

**Connecticut Library Association Board Meeting**  
**June 6<sup>th</sup>, 2019**  
**Simsbury Public Library, Simsbury**  
**9:30am Coffee/10:00am Business Meeting**

**MINUTES**

1. **Call to Order:** President Kate Byroade called the meeting to order at 10:03am.
2. **Approval of Minutes**
  - a. **April 4<sup>th</sup>, 2019 meeting minutes**

A *motion* to approve the minutes of April 4<sup>th</sup>, 2019 was made by Mary Etter and *seconded* by Lisa Karim and was *approved by a majority. Motion passed*. Chris Hemingway abstained.
3. **Old Business**
  - a. **President's Report-Kate Byroade:** Kate met with a member of Senator Murphy's staff, Emily Boucher, that had approached her out of the blue. They discussed issues affecting libraries in Eastern CT such as literacy and going fine free as a social justice issue. Senator Murphy is willing to appear at events and Kate has his contact information for anyone interested in having him. Ken stated that since ALA is not having a legislative day, he didn't have a chance to talk to everyone when he was in Washington D.C. He expects that there will be an increase in the budget if everything goes through with the additional Federal funding but that means that the State match will need to increase as well.

Kate announced that the Annual Conference was successful and netted about \$20,000. She thanked the conference co-chairs and exhibits co-chairs and a round of applause was given.

Kate shared that the membership numbers have not been robust throughout the year and that the organization counts on membership to provide its base funding. The conference profit was spent before any of the conference money was earned and the checking account is currently at \$6,000, which is one month's expenses. There is still about \$45,000 in the investment account and CLA will be able to draw on it for operating expenses but can only draw about \$13,500 before incurring fees. Kate has authorized a transfer to be executed by Jen K to cover current expenses. CLA has 285 members whose membership will be up for renewal and stressed the importance of renewing, recruiting and joining. Laura Horn asked if StarChapter has the capability for memberships to auto-renew. Jen D. was unsure and added that membership levels can increase if there is a change in salary range, if a member wants to add the NELA extension, or if a member retires. Jen D. will investigate auto-renewals.
  - b. **Treasurer's Report-Kristina Edwards:** Kristina was not in attendance, so Kate sent around the proposed budget that includes some assumptions that everyone needs to be aware of. The budget currently shows a deficit of -\$18,000 and stated that it is not a good thing to pass a budget in the negative. The proposed budget doesn't reflect anything to be made over the course of the year or anything taken from the Schwab account. There is an \$11,000 projected profit for next year's conference and Kate highlighted the expense for food which is huge, which is why the speaker rate was instituted this year. The conference committee will be working to get more sponsorships. The vendors were happy with location in Mystic and the exhibits committee sold out the available spots. The committee/section chairs have been asked to look at their income and expenses projections to submit more accurate budgets. They should also consider seeking sponsorships for their events, consider raising ticket prices, and be able to net more of a profit. They should also look very closely at venue costs. The CLA proposed budget assumes only 5 months of a lobbyist since the contract expires in the fall. It would not be ideal to be without a lobbyist since there will be a new state librarian and the new governor doesn't know what will be happening going forward. There could be mid-year rescissions. Although there is a good relationship with Gallo & Robinson, the contract number needs to be discussed or changed. The proposed budget is a starting point and opens up the possibility of putting out an RFP for a new lobbyist. Beth Crowley stated that to make decisions on the budget, board members need to know what kind of numbers we're talking about and that the switch was made to a more robust lobbying firm because people weren't happy with the "one man show" from years ago. Beth agreed that there are a lot of hard things in the budget and suggested that one option could be to change institutional memberships to be based on the library's budget and include discounted rates for conferences. Kate stated that they are negative income

