that we are hoping to create. We met on Tuesday, the executive committee met last year to review next year's budget. Thank you to all our section and committee chairs for your submissions, we did have to make some adjustments. StarChapter prices have gone up and until we secure our alternative, we will have to pay that. In addition to general prices, their credit card transactions fees have been raised. The anticipated cost for conference, especially food, has gone up so I am going to ask all our section and committee chairs to review their budgets and, if you can tighten the belt a little bit, please let me know. I'm going to send an email asking for that by next Friday. We need to cut about \$5,000 from our proposed budget next year to get a 0 profit. Rising costs have made it difficult but I budgeted our revenue conservatively, I didn't want to overextend ourselves there and then fall short. So hopefully we will have another good year next year despite budgeting for a 0 profit. I will send out an email and thank you for all your hard work.

New Business

a. Financial Plan for Approval-Alessandra Casiello

Margaret went over the big things. If you looked at the financial plan, you'll see we are setting aside some savings accounts. The only thing not in there that we're hoping to do which will go into the financial plan next year is possibly getting a credit card for the association. That is something Scott and Margaret will look into when they do the president transition with the accounts. Other than that, everything in there is set in there for this year. We put in there a time frame for when we would start looking to make investments. That is when we have 2 times our annual expense in our account. When we have that, that's when we would have time and money to put into an investment fund of some sort. So, we did leave our investment policy in there, but we don't have any investments right now. So those are the big things and hopefully we can approve that for the coming year and be looked at and approved each year by the executive committee.

Motion to approve by 1. Scott Brill and 2. Olivia Blake. All approved. No oppositions or abstentions.

b. Board Training Documentation- Alessandra Casiello

This past year, we had a training and software subcommittee that put together documentation as there hasn't been a great flow of information from year to year for incoming board members. (Screen share) Everyone should be seeing a google drive saying CLA Board Information. What's going to happen is that each year, in July when our fiscal year starts, people will be added to the drive based on the email address that you put in with Shannon, which is where we send the board packets. That email will be added to this drive, so you have access to these 3 folders. In here we have CLA Board training with position guides for any voted on elected positions, as well as our expense instructions and notes for our new board members. In the CLA branding folder, you'll have access to different versions of our logo. You'll also have our letterhead if you are writing on behalf of CLA, and our email signature if you want to add that in your email. So, if you want to make any flyers for a program you can use them. The final folder is the StarChapter training guides. While we will still do quarterly updates about people who are coming onto the board and need StarChapter training, this is for the people who have done the training and still have questions or need a walk through when they are doing a program or want to check on membership for their section. There are 4 documents in this folder StarChapter introduction shows how to log into StarChapter, and the modules that you'll have access to. You'll have info on the 3 modules: Communications- how to send an email; Meetings and Events-where you can create programs and events for people to register; and our Membership Module-which is where you can manage the members of your sections and committees so you know who you should be communicating with. So, all of these are how-to's with screen shots. You can look through it and will have access to the CLA Board Information folder starting in July. We will have another training session for all of this in July or August. It's really important that the email that Shannon has is the email that will give you access to this folder. Once you're off the board, we will remove you from the google drive. But it's a great way to make sure people have the information that they need instead of just emailing questions all the time. Thank you to the trainings and software committee. If you have questions, please email me or John and look for an email from me in early July.