

Connecticut Library Association Board Meeting
June 7th, 2018
Cragin Memorial Library, Colchester
9:30am Coffee/10:00am Business Meeting

MINUTES

1. **Call to Order:** President Glenn Grube called the meeting to order at 10:02am.
2. **Approval of Minutes**
 - a. April 5th, 2018 meeting minutes: A **motion** was made by Kate Byroade and **seconded** by Peter Ciparelli to approve the minutes of April 5th, 2018, with the following corrections:
Item 2.b. Blume Shapiro is the new accounting firm
Item 5. Region 6 Report: Ledyard Public Library's addition is 900 sq. ft.
The **motion was approved by majority. Motion passed.** Carl Antonucci abstained.
3. **Old Business**
 - a. **President's Report-Glenn Grube:** Glenn thanked the members of the board for a great and rewarding year that was fun and productive. Glenn offered thanks to all those members who are cycling off the board including Carl Antonucci, Scott Brill, Christine Angeli, Karen Jensen, Lorna Rhyins, and Gale Bradbury. Glenn also thanked everyone for their help. Glenn asked for section/committee annual reports to be sent to him and carbon copied to Kate Byroade in the email. Glenn asked whether meeting on July 5th or July 12th is preferable. The next meeting will be held on July 12th in Middletown. Glenn stated that he and Kate have been talking with representatives of the CT Women's Consortium about a mental awareness and skill building initiative. CT Women's Consortium wants to offer training to libraries and municipal employees over the next 3 years in mental health first aid and more. The training offers a networking opportunity for libraries to connect with other agencies. The Women's Consortium asked for a letter of support for their grant application and Kate and Glenn provided one. CLA will coordinate training sessions with local libraries. Due to closures and cuts to prison libraries there is an increased need for volunteers. Contact Glenn or Jason Valoni at the New Britain Public Library to volunteer.
 - b. **Treasurer's Report-Scott Brill:** Scott clarified that the final conference numbers are not reflected in the current P&L but he is hoping that the numbers will be coming soon and will be made available in the July report. CULS is holding an information literacy conference and has strong registration numbers. Scott is working with Jennifer Keohane to learn more about the Schwab account, which funds scholarships and provides back up funds for CLA. Since 2010, the transfers from the Schwab account to CLA for scholarships hasn't been done so make-up transfers have been done to correct this. The executive committee is conducting a review of the CLA Financial Plan, which was last revised in 2010 but should be done every year. There will be some minor changes and some necessary revisions. The Plan may be ready for the July or September meeting. Scott encourages the Budget and Finance committee to meet on a more regular basis to make sure the finances are on track. The Adeline Mix Fund gave a donation to CLA in previous years and Scott encouraged the board to keep an ear out for other donations since the CLA only makes money through the annual conference, mini conferences and membership. He wants to make sure the bottom line is healthy. Scott introduced Kristina Edwards as the new treasurer. She was the conference co-chair a few years ago. Scott thanked the board and both Karen Jensen and Glenn Grube. Glenn stressed that CLC is very important to CLA, even indispensable. Carl asked if there could be a committee for fundraising and development and Glenn stated that there is one already but that it needs a chair. Another option is that a Friends of CLA could be created. Scott reminded members that the form for expenses is available online and should be submitted digitally, not by fax since this delays payment. W-9 forms are required for speaker fees larger than \$100. Kristina can create instructions for creating a digital signature to sign forms.

4. New Business:

- a. **2019 Annual Conference- Kate Byroade:** Kate expressed gratitude to Jennifer Rummel and Amanda Brouwer for volunteering for the next year's annual conference which will be held at the Mystic Marriott Sunday, April 28-Tuesday, April 30. The theme is getting back to basics with a focus on providing a conference that has a lot of opportunities to learn how-to do things and make things happen. No keynote has been secured yet. The conference committee is exploring an increase in the conference attendee rates. The bill for food was \$65,000 this year and only \$55,000 was budgeted. It takes about \$100,000 to run CLA and profits from the annual conference need to help sustain the organization the rest of the year.
- b. **CLA Budget FY 2018-2019:** Scott stated that according to the Financial Plan, the annual budget is generally voted on in September, but it has been bumped up to the July meeting. A realistic as possible budget has been developed and adjustments for the annual conference food budget has been increased to \$62,000, and the projected income figure has been changed to \$127,000. The expenses are at about \$90,000. The two main expenses are the lobbyist, which is crucial to have, at \$24,000 and CLC. CLC asked for a 3% increase for a total of \$33,074 total. The office expenses were adjusted to \$200 and other small adjustments were made. The final version will be ready for the meeting in July. Glenn mentioned that the CULS and Information Literacy numbers are fine and that the trip to D.C. on National Legislative Day will be different this year. ALA will be held in D.C. which may provide opportunities for advocacy. The expense item for the lobbyist was adjusted and Kate Robinson explained that fees for lobbying licenses will come due in December 2018 but that the \$1,200 line item should be sufficient. Scott reported that only \$100 was given out last year so that item was reduced to \$300 to save money.

