

Connecticut Library Association Board Meeting  
September 6<sup>th</sup>, 2018  
Middletown Library Service Center, Middletown  
9:30am Coffee/10:00am Business Meeting

**MINUTES**

1. Call to Order: President Kate Byroade called the meeting to order at 10:01am.
2. Approval of Minutes
  - a. August 2<sup>nd</sup>, 2018 meeting minutes: A **motion** was made by Mary Etter and **seconded** by Sam Lee to approve the August 2<sup>nd</sup>, 2018 meeting minutes with the following corrections:
    - p. 3 Technology should read: "...Intellectual Freedom committee on privacy..."
    - p. 1 Item 3. Old Business a. President's Report: should read "...State Library Board supported the principle that..."
    - p. 1 Item 4. New Business a. ALA's Bill of Rights: should read "...on how CT stands."
    - p. 2. Customer Service should read: Shelley Holley**Motion was approved by majority. Motion passed.** Chris Hemingway, Laura Horn and Richard Conroy abstained.
3. Old Business
  - a. President's Report-Kate Byroade: Kate reported that she experienced a wonderful day at the Library Leadership Institute and urged everyone to attend in the future. Due to sponsorships, the Institute will be bringing in \$1,600. Kate offered congratulations to Amanda Brouwer on her move to becoming the Old Saybrook library director thus leaving Region 3. Kate appointed Leslie McDonough of Mansfield to serve out the term. Kate announced that Matt Earls of the Jonathan Trumbull library in Lebanon has volunteered to serve as the Reference and Adult Services chair and Steve Cauffman will serve as chair of the Resource Sharing section. Peter Ciparelli is out on extended medical leave but Glenn Grube will assist with any PEG requests during this period.
  - b. Treasurer's Report-Kristina Edwards: Kristina explained that the balance sheet includes both investments and cash and that spending is outlined in the financial plan. CLA assets shows \$66,000 but this is not all cash and that the checking and savings shows actual the cash as of end of July. \$6,000 will be spent between 3 major expenses and the last report shows about \$15,000 in the bank, equal to 3 months of expenses. Most organizations have 12 months of expenses in their bank accounts, therefore it is more and more important to keep an eye on the cash balance and make an effort to make money. If there are any questions, please contact Kristina. Richard explained that the Institute was able to break even because organizers paid for their own attendance fee. A suggestion to ask speakers to pay something to at least cover their meal was made and an inquiry into whether there is a donation solicitation function available in StarChapter.
4. New Business:
  - a. CT Humanities- Executive Director Jason Mancini: postponed
  - b. Financial Plan: Kate presented the updated plan in July to the Board with the caveat that it was the initial attempt at updating the plan in several years. Cathy Potter will send out the updates to the group and this item will be addressed in October. The plan still contains outstanding issues. Kate asked everyone to read the plan and be prepared to vote in October. The plan will be sent out with the old plan showing strike-throughs and the updated version for comparison.
  - c. Social Media Policy-Draft: Leah and Jen D. presented a draft of a social media policy. They integrated policies from other associations and groups and suggested that members can review the policy then vote on it in October. Kristina suggested including Instagram to the social media tools listed. After discussion members agreed that the section headed "Please refrain from posting the following:" could be removed from the document.  
A **motion** was made by Leah Farrell and **seconded** by Christy Billings to approve the Social Media Policy and was **unanimously approved. Motion passed.**
  - d. 2019 CLA Annual Conference Rates: Jennifer Rummel and Amanda Brouwer discussed the 2019 CLA Annual Conference to be held at the Mystic Marriott in Groton. The rooms have been recently been

