

953 Sixth Place SE. Mason City, IA 50401-5261  
Phone: (641) 423-0005  
Toll Free: (866) 657.8556  
Fax: (641) 424-5120

**Board of Directors Meeting Minutes**

**Salt Lake City, Utah  
April 19, 2016**

**MEETING CALLED TO ORDER BY MAC BUNTIN, PRESIDENT**

**QUORUM**

Quorum was established with the following-

BriAnne Baxley, Elaine Black, Mac Buntin, Josephine Camarillo, Beth Crist, Tanya DiMaggio, Lisa Donovan, Ann Hoey, Charlotte Johnston, Chrissie McGovern, Matt McLain, Sharon Rawlins, Cheryl Space, Sandy Wilkerson, Karen Yother

**ATTENDANCE**

Sherry Siclair, Executive Director

Karen Day, Contractor, Day Time Associates

**GUESTS**

Adrienne Butler (OK)

Elaine Betting (OH)

**MINUTES**

Minutes from March 2, 2016 meeting was reviewed. Motion made by Charlotte Johnston to accept minutes; seconded by Sharon Rawlins. Motion passed.

**COMMITTEE REPORTS AND AGENDA ITEMS**

Financial

Treasurer McLain presented financial reports and was discussed.

Treasurer reported as of March 31, 2016:

Year-to-date (YTD) we have received $570,338.35 in income. Our YTD expenditures are $426,154.30. We have YTD positive balance of $144,184.06.

Proposed 2017 FY’17 Budget

Proposed income and expenditure $704,354. Total operating reserves (CDs and Savings) $893,712.

Board Chair Report

Report presented and discussed. Board Chair proud of the work the board has accomplished.

Executive Director Report

Report presented and discussed. Highlights include new CSLP ally Read Aloud. Executive Director also submitted application for Library of Congress award nomination with letters of support from Bedtime Math, NSLA and Campaign for Grade Level Reading. Nomination submitted 3-21-2016 via Lesley Mason.

Rules of Use Procedures

Rules of Use will be undergoing a rewrite. Document is in process of being changed. Document must be completed by June 2016 in order to be included in the 2017 manual.

Social Media

Social Media Proposal was presented and discussed. It was suggested that Social Media committee collaborate with Website and PR committee. Manual Chairs are interested in having Pinterest in the manual. Suggested webinar about Los Angeles Public Library social media strategy:

<http://lj.libraryjournal.com/2016/02/webcasts/social-media-marketing-for-libraries/>

**ACTION**

Motion made by Chrissie McGovern to support Social Media Proposal. Elaine Black seconds. Two abstentions. Motion passed.

Karen Yother will form committee, gather names at sign-up and follow-up with members. Policy in regards to posting protocol will be created.

Spanish Language EL Manual

Job description for writer was written and created with one applicant. Two native speakers from Colorado assisted with the translation but they did not approve the way it was written from the originator. Writer will still get paid but failed to follow up on deadlines and the content was poor. Current product not what was requested from the MOU. Writer may be asked just to complete the resource list. Committee suggests only paying writer half of pay and using the other half to pay the editor. Cheryl will have a conversation with writer before Thursday to give direction to Board at next meeting.

Membership Committee

Committee is currently looking at Organizational Handbook and exploring how best to organize it to best meet the needs of all those who need the information. Chair of committee will submit proposal to the Board outlining changes for a more user-friendly and helpful handbook.

Online Committee

Ad Hoc Committee is currently working towards an online manual that could be searchable in a PDF format. Access to online manual will be via code per location. Code projected to be active for 18 months. Committee still working on access to CSLP art work. For further questions can be directed to Mac Buntin or Matt McLain

Statistics Committee

Report presented in the packet. There was no meeting in April.

Sponsorship of CSLP

Executive Director is moving towards more strategic partnerships. One new partnership is Read Aloud and AWE, Inc will be sending in a new offer.

CSLP Annual Meeting 2016

President Buntin feels the meeting is well planned and ready. There are no competing committee meetings this year. Online voting will also be in place.

Annual Meeting Update

Yellow copies of the agenda are for board members specifically. After orientation, Tessa will have ad hoc statistics committee meeting. New board members and new chairs will need their picture taken.

**ADJOURNMENT**

Motion made by Lisa Donovan. Seconded by Elaine Black.

Motion passed.

**Next Meeting: April 21, 2016 4:15pm, Salt Lake City, UT**

Minutes respectably submitted by Josephine Camarillo, Board Secretary.



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**Board of Directors Meeting Minutes**

**April 21, 2016**

**4:15pm - 5:15pm**

**Salt Lake City, Utah**

**MEETING CALLED TO ORDER BY MAC BUNTIN, PRESIDENT**

**QUORUM**

Quorum was established with the following-

BriAnne Baxley, Elaine Black, Mac Buntin, Josephine Camarillo, Beth Crist, Tanya DiMaggio, Lisa Donovan, Ann Hoey, Charlotte Johnston, Chrissie McGovern, Matt McLain, Sharon Rawlins, Cheryl Space, Sandy Wilkerson, Karen Yother

**ATTENDANCE**

Sherry Siclair, Executive Director

**GUESTS**

Adrienne Butler (OK)

Elaine Betting (OH)

Motion made by Sandy Wilkerson to enter Executive Session. Seconded by Ann Hoey.

Motion passed.

Executive Director and new board members are excused.

**EXECUTIVE SESSION**

**ACTION**

Past President, Mac Buntin submits resignation.

Motion made by Matt McLain to end Executive Session. Seconded by Chrissie McGovern

Motion Passed.

**REGULAR SESSION RESUME**

**ACTION**

Motion made by Lisa Donovan for Karen Yother to continue to serve as Past President. Chrissie McGovern seconded. Discussion followed. Karen Yother will need approval from her Library Director.

Motion made by Sandy Wilkerson to table previous motion pending approval. Seconded by Ann Hoey. Motion passed.

**ADJOURNMENT**

Motion made by Matt McLain. Seconded by Cheryl Space. Motion passed.

**Next Meeting: May 4, 2016 1:00pm CST-Conference call**

Minutes respectably submitted by Josephine Camarillo, Board Secretary.