A **motion** to approve the CLA Budget FY 2018-2019 was made by Mary Etter and **seconded** by Richard Conroy and was **unanimously approved. Motion passed.**

5. Committee/Section/Roundtable/Regional Representatives Reports:

ACLB: Denise Stankovics: Denise stated that the new website is still a work in progress. The group is reviewing the public library trustee handbook and they were able to review 3 chapters at the last meeting. The "board basics" presentations have been done in various libraries utilizing group sessions help to save on time. If you want the presentation for your board, try inviting other libraries to attend. The presentation was also made at CLA. The summer newsletter will be sent out with an article on the presentation. Their annual conference will be held on the campus of the University of Hartford, November 2nd and the committee is busy making plans for the event.

ADA: Maria Bernier: Absent

ACLPD: Ramona Burkey: Ramona state that she has no report this month.

ALA: Carl Antonucci: Carl reported that ALA has asked members to honor African Americans for the wrongs committed against them at libraries during segregation. Carl read the resolution from ALA titled "Resolution to Honor African Americans Who Fought Library Segregation".

A **motion** to pass the resolution was made by Karen Jensen and **seconded** by Tom Piezzo and was **unanimously approved. Motion passed.**

Archivist: Gerald Seagrave: Gerry asked that anything that needs be archived should be sent to him.

Awards: Region Reps: Chris thanked everyone for their help prior to and during the annual conference. He sent a thank you note to Mr. Trophy for their help.

BCALA: Vivian Bordeaux & Robert Kinney: Absent

Career Development: Richard Conroy: Richard introduced Laura Horn and thanked her for volunteering. Richard thanked and recognized ACLB for subsidizing the scholarship fund. Richard announced that the Leadership Institute will be held on Friday, August 17th on the campus of the

University of Hartford. The group will be meeting on June 15th to discuss the conference details. A “save the date” announcement was sent out last week. The group is working to secure two high profile keynote speakers so watch for details.

CLA Lobbyist: Gallo & Robinson: Kate Robinson handed out information on the State budget, which severely limits the power of the governor. The budget includes an unanticipated surplus from people prepaying their taxes for the current fiscal year. The legislature restored the Medicare savings program, low income subsidy, and Husky A program. People are more engaged with their health if everyone in a family is on the same health plan. These expenditures impact libraries because there is a limited number of funds, even with the surplus funds, and money will not be available in the next fiscal year. Connecticut will be \$780,000,000 in debt and will draw from the rainy-day fund. There is a \$2 billion structural deficit heading into the next year and structural problems still exist. Libraries will have to remain hyper engaged since many legislators do not have a sophisticated understanding of what libraries do and how they are funded. With a new governor next year, a turnover is anticipated within legislature. Kate gave a presentation at CLA on how children can be advocates. Kate stressed that it is important reach out to young advocates, stay as close to legislators as possible, see how you can help and begin to establish relationships.

Joe Grabarz provided insight into the existing political atmosphere in CT. The State knows that for the next 5 years there will be billions of dollars in structural deficits and they tried to close some of the gap this year. Any new governor or legislator will have to deal with that and any savings on the budget this year were one shot deals. 50% of the revenue for the State budget comes from Fairfield county and the results of the national tax reform will trickle down from the state to the local level. Libraries are competing with seniors and families with children with disabilities for funding so CLA will need to make sure that everyone understands the roles that libraries play. With a new governor, lieutenant governor, and 30% of the legislature, advocacy efforts will need to continue. There will likely be 4 or 5 gubernatorial candidates for November and the election atmosphere will most likely surround tolls, gaming and other ways to generate revenue. Joe suggested that libraries host voter registration day, create displays on candidates, speak to the League of Women Voters, and reach out to groups to sponsor debates. The primaries will be held in August. New relationships and friendships will need to be forged. An election update sheet was sent out recently, and it will be continually updated as changes are made, and it might be helpful resource in the process of developing new relationships. There is a lot of uncertainty in State government. Connecticut gained a lot of new jobs this year and has the lowest unemployment rate in 50 years. State employee retirements have been unfunded since their start, and current employees have had to give back theirs to help fund already retired state employees. Joe invited members to reach out for information or ideas and he can connect members to resources to host a forum at their library.

