

Board of Directors Meeting

December 7, 2016

2:00 p.m. CDT

MEETING CALLED TO ORDER BY SHARON RAWLINS, PRESIDENT

QUORUM

Quorum was established with the following-
BriAnne Baxley, Josephine Camarillo, Lisa Donovan, Ann Hoey, Chrissie McGovern,
Matt McLain, Sharon Rawlins, Sandy Wilkerson, Karen Yother

Absent- Elaine Betting

ATTENDANCE

Karen Day, Contractor, Day Time Associates

MINUTES

Minutes from November 2, 2016 meeting were reviewed. Correction made to Jana Fine's name. Motion made by Yother to accept minutes; seconded by Wilkerson. Motion passed.

COMMITTEE REPORTS AND AGENDA ITEMS

Financial

Treasurer McLain presented financial reports and was discussed.

Treasurer reported as of November 30, 2016:

Year-to-date (YTD) we have received \$461,015.62 in income. Our YTD expenditures are \$293,328.56. We have YTD balance of \$167,687.06.

Organizational Coordinator

Draft of job description was sent out to Board for review. Timeline for application submission changed to February 15, 2017 with 5pm deadline. In person interviews will take place in March 2017 and will include Executive Board and Chrissie McGovern. Position start date target before Annual meeting. Starting salary 65,000 plus benefits. Salary will be reviewed upon completion of first successful year.

Board will need to clarify Organizational Coordinator's level of work and decision making level as well as equipment use (laptop and cell phone allowance). Matt will discuss with Budget/Finance committee regarding the starting salary.

Resumés and letters of interest will all be sent to Karen Yother. She will then forward to Interview Committee.

Nominating Committee

There is currently no job description for board members at large. Board needs to give direction to nominating committee on type of person with special skill set to try to recruit. Person should have interest in libraries, CSLP and align with our mission and goals.

2018 Manual Update

Baxley gave manual chairs update:

- Children's - currently reviewing Chapter 3
- Teen- all going well
- Adult- writer has received suggested chapter headings
- Early Literacy- no update
- Spanish- now has two official writers.

Karen Day will check with Heidi regarding copy of formatting to use when passed on to vendor.

2018 Illustrator Contract Update

Brian Pinkney will be the official illustrator for 2018. His artwork has been received and will be sent out to Vendor committee.

2020 Artist is requesting their payment be donated to International Refugee Assistance Project at Urban Justice Center. CSLP will comply but will be classified as "payment for work completed". CSLP lawyers will be consulted.

Annual Meeting Agenda

Rawlins will confirm with speaker and will finalize agenda. Pre-meeting for Board will be on the Monday 4-5pm

Membership had requested for various short energizer activities during the meetings to help alleviate constantly sitting.

Rawlins will resend Agenda to Board for further input.

Membership/Policy Updates

Committee descriptions will soon be posted on the website. Board job descriptions were sent to Executive Board for review.

Online Manual

Online manual usage is going very well. There has been 741 access code requests and 508 login requests since November.

Number of downloads per manual:

- 310 full children manual
- 147 Teen
- 118 Early Literacy
- 115 Adult Manual

Chapter 3 has had the highest downloads within the manuals

Lawsuit Update

Letter was received from the US Liability Library Insurance group (CSLP insurance coverage) with lawsuit update. Demco is handling issue.

Updates

1. PSA-Alexander received the script and MOU was signed for summer 2017 only; a new MOU will be sent for summer 2018. Publicist requested one year at a time.
2. DTA Contract- signed and completed.

Other

None

ADJOURNMENT

Motion made by McLain to adjourn. Seconded by Hoey.
Motion passed.

Next Meeting: January 4, 2017, 2PM CST

Minutes respectfully submitted by Josephine Camarillo, Board Secretary.