when institutional members get a coupon for people they are sending to a conference or workshop. Beth asked why the coupons aren't applied to the workshops their employee attended and Jen D. explained that they are mostly for Annual. Beth questioned whether it should just be a part of the registration number and that the discounts aren't accounted for twice. Jen D. agrees that it is confusing in StarChapter. Ken asked if renewal emails are being sent out and Jen D. confirmed that they are going out and if they are reported as soft-bounces, she sends individual emails. Glenn suggested that the membership committee could contact individuals about renewals. The budget reflects a 25% increase in income for fall programs. Years ago, fundraising was done for PEG, so Glenn reached out the Peter to ask about the status. Glenn believes they most likely stopped fundraising when the investment funds became available, but per the bylaws they should only be giving out what they raise. NELA offers other types of fundraising events at their conference that CLA could consider. The donation button is up and working on the CLA website now. Richard stated that the scholarship amounts were cut back to match the money raised. Beth commented that it's a NELLs year and wonders what's going to happen with PEG for those people attending. Kate explained that Kristina went on vacation and that there had not been time for a feedback loop on the proposed budget. Beth feels, that to be fair to attendees, scholarship applicants should be informed that scholarships for NELLs may not be available. Mary Etter stated that she is not sure if anyone indicated they would be applying for scholarships. Ken asked if due to credit card processing fees, could we add a charge for transactions. Lisa explained that she is looking at adding a fee and/or changing credit card vendors. Kate recently sat with CLC staff to go over the budget and that they are researching alternative credit card vendors and looking at charging a flat fee for use. Another idea is to offer cash renewals at Annual Conference as an incentive to avoid incurring fees. Kate expressed her preference to pass a budget today, since there is no meeting in July and the Board orientation is scheduled for August. Kate asked for a motion to be made. Glenn stated that he feels that the budget is realistic.

A ***motion*** was made by Glenn Grube to approve the FY 2019-2020 CLA Annual Budget and was ***seconded*** by Francie Berger and ***did not pass due to a lack of a majority vote. Motion failed.***

Matt Earls questioned the budget for the food at conference and whether the figure was based on previous conference budgets. He also asked about the charge for gratuity and why wasn't it more closely monitored. Glenn explained that the budget was developed on a per person quote which increases if more people attend. Ken suggested having a conference budget that is separate from the operating budget and if there is a profit, it can be added to the organization's budget. Kate explained that when the budget was created, the information from the 2018 conference hadn't been received, and that the \$62,000 was a guess. Glenn discussed the possibility of realigning fiscal year. Mary Etter proposed the philosophical question of including the cost of food in the conference and that it might be interesting to compare conference figures from when people had the option of partaking of the food option. Richard suggested that perhaps it is time to examine everything to do with the conference by developing a task force. Mary suggested talking with other NE state library organizations and Kate explained that Connecticut is not unique in our situation. Kate will go back to Kristina with the Board's input and she welcomed people to reach out to Lisa to talk about ways to improve the budget. Kate reminded members that there is no meeting in July, and that the Board needs to decide who/what will we be supporting. There is no money for fall workshops currently, although planning needs to start.

#### **4. New Business:**

- a. **LGBTQ+ Section-Mary Richardson:** Mary Richardson explained that there was a table at CLA to collect signatures and garner support to become an official section. 85 people signed the petition at CLA. She can email their bylaws and they are still working on who will become co-chair. Kate stated that she is thrilled that during Pride Month, the section is being formed.
- b. **Archival Guidelines/Archival Task Force:** Lisa announced that she and Jerry developed draft policy and retention schedule which has been reviewed by the Executive Committee. As a reminder, Region Reps should be submitting copies of their monthly reports to Jerry for the archives. Jerry needs only 3 or 4 copies of ephemera items and Lisa stated that this could be added to the document. Ken suggested that it could be added under publications with ephemera as a separate item,

to be retained permanently. Event records include conference materials, and conference programs would be retained. Budget documents should be retained also.

A ***motion*** to approve the Archival Guidelines and Retention Schedule was made by Mary Etter and ***seconded*** by Geri Diorio and was ***unanimously approved. Motion passed.***

Lisa would like to create an Archival Task Force and is looking for volunteers to sort through 20 boxes and to please contact her. Jerry stated that the boxes should just be organized. Jen D. suggested that there could be a display at the next CLA conference of interesting finds. Glenn announced that the Past Presidents group is interested in creating a publication that could use some of the documents.

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

**ACLB: Denise Stankovics:** Denise announced that they are about to send out their summer newsletter. The fall conference will be November 8<sup>th</sup> although there are no details yet. They need more people on the executive board and they are meeting bi-monthly.