Kate R. stated that whether a legislator is running for reelection, or not, she can send out a tally sheet with their names and emails. Kate stressed the power of a thank you note since a positive note will distinguish libraries and that continuing relationships is important.

Mary Etter-Mary extend a thank you to Betty Gallo who is retiring at the end of the session and stated that it would be nice for CLA to send an official thank you. Carl thanked Kate and Joe for their help on behalf of Mary Etter and the legislative committee. Joe G. encouraged everyone to say yes if asked to testify since sometimes the message will be heard if a new voice says it.

CLC: Jennifer Keohane: Jen Datum announced that CLC’s Annual Meeting is being held tonight and Jennifer is busy preparing for that event. The BEA buses were a success. Two new staff people were hired: Julie Yulo-Medaris has background as a school librarian and Amanda Stern with a background in event planning and special projects.

Commission on Ed Tech: Colleen Bailie: Colleen shared that the group had a meeting on Monday, and they elected a vice chair, Mike Mundrane at UCONN. The group is working on student data privacy and educating people on what information is out there by creating a tool kit. Not many

libraries are taking advantage of e-rate so the group will be exploring ways to increase awareness. Firewall services can be provided for a small fee.

CSL: Ken Wiggin: Ken thanked Kate and Joe, and shared that he has been educating the Office of Fiscal Analysis. The key for next year is who is appointed to OPM and to continue working with them. The current governor has been hands off with the State library but the new governor may be different. Ken has not heard of any cuts and has not been informed by OPM about any hold backs. The State Library Board meeting was held in May. There are changes to the construction guidelines. Principal library projects will receive priority and grants will not be awarded to libraries with 2 projects already underway. The Board will now give priority to distressed over non-distressed projects. There is a substantial amount of money available this year. The State Library has been actively trying to gain access to the church behind its current building. OPM has given the go ahead to begin the process of submitting a proposal for a bond request to save the building. It is a good opportunity to have the history and archives collection there and could do fundraising events there. Fiber grants were awarded to Andover, Ashford and the Brainerd libraries. Money has been awarded to the Bridgeport branch library from a grant they pursued but the State Library will be administering the money. The roof project at Library for the Blind/Records Center is moving forward. Ken is working with the board to submit a larger budget request this summer because he needs to go on record to show what level the funds should be.

Children's: Danielle Valenzano & Kari Hamad: Absent. Glenn shared an update that Danielle will be stepping down and Alison Murphy of Wallingford will be the new co-chair. The Joint Children's Librarians Roundtable Meeting will be held on Friday, October 5th.

College & University: Julie Styles: Julie reported that the Information Literacy Conference will be held June 15 on the campus of the University of Hartford.

CLASS: Alberto Cifuentes, Jr., Carolann Slayton & Samantha Partney: Samantha announced that they have secured all the speakers and they are exploring the possibility of including vendors. Their next meeting will be June 15th and the conference will be on October 26.

Conference 2018: Kirk Morrison & Alessandra Petrino: Alessandra thanked everyone for their feedback, the committees and chairs for all the programs, the executive board for all the help, everyone for the opportunity, and Glenn for everything on her and Kirk's behalf. Alessandra wished good luck to next year's conference team. Glenn thanked Alessandra for all she did.

Customer Service: Ellen Janpol & Shelley Holley: Shelley announced that they are planning something in Wallingford in October.

Editorial: Marjorie Ruschau: Jen Datum is in the process of updating everything in StarChapter including new passwords and logins and hopes to finish July. Board members need to be individual members of CLA. Personal information in StarChapter is what shows up on the website. An orientation on StarChapter will be held in August and personal assistance can be provided. The conference issue of CLA Today will be coming out next week and Jen is still looking for people news.

FOCL: Frank Ridley: Absent

Intellectual Freedom: Sam Lee: Glenn shared that the IFC is exploring free online wiki formats to update the intellectual freedom manual and they are planning a fall workshop on privacy.

Legislative: Carl Antonucci & Mary Etter: Mary announced that the committee will be meeting after this meeting. Carl gave a recap of the visit to D.C. for National Library Legislative Day. Ken guided everyone through the halls of congress. Kate, Glenn, Mary, Carl and Chris H. all advocated on behalf of Connecticut libraries.