renovated. The theme for the conference is “Getting Back to Basics” with a focus on toolbox toolkits, advocacy, human resources, promotional tools, social media, graphic design, customer service and opportunities for networking. The form for program proposals will go up on the [website](#) soon and will be due by November 21<sup>st</sup>. The program schedule will be put together in early December with programs announced in January. The conference finances aren’t great so making changes is necessary including higher ticket prices, requiring speakers to pay for their food, and changes in the rates for volunteers/students/retired members. The new rates offer the lowest and affordable prices while still giving CT library staff the best conference possible. Jennifer R. and Amanda shared that Parks and Recreation employees are often given generous line items in their budgets to allow attendance at their yearly conference so libraries may want to consider increasing their own line items. The cost of a meal is \$85 per person and it requires an investment to make money from the conference which directly supports CLA. So although some members may object to requesting speakers to pay for their meals or the increase in rates but it is either no conference, or no organizations

A **motion** was made by Jennifer Rummel and **seconded** by Glenn Grube to accept the new conference rates. Discussion then took place. Sam asked if vendor fees are separate and Kate replied that they pay for their food. Erin asked how the message for the increase in fees will be communicated and suggested that the Region Reps can start sharing the information in their discussions with library directors. The rate increase information can be put up on the CLA website and questions can be sent to Kate and the conference chairs. Everyone needs to be an ambassador for the new rates and it is important to be upfront about the real costs. Glenn stated that some people that were comped meals at last year’s conference never ate. Gen suggested asking the speakers beforehand if they plan on staying for the meal. Jennifer R. clarified that the \$85 cost includes a meal and the coffee/tea, breakfast, and afternoon cookies. Mary would have liked to be able to review the historical data ahead of the vote and suggested that it might be helpful to share information on what is currently a benefit and what will be offered in the future with institutional members. Jen D. shared that there was a loss in revenue from coupons and that conference attendance has declined over the last 10 years, regardless of the location, speakers, etc. Glenn thinks that having speakers pay to attend is one solution that other organizations are implementing. Jennifer R. stated that the total budgeted cost for food is \$60,000 and that speakers receive the benefit of professional visibility and can add it to their resume. Jackie commented that most colleges and universities are not members of CLA and will be required to pay higher fees. Leslie suggested that this could be used as a recruitment tool for speakers-that it is less expensive than paying an early bird rate. Kate is hoping to grow the bottom line. The motion was **approved by majority**. **Jackie Toce opposed. Motion passed.**

Jen D. passed around a card for Don Wood, ALA, who will be retiring.

#### Committee/Section/Roundtable/Regional Representatives Reports:

**ACLB:** Denise Stankovics-Denise mentioned their annual meeting to be held on Friday, November 2 on the University of Hartford campus.

**ADA:** Maria Bernier-Maria announced that the ADA committee and the Public Library committee are co-hosting a fall workshop on Thursday October 4<sup>th</sup> in Wallingford and a reminder to include ADA guidelines in any conference materials.

**ACLPD:** Ramona Burkey: Ramona provided some updates from the State Library Board meeting including a demo from a new e-book platform, fiber grant projects and the libraries that are benefiting, upcoming diversity programming that Linda Williams is planning, the EXCITE program that Dawn is involved with, the recent AR/VR conference, a discussion of a PSA campaign for BorrowIT to raise awareness, and that Carl DeMilia is no longer the chair and that they are looking for new members.

**ALA:** Erin Shea: Erin stated that she voted to rescind the room interpretation. 140 members voted yes, 4 voted no, and there were 2 abstentions. A draft of the new interpretation is coming and will be voted on in October.

**BCALA:** Vivian Bordeaux & Robert Kinney: Vivian had no report but that the CT Chapter is concerned about recruitment and retention, and they are trying to increase the awareness of scholarships and programs and the benefit of being involved in the library profession. She is glad to answer any questions from prospective members.

**Career Development:** Richard Conroy & Laura Horn: Laura announced that a record number of people attended the Institute in August which made \$1,600. The committee will be meeting in October to discuss scholarships.

**CLA Lobbyist:** Gallo & Robinson: absent

**Commission on Ed Tech:** Colleen Bailie: Colleen mentioned that they will be meeting on Monday will have a report in October.