**ADA: Maria Bernier:** Absent

**ACLPD: Ramona Burkey:** Absent

**ALA: Erin Shea:** Erin stated that she will be attending ALA and plans to send a report to Lisa before going out on maternity leave. ALA Council will be meeting regularly during the conference. Councilors usually get resolutions just before voting but if any are presented early, she will share them with the Board to get input.

**Archivist: Gerald Seagrave:** No report

**Awards: Region Reps:** Chris Hemingway stated that he sent a thank you note to Mr. Trophy.

**BCALA: Vivian Bordeaux & Robert Kinney:** Absent

**Career Development: Richard Conroy & Laura Horn:** Laura announced that registration is open for the 2019 Library Leadership Institute on Friday, August 9<sup>th</sup>. They have secured sponsorships.

**CAS-L: Barbara Johnson & Mary-Ellen Minichiello:** Absent and there was no phone in option for today's location.

**CLA Lobbyist: Gallo & Robinson:** Mary Etter stated that she hasn't received the final report on what they've done over the year for CLA. She confirmed that the funding for the State Library remained flat. There were 2 separate line items for individual libraries for funding through the judicial branch. Although Kate Robinson and Joe Grabarz couldn't come today, there will be a detailed report available for the next meeting, and Mary can share it with anyone who is interested.

**CLC: Jennifer Keohane:** Jen D. explained that Jen K. couldn't be here since CLC is preparing for their annual meeting. CLC received 144 entries for the Because of Winn Dixie essay and encouraged Board members to work with CLC for Winn Dixie tickets over the summer.

**Commission on Ed Tech: Colleen Bailie:** Absent. Ken reported that he took up a resolution and will have a report at the next meeting.

**CSL: Ken Wiggin:** Ken announced that the budget passed but that he isn't sure what the changes are on the salary line. He will return for special session to take up bond packages and there is a line item for library construction.

**Children's: Alison Murphy & Kari Hamad:** Michelle Kaminski, incoming co-chair, had no report except that they are planning for the conference have a keynote speaker for the fall meeting.

**College & University: Lisa Thornell:** Lisa reported that their conference will be at the University of Hartford next Friday. She is looking forward to having access to StarChapter to start communicating with her section.

**CLASS: Carolann Slayton:** Janet Valencis reported that the fall conference on library safety will be held on Friday, October 11<sup>th</sup> in Wallingford and they have a keynote.

**Conference 2019: Amanda Brouwer & Jennifer Rummel:** Jennifer thanked everyone for their hard work and support during the conference.

**CT Center for the Book: Lisa Comstock:** Absent

**Customer Service: Ellen Janpol & Shelley Holley:** Shelley shared that they are thinking about an October conference and that they're hoping for a director to speak as part of the day's events.

**Development & Planning: Carl Antonucci:** Absent

**FOCL: Frank Ridley:** Absent. Ken announced that their conference is on Saturday, June 8<sup>th</sup>.

**Grants: Carl Antonucci:** Absent

**Intellectual Freedom: Sam Lee:** Sam stated that there has been lots of chatter on the Conntech listserv about Lynda.com. The privacy subcommittee for ALA is looking into the issue. Sam is writing an article about Lynda.com and how to respond to privacy concerns. She has created a Google Doc for libraries to add information and to use it as a reference. Sam attended the "State of the State" meeting in Colorado. Issues with meeting rooms were discussed and Sam reminded members to make sure their reservation policies are solid and to check with their town's lawyer. EBSCO has had challenges to their databases and it has been pulled out of some school libraries due to allegations of nudity that was found on computers. ALA is developing a toolkit to deal with EBSCO challenges. Sam announced that the banned books season theme is "Censorship Leaves Us in the Dark" and there will be glow-in-the-dark bookmarks available as part of the promotional materials.

**Legislative: Beth Crowley & Mary Etter:** Beth met with Josh Geballe, Department of Administrative Services, and appointed by Governor Lamont in January. She discussed issues with libraries, issues with the census, hotspots and the digital divide. Mary discussed issues with the trickle-down effect with employment going to online applications. Mr. Geballe was receptive to the conversations. The Legislative Committee meetings may be moving to another time and will have their next meeting in July.