Membership: Thomas Piezzo: Tom thanked all of the volunteers that helped out at the conference. A few people signed up as new members and the committee recruited people for both committee and section work. Overall membership numbers experienced a gain and then a loss. The committee will be meeting to discuss retention on June 19th at MLSC at 10am. There are bags leftover from the conference. One member and one non-member won the gift cards that were being given away at the conference.

NELA: Christy Billings: Mary Etter announced that there are still a few slots left for NELL2, a 3-day mini symposium held in MA, for those with 15 or more years in the field. Maureen Sullivan is the leader. There is a direct application process this year and interested applicants can apply to PEG for funding.

PEG: Peter Ciparelli: Peter thanked everyone for their support and encouraged members to continue spreading the word to staff. Last year PEG spent \$2,200 and the committee is hoping to help NELL2 applicants. Peter expressed his thanks for the increase in their budget to \$2,500.

Publicity: Leah Farrell: Glenn reminded members that the voting on the changes closes on Monday, June 11. Karen sent out a reminder to vote. Leah shared that the committee will be meeting next week and Francie Berger of Ellington is her co-chair.

Procedures: Christine Angeli: Absent

Public Library: Lorna Rhyins: Lorna announced that she will be stepping down and introduced Maria Zervos of West Haven Public Library who will be taking over. Lorna shared some Passport Program statistics: 149 libraries participated, 627 passports were issued, and 274 were returned to her for the drawing. She thanked everyone who participated and reminded members that this program is a bi-annual promotion so it will be next held in 2020.

Reference & Adult Services: Sara White: Glenn announced that Sara she stepped down and that the position is now vacant.

Resource Sharing: Karen Carey: Karen stated that their programs were successful and that they are working on more programs.

SCSU: Arlene Bielefield: Absent

Technical Services: Gail Hurley: Gail stated that fall program planning is underway and that Jackie Toce of SCSU will be the new chair. Gail thanked everyone for their support.

Technology: Gen Francis: Gen shared that the committee is starting up their tech tours and plan to visit 4 libraries. Please let her know if you'd like your library to be included. The committee is also planning their fall program.

Young Adult: Jennifer Rummel: Jennifer announced that she is stepping down and that Brittany Pearson of the Westbrook Public Library and Alyssa Skorski of the Berlin Peck Memorial Library will be the new co-chairs.

Region 1: Matt Yanarella: Absent

Region 2: Susan C. Ray: Susan reported that libraries are planning a lot of summer reading programs and activities.

Region 3: Vacant: Amanda concurred that libraries in her region are planning a lot of summer reading programs.

Region 4: Geri Diorio: Geri reported that libraries are planning a lot of summer programs and programs for PBS' Great American Reads. The CH Booth Library in Newton is hosting a French theater program, "The Cheeseman" on June 20th.

Region 5: Chris Hemmingway: Chris reported that libraries are planning their summer reading programs and many are also hosting book and bake sales. Some libraries in his region were closed due power outages caused by the tornado in May. Wallingford Public Library is revealing their new catalog and Cheshire Public Library is beginning the process of hiring a new director.

Region 6: Gale Bradbury: Gale reported that the Noank Library has an interim director and "Exit West" has been selected as the book for their 16th Annual One Book, One Region program. The kick-off is being held on June 26th in Groton at 5:30pm.

Glenn officially passed the gavel to President Kate Byroade.

6. Adjournment

A motion to adjourn at 11:49am was made by Peter Ciparelli and seconded by Gen Francis and was unanimously approved. Motion passed.

PRESENT: Glenn Grube, Kate Byroade, Karen Jensen, Scott Brill, Catherine Potter, Susan Ray, Geri Diorio, Christopher Hemingway, gale Bradbury, Carl Antonucci, Carolann Slayton, Samantha Partney, Julie Styles, Lorna Rhyins, Maria Zervos, Karen Carey, Gail Hurley, Gen Francis, Jennifer Rummel, Richard Conroy, Laura Horn, Alessandra Petrino, Ellen Cartledge-Janpol, Lisa Karim, Shelly Holley, Jen Datum, Mary Etter, Tom Piezzo, Peter Ciparelli, Lea Farrell, Francie Berger, Denise Stankovics, Ramona Burkey, Gerald Seagrave, Kate Robinson, Joe Grabarz, Colleen Bailie, Ken Wiggin, Alyssa Skorski, Amanda Brouwer, Erin Shea, Kristina Edwards,