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**Board of Directors Meeting**  
**November 2, 2016**  
**2:00 p.m. CDT**

**MEETING CALLED TO ORDER BY SHARON RAWLINS, PRESIDENT**

**QUORUM**

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

Absent- Chrissie McGovern

**ATTENDANCE**

Karen Day, Contractor, Day Time Associates

**MINUTES**

Minutes from Board Retreat Sept. 25-27, 2016 meeting were reviewed. Correction made to Jana Fine's name. Motion made by Rawlins to accept minutes; seconded by Betting. Motion passed.

**COMMITTEE REPORTS AND AGENDA ITEMS**

Financial

Treasurer McLain presented financial reports and was discussed.

Treasurer reported as of October 31, 2016:

Year-to-date (YTD) we have received \$306,531.86 in income. Our YTD expenditures are \$206,381.32. We have YTD balance of \$100,150.54.

Treasurer would like more input from the board regarding Organizational Coordinator salary, benefits, insurance, level of decision making, and traveling to different conferences.

Karen Yother will finish draft of job description and will send out to board for review.

Policy Reviews

Hoey asks board to review policies that should be included in the Board Manual. Board will need to decide which policies and procedures are still relevant, which need further clarification and which ones need to be taken out.

Board decided to keep procedures as is and update them when new staff person is hired.

## **ACTION**

McLain motions to change wording in Process for Requests for Quotes (RFQ)/Requests for Proposals (RFP) and Contracts “the estimated cost of the product or services will be equal or greater than \$25,000”; Seconded by Karen Yother. Motion passed.

Press release policy was discussed. CSLP currently does not have an official standard press release form. Does CSLP even need a policy or should we have a procedure for information dissemination?

- suggestion made to change wording to “no later than 72 hours prior”
- need procedure for social media information
- suggestion made to retain safety statement but to verify it being in vendor contracts

Board job description is currently a work in progress. Ann will continue to work on the document.

## Manual Editor Updates

Teen Manual now has an editor and writer contracted. Adult Manual has contracted with a different writer and editor. Call outs for ideas are in progress.

Spanish manual has 49 people interested in being part of the manual committee, contract in progress for writer/editor, ad hoc committee will be formed.

## Online Manual

It was a slow start on shipping paper manuals but all have been shipped. Online manual is still a work in progress but will be coming soon. Four partial states logins will need to be disabled.

## Lawsuit Update

Karen Day received message from lawyer Doug Reese (TX) stating no further developments but all looks fine.

## 2018 Annual Meeting

Yother sent out to Executive Board for review. Tried to fit items within time frame. There will be no slogan discussion but rather just online voting. It was suggested to have a board meeting on the Monday afternoon from 4pm-5:30pm, orientation from 6pm-8pm. Interviews will not occur during the annual meeting.

## Social Media Update

Discussion tabled

## Ratify the 2017 PSA Contract Amendment

Approved via online voting. Amendment ratified. Passed.

## Illustrator contract update

Have not received Brian Pinkney agreement yet.

ALA Buyers Guide banner ad and Conference Exhibitor

Cost for banner ad \$1099. CSLP could consider this if appropriate.

ALA Mid-winter 2017 (Atlanta) exhibitor cost \$1950 or \$800 for small press table

ALA Annual 2017 (Chicago) exhibitor cost \$2575 or \$800 for small press table

Deadline is November 4, 2016. Perhaps 2018 CSLP can host a coffee break. Karen Day will find out cost.

Perhaps hosting an open reception would be more beneficial. higher profile and publicity but cost is high (about \$5000 for coffee break).

National Summer Reading Champion

MOU is still a work in progress. Kwame willing to do 2 year commitment but will need MOU and timeline.

DTA Contract

Hope to be finalized soon, feedback needed by next week.

**OTHER**

ARLS Conference- Went well

NSLA Conference-Went well

Library of Congress Awards presentation-Went well

**ADJOURNMENT**

Motion made by Karen Yother to adjourn. Seconded by Matt McLain.

Motion passed.

**Next Meeting: December 7, 2016, 2PM CST**

Minutes respectfully submitted by Josephine Camarillo, Board Secretary.