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**Board of Directors Meeting Minutes  
July 1, 2015  
1:00 p.m. CDT**11:00pm PDT/12:00pm MDT/2:00pm EDT

1. Roll Call – Karen Day

* Present: Elaine Black, Mac Buntin, Josephine Camarillo, Karen Day, Lisa Donovan, Ann Hoey, Charlotte Johnston, Chrissie McGovern, Tanci Mishler, Sharon Rawlins, Sherry Siclair, Sandy Wilkerson

1. Call to order –Mac Buntin

* No additions to agenda

1. Financial Reports – Matt McLain

* Report presented
* Sherry requesting Profit and Loss Statement along with Budget vs. Actual
* Executive Director Travel line item will soon be added

1. Minutes of May 11, 2015 – Josephine Camarillo

* Not yet received, will hopefully be presented at Aug 2015 meeting.

1. Executive Director Report – Sherry Siclair

* Sherry sent out her report; she will be focusing on learning the organization and what needs to happen: being more efficient and more focused. She will get draft of strategic plan put together, personnel policies, basic policies, financial policies, and as well as getting to know more people. She would like to help CSLP become a tighter, more efficient organization for example, meetings with action plans. Ann Hoey will be helping. First draft of strategic plan anticipated by end of July.
* Charlotte suggests Sherry have PSA process experience, (Kate DiCamillo) as this can help with future projects, partners and opportunities and become more aware with the process of CSLP’s partnership building. Sherry concerned with the best use of her time and would need to focus more on most critical pieces.
* Charlotte concerned that CSLP not to eliminate PSA’s as it was voted in Newport to offer an extension of 1 year to filmmaker for sports theme and that there was discussion about the committee not existing anymore. Though Charlotte will stay on committee if needed.
* Elaine suggests perhaps ad hoc basis for PSA committee.
* Sherry still wants to be included to learn and be aware.
* Charlotte will talk with Sherry about the PSA’s.

1. Presidents Report/Wish List – Mac Buntin

* CSLP newsletter is now out courtesy of Karen Yother
* Mac attended Atlanta meeting and felt it was most worthwhile and instructional
* Strategic planning should be number one priority, not only where we are now but where we are going. There is potential for CSLP to grow beyond 1 employee
* Mac would like to identify STEM activities. FIZZ BOOM READ program was very successful.
* Could a symbol be placed to identify STEM activities in our manual as to highlight it?
* Sharon agrees, STEM will continue. In her area, library media specialists are being cut in order to hire STEM teachers.
* Elaine thinks it is a great idea with no problem highlighting a STEM activity, but is concerned not to sell manual as K-12 curriculum. Mac clarified that is not the intent but rather an extension of STEM.
* Lisa sees no problem to highlighting STEM activities, already have family friendly, multigenerational program symbols that are being used.
* Tanci stated that in children’s manual they already have pop up boxes that say early literacy tip, math tip, etc.
* Lisa suggests if symbols can be consistent across all manuals.
* Tanci agrees but will need a legend to say what each symbol means.
* Mac discussed Inclusive representation, mac feels most of what we do is centered in Western European outlook/presentation, would like to see our organizations expand to more traditions such as different games, art work and would like to see an African American child as a main person. It is important for our people to look at things and see themselves. Not certain how to do that but would like to continue and further discuss this issue.
* Sharon agrees and that perhaps most of us not familiar with other cultures but would need to seek out other librarians that work with other cultures.
* Possibly reach out to multicultural library associations such as, American Indian, Asian, etc.
* Chrissie commented that Vendor committee members they may not realize this issue.
* Mac stated that we haven’t as an organization really said to ourselves what the focus of the committee is, it’s a wide range of diversity, but we are moving forward .
* Mac also feels partnering with RIF, USDA, Home Depot would be beneficial with our upcoming theme Build a Better World.
* Tanci also added in Lego as a potential partner. But we would also need to define what a partner is, constant or theme related.
* Mac sees partnering as two fold, partnerships that help our members implement the program at a local level and partnerships for CSLP and the membership.
* White Paper will still be presented at NSLA
* Sherry will seek out both kinds of partnerships

1. Organizational Chart – Mac Buntin

* Sherry presented organization chart for discussion, added double arrow between Executive Director and Administrative Contractor to show direct communication.
* Charlotte asks about Demco and Reingold as to where they fit in. Sherry clarified they are relationships and not part of an organizational chart.
* Final organizational chart will handbook.
* It was clarified that State Reps are included in the membership (this also includes the territories).
* Karen Day asks if Board President should be at the top followed by Board of Directors followed by Executive Director and Administrative Services?
* Sherry expressed the collaborative nature of the work and that typically the president cannot make decisions on his/her own.
* Elaine and Mac would like to continue looking at the chart would like to look at it

1. Personnel Policies – Mac Buntin

* Mac will work with Sherry on policies, with the intent that board will vote on policies, but making sure we are following the federal law and reflect good business practice.

1. By-Laws Changes – Ann Hoey

* With advent of Executive Director there will be changes with board direction but there are also questions with the role of board members that are not state reps. What kind of voting rights will they have, should they have voting rights when electing board members, adding voting rights for everything or just election of officers on the board? Mac would like to give non-state reps unrestricted voting rights.
* Question brought up on Lesley Mason voted into Teen Manual chair? It happened in May 2015 with input from Karen Yother.
* Charlotte asks if we should we have a formal vote.
* Mac clarified the board has the ability to appoint.
* Karen Day will add to next agenda for a vote but if need action before next meeting, we can do a doodle poll.
* There will also be a vacancy for Children’s Chair that will soon be filled.

1. Vendor Committee Update – Chrissie McGovern

* Report presented, we now have an artist David Macaulay, he is within our budget, will work to hire situation with giving us the rights to the artwork. Currently working on contract with Lydie and Melissa.

1. Public Service Announcement process – Charlotte Johnston

* Will continue to move forward and will touch base with Sherry and keep her in the loop.

1. Trademark new CSLP Logo - Karen Day

* Karen confirmed that those that went to Atlanta should never have been charged for their room. Hotel overcharged and charged people’s credit card. Karen in the process of fixing the mistake.
* We have a new member to CSLP, Island of Guam has joined! They are excited to be a part of CSLP and have already requested a manual.
* Trademark issues are currently being resolved. Karen Day working with Lydie and Zach. Revised logos with TM marking now on online letterhead and PowerPoint. Also getting started with website logo and updating style guide. Lydie has sent invoice and is working with Chrissie.
* Next month, Lydie would like to talk about the next step in the trademark process. It will be on next agenda.
* Question with window clings with new logo, should it be in 2016 catalog only or be include in manual? Also, question on how many to purchase in regards to pricing. Mac requesting the info on a doodle for discussion
* Karen Day sent out dates of monthly board meetings and face to face meeting in Oct. Travel day will be Oct. 26 with meetings throughout the week and wrapping up on Friday Oct. 30 late morning or early afternoon.

1. Face-to-Face Board meeting update – Karen Day

* Travel day will be Oct. 26 with meetings throughout the week and wrapping up on Friday Oct. 30 late morning or early afternoon.
* Karen Yother can help organize details for face-to-face. Karen Day will contact her.

1. Next Board Meeting –

* Next board meeting will be August 5, 2015 – 1:00 p.m. CDT
* Meeting adjourned at 2:20pm CDT

Respectfully submitted:  
Josephine Camarillo  
7-23-2015