**CSL:** Ken Wiggin: Ken shared that he is in middle of the budget process. A computer generated budget has been submitted and he also needs to present a 5% budget reduction option. He will be required to submit the budget to new the governor in February. Ken is looking to broaden the existing statute on regional libraries. Archives and records has always been involved in the transition of administrations but the current administration has seen the largest intake of materials, including emails, etc. Ken thanked members for their advocacy locally and on the federal level. It is likely that they will be funded a bit less than last year. Dawn reported that there are now 119 libraries on the circulation manager and that there will be an opportunity to test this. Eric Hansen is recruiting other libraries that are not currently part of the trial. Robin McHaelen, Executive Director of True Colors, a LBGTQAS organization, will be speaking at "Everyone Included Part 2: LBGTQIA+" on Wednesday, October 24 in Wallingford. This is an all-day program on diversity. IMLS awarded another EXCITE grant to the State Library through 2021 just shy of \$200,000. There will be stand-alone workshops, boot camps, and more in New England and beyond. A training session will be held prior to PLA.

**College & University:** Julie Styles: absent

**CLASS:** Carolann Slayton & Samantha Partney: Carolann shared that they will have a meeting next week to finalize plans for the October conference. There are making some tweaks with the caterer. Vendors will be there, including people who sell scarves, jewelry, scrapbooking materials, and Tom will have a booth for CLA membership. Tom will also help out at registration. The goal is for the conference to make money and they're hoping for high attendance.

**Customer Service:** Ellen Janpol & Shelly Holley: Ellen announced the date for the upcoming customer service workshop will be Friday, October 19<sup>th</sup> in Wallingford. The workshop will focus on energizing your customer service skills, featuring two speakers with down to earth advice, and information on customer service inside the library vs outside the library.

**Development & Planning:** vacant

**Legislative:** Carl Antonucci & Mary Etter: Mary announced that the Legislative Committee is not meeting after today's meeting. They have been talking about how to advocate for libraries quietly and intentionally. The lobbyists are providing lots of information on any real changes, and what they include, along with committee changes in the legislature. Until the election is over, there is no way to know who will be where, so stay close, and talk to all candidates about the importance of libraries. The committee will be sending out tips that could be shared with members and will be hosting an exploratory meeting about creating a library PAC. Research on this topic hasn't yet concluded but they will provide information as that moves forward. Mary wanted to give kudos to the State Archive for providing articles about the original PAC. Frank Ridley commented that the State legislature will be losing Andy Reichmann and suggested sending a thank you to him.

**Membership:** Thomas Piezzo: Tom met with Leah and Francie on making improvements to the membership flyer. It is important to define the differences between all of the different CT library organizations. Libraries are not currently being represented through videos and would like to create some on the perks of being a CLA member. Let Tom know if you're interested in helping and as the format becomes available, he will reach out. There have been declines in membership and he will be attending many fall conferences to encourage membership.

**NELA:** Christy Billings: Christy announced the upcoming conference will be held on Sunday, October 21<sup>st</sup> through Tuesday, October 22<sup>nd</sup> in Warwick, RI. The cost is \$230 for NELA members. Many people are taking advantage of the

dual membership. There are CLA members who are speaking at the conference. The slate of new officers has been sent out. Ask Christy about the NELA conference. The theme is "The Library is Your Space". Preconference registration is a separate registration.

**Newsletter/Website Editor:** Jen Datum: Jen D. believes that registrations will start to come in now that Labor Day is past. Please contact Jen D or look on StarChapter to see who's paid and who hasn't. There is still some swag available for upcoming workshops and events and include a tablecloth with CLA branding, and giveaways such as mugs or mini sharpies are available. There are still a few email problems.