**Membership: Thomas Piezzo:** Tom announced that Trish Tomlinson will be succeeding him in the position and that he has met with her already. Tom thanked everyone who volunteered to work at the CLA table. They took notes of the comments that people made at the table. He also thanked everyone for helping him along the way and hopes everyone will be helping Trish.

**NELA: Christy Billings:** Absent. Mary explained the NELLS selection process. State reps, NELLS reps, and others prioritize the applications to get a representative selection. The process at the point where those chosen to attend need to accept their selection or notify them otherwise since there is a waiting list.

**Newsletter/Website Editor: Jen Datum:** Jen announced that the next CLA Today issue will be published around June 15<sup>th</sup> and would like to include some people news. She is hoping to upgrade StarChapter and the website. Jen reminded members to use StarChapter to communicate with your sections.

**PEG: Peter Ciparelli:** Absent

**Publicity & Communications: Leah Farrell & Francie Berger:** No report

**Procedures: Danielle Valenzano:** Absent

**Public Library: Maria Zervos:** Maria stated that they are working on a fall program.

**Reference & Adult Services: Matt Earls:** Matt announced that the CLC Reference Roundtable will be recruiting for a fall conference.

**Resource Sharing: Steve Cauffman:** No report

**SCSU: Arlene Bielefield:** Absent

**Technical Services: Jackie Toce & Dana Hanford:** Dana stated that they are putting fall a program together for Thursday, October 24th at the Wallingford Public Library that will focus on covering the cataloging landscape, now and in the future.

**Technology: Genevieve Francis:** Gen noted that Udemy.com appears to be a good alternative to Lynda.com. Kate asked Jen D. to include this information in the next newsletter.

**Young Adult: Brittany Pearson & Alyssa Skorski:** Brittany stated that they are planning for fall.

**Region 1: Matt Yanarella:** Absent

**Region 2: Susan C. Ray:** Susan reported that libraries throughout the region are planning their kick-off events for summer programs. Windsor Public Library is holding a LGBTQ+ film fest for teens, interior renovations are underway at the Cromwell Belden Library with most of their adult and YA collections in storage, Kent Memorial Library will be in a different temporary location, and Rocky Hill will be holding a big dig in partnership with Dinosaur State Park.

**Region 3: Leslie McDonough:** Absent

**Region 4: Geri Diorio:** Geri reported that CH Booth received a grant for health literacy seminars and that the application was easy, Norwalk Library was featured in a May 23<sup>rd</sup> NYT article about their Game of Thrones watch party, Ridgefield Library is holding a grand opening for their art gallery and is about to begin a floor plan remodel to maximize space and hopes to be done before summer reading begins.

**Region 5: Chris Hemingway:** Chris reported that many libraries participated in the Great Give, are holding book sales, mini golf, and summer reading. There is a new director of the Scranton Library. Chris also reported that this is his last CLA board meeting.

**Region 6: Gale Bradbury:** Absent. Kate shared that there was an article in the New London Day outlining issues at the Preston Library. Kate will reach out to Denise, to offer CLA's support, but it has been reported that ½ of the staff resigned because of conflict between the library board and staff.

Kate turned over official presidential duties to Lisa Karim and handed her the gavel. Kate stated that she hopes to be as good a mentor as Glenn has been to her. Lisa stated that she looks forward to working with everyone to tackle challenges, opportunities and more.

## 5. Adjournment

A *motion* to adjourn at 11:27a.m. was made by Shelley Holley and was *seconded* by Chris Hemingway and was *unanimously approved. Motion passed.*

**Attendance:** Kate Byroade, Lisa Karim, Glenn Grube, Cathy Potter, Erin Shea, Susan Ray, Geri Diorio, Christopher Hemingway, Robbie Marshall, Michele Kaminski, Lisa Thornell, Janet Valencis, Maria Zervos, Matt Earls, Steve Cauffman, Dana Hanford, Genevieve Francis, Brittany Pearson, Richard Conroy, Laura Horn, Jennifer Rummel, Shelley Holley, Jen Datum, Sam Lee, Mary Etter, Beth Crowley, Tom Piezzo, Francie Berger, Denise Stankovics, Gerald Seagrave, Ken Wiggin, Mary Richardson