**PEG:** Peter Ciparelli: Glenn asked Region Reps to meet after today's meeting.

**Publicity & Communications:** Leah Farrell & Francie Berger: Leah announced the date for the conference at MLSC as Thursday, November 1<sup>st</sup> from 1-3pm. There will be an opportunity to meet with the experts and is limited to 20 participants. The focus will be on graphic design and attendees are asked to bring samples to get ideas.

**Procedures:** Danielle Valenzano: absent

**Public Library:** Maria Zervos: absent Glenn extended a thank you from the Avon children's department staff. They believe that because of the passport program, they had a marked increase in the number of people that signed up for summer reading.

**Reference & Adult Services:** Matt Earls: absent

**Resource Sharing:** Steve Cauffman: none

**SCSU:** Arlene Bielefield: Arlene stated that the student population has now grown to 28 people in the program. Most classes have 10+ students in each. There is more pressure on them in obtaining their accreditation. Three students are from out of state NJ, UT and AK, and believe it is because SCSU tuition is reasonable and no GRE is required.

**Technical Services:** Jackie Toce & Dana Hanford: Jackie announced their program to be held on Thursday, October 18<sup>th</sup> in Farmington. The focus will be on how people have customized their discovery layers and will provide an opportunity to share ideas about how to make things work better for their patrons.

**Technology:** Genevieve Francis: absent

**Young Adult:** Brittany Pearson & Alyssa Skorski: Brittany stated they are all set for a meet-up in Wallingford on Wednesday, November 14<sup>th</sup>. The event will include information on graphic novels, new adult collection developments, book buzz and galleys, and the author of *How We Roll*, Natasha Friend.

**Region 1:** Matt Yanarella: absent

**Region 2:** Susan C. Ray: absent

**Region 3:** Leslie McDonough: none

**Region 4:** Geri Diorio: Geri announced that Doug Lord is the new director of the Newtown library and he shared that they are participating in Bibliomation's supplementary service and have seen great results. They've hired 2 new employees and have begun using Mango languages and Kanopy. The Newtown library is seeing its highest visits in 5 years. Norwalk is working on book clubs underserved teens in partnership with the Family and Children's Agency and funding from the Great Stories Club ALA grant. Fairfield Library Friends will be meeting on Tuesday, September 11<sup>th</sup> and hosting author Amy Bloom. The Bridgeport library also has a new director-Phylcia R. Brown.

**Region 5:** Chris Hemingway: Chris shared that at most libraries summer reading is over and the kids are back to school. Many libraries are holding booksales and offering new databases. The Henry Carter Hull library in Clinton is celebrating their 20<sup>th</sup> anniversary. The Scranton Library in Madison is holding a buy-a-brick fundraiser. New Haven's strategic plan has been released.

**Region 6:** Gale Bradbury: Gale announced that the finale for One Book, One Region will be held on Wednesday, September 26<sup>th</sup> at Connecticut College featuring *Exit West* author Mohsin Hamid. Betty Anne Reiter, Groton Public Library director, will be retiring on October 31<sup>st</sup>.

5. **Adjournment:** A motion was made by Geri Diorio and **seconded** by Jennifer Rummel to adjourn at 11:25am and was **unanimously approved. Motion passed.**

**Present:** Kate Byroade, Glenn Grube, Kristina Edwards, Cathy Potter, Erin Shea, Christy Billings, Leslie McDonough, Geri Diorio, Christopher Hemingway, Gale Bradbury, Alison Murphy, Carolann Slayton, Steve Cauffman, Jackie Toce, Brittany Pearson, Alyssa Skorski, Maria Bernier, Richard Conroy, Laura Horn, Amanda Brouwer, Jennifer Rummel, Ellen Janpol, Sam Lee, Mary Etter, Tom Piezzo, Leah Farrell, Francie Berger, Denise Stankovics, Ramona Burkey, Gerald Seagrave, Vivian Bordeaux, Colleen Bailie, Ken Wiggin, Frank Ridley, Jennifer Datum, Arlene Bielefield, Elain Braithwaite, Dawn LaValle