



Collaborative Summer  
Library Program

**Collaborative Summer Library Program**

**Board of Directors Meeting**

**March 12, 2013**

**12:00 p.m. CDT**

**Meeting Location: conference call**

Present: Santos, Rockwell, Tomlianovich, Black, Buntin, Shinnars, Langley, Rafferty, Yother, Special, Johnston, Carlson, Sherif, Day

Absent: Drevo, Lyons

1. Call to order –Allison Santos
  - Meeting called to order at 12:04 p.m. CDT
2. Approval of Agenda
  - Request to reorder items to accommodate Board Members who have to leave early by Sherif. Yother motions to approve the agenda with the change, Willis seconded. Motion carries.
3. Secretary's report – Denise Lyons
  - a. January 7<sup>th</sup> board meeting
    - Motion to accept the final minutes sent out previously by Lyons. Second by Yother. Motion carries.
4. Financial Reports and Budget Committee Report – Kathy Buntin
  - a. Profit & Loss Budget vs Actual
    - Please review the financial statements. You will see that on the P&L, the organization is moving closer to where we need to be.
    - Some expenses have gone over original estimates but we have planned for these. We still expect other bills (legal).
  - b. Balance Sheet
    - There is nothing remarkable about the balance sheet. Plans are in place.
  - c. Proposed 2013-2014 Budget
    - i. 2014 dues – FSCS new definitions
      - Please note that the dues are reflective of the change in Minnesota (see below) and a drop in the licensing fee also reflects this adjustment. We charge for any format of the manuals and the PSAs so the income is reflected there.

- Please review the statement to show the estimation of income and expenses. The meeting in Biloxi shows all possible expenses including full projections for board members even if they might be counted as the state reps. This provides a little wiggle room. Sherif asked about a nominee not supported by the state? The flexibility above will take care of those cases.
- Discussion about the professional fees and making an adjustment. Agreed to adjust to 10,000. The year runs from June to May. Assume that the PSAs and other Marketing budget will remain the same for budgeting for the current time frame.
- The new budget includes additional funds for “business operations” which also includes conference attendance, and bond insurance. Discussed “convention liability” insurance. Agree to add to budget. Shinners moves to allocate \$500 to the line and Willis seconded. Motion carries.
- Elaine will need to discuss the webmaster contract renewal with Melissa.
- Budget still reflects about \$75,000 profit.
- Rockwell moves to approve the budget with the changes, Rafferty seconds. Motion carries.

ii. New recording equipment for annual meeting

- Day and Lyons conducted research for selecting new recording equipment. This purchase may save us some funds in renting some equipment in the future and should provide better ability for future recordings. We have allocated up to \$1000.

iii. Hardship travel policy

- We have developed a policy to increase funding for those who are unable to fund the trip to the annual meeting to due distance or hardship. Typically funds for areas of distance (Alaska, Hawaii) are \$1000.
- It was suggested that the Board accept \$2500 as a limit for those who would travel great distances. Application should be made to the B&F committee. The committee will meet and decide with enough time for travel arrangements to be made.

5. Nominating Committee – Sue Sherif

- We have confirmed all candidates for the offices except Aaron Coutu from Rhode Island who is waiting on supervisor’s approval.
- Tomlianovich asked about the policy of having Rules of Use chair shadow current chair for longer amount of time. Santos said that this was a special situation this year. The best route for all committees is to have an engaged committee and a back up or second chair when the chair is unable to perform the duties.

6. National Geographic – Karen Yother

- Yother has been working with the contact at National Geographic. They have been scheduling meetings and have submitted a 8-12 page proposal. It is not currently a refined proposal as the expectations are greater than our membership would support (i.e. hardback price).
- Yother will work to have something shorter to present in Atlanta.

7. ProSource issue – Karen Drevo (Tomlianovich presenting)

- ProSource has been presenting themselves as an official CSLP vendor. The lawyer has sent a Cease & Desist letter. The President is not recognizing our trademark and the sales staff has been relentless. A scripted response should be sent to libraries so they can feel comfortable with being direct in their response.
- Discussion was held about the circumstances as when we enforce trademark versus those who provide services that enhance not compete with our program.

8. Long Range Plan progress – Allison Santos

- Santos urged all members to be sure to review the Long Range Plan to make changes before Atlanta. Diversity expressed they are still working. Vendor has no section.
- Membership is working on the handbook. Buntin indicated that the restructured budget fits with the LRP.

9. Diversity Committee – Lori Special

a. Tessa Schmidt – Signing video

- Gould coordinated with Tessa before she left to take over the project.
- Special will be reviewing data to determine usage. She will review Google Analytics from Black.

General

- She will coordinate with Johnston to have her proposed survey questions incorporated into the PR & Marketing survey to avoid duplication.
- If anyone needs tactile pages, please contact Rockwell who may be able to assist.
- There was discussion about the name “Diversity Committee.” The committee suggested Inclusion while other ideas were discussed. No decision was made but further discussion within the committee and Board is needed.

10. Membership committee report – Patty Langley

a. Committee membership statement

- Please see Article seven. Committee membership is not transferable. The year runs June 1-May 31, members may be added or deleted through the year at the discretion of the chair.

b. Committee chair succession statement

- Langley could not find specific language in the minutes.
- It was determined that: “The chair shall appoint a Vice Chair in their absence. This is not a guarantee of success to the chair. “ It is recommended that Chairs work with someone on their committee in case they need to have someone attend a meeting when they cannot.

c. Wording regarding US territories being permanent voting members

- Once members spend a year with limited membership privileges. After a year, if approved, they will become full voting members.
- d. Wording regarding travel allowance for continental states and island or disconnected states (that needs to be reworded) – Patty/Kathy
- The wording “island members of disconnected states” will be added to manual--forms and policy.
- e. Committee chair updates in Organizational Handbook
- Early Literacy will be added as an official committee.
  - The statement will be added about outside vendors
  - Note the change in wording from “past past” to “second past” on page 38.
  - We can vote on two of the sections.
  - We can vote on these changes as a group. Buntin moves and Black seconds. Motion carries.
  - Side note: Please notify the state reps in some way if one of their state people has been removed from a committee.
- f. Minnesota departure
- The MN state rep was recently changed to a rep from one of the regions. Minnesota is coordinated by a series of Regional Library Systems.
  - Langley planned to ask the new State Rep for an exit interview and a formal letter. She was redirected to the MN council of regional public library administrators. They have inquired about dues and partial membership.
  - From the discussions with Langley, there is some appearance that Minnesota may be interested in a membership like California or Illinois. They are still pursuing discussion.
  - Langley will provide membership and cost details to the Minnesota leadership. Responses will be shared with the Board.
  - The Board decided that we need to keep the same standards for all partial memberships.

11. Website – Elaine Black

a. Review of the website

- Please note that the changes to the site including a more visible Teachingbooks.net logon on the right hand side.
- The PSAs have been completed. The TVC which includes 24 states and will be available in the downloaded section within a week.
- It was asked that the website committee take the opportunity to review all the sections on some kind of alternate basis to assure that content is up to date.
- Black is to contact Melissa about the contract for the webmaster.
- Minutes are located on the website once logged in, under about CSLP, Board, then Minutes. We are not restricted by open meeting laws.
- It was suggested that agendas and minutes are both posted.

12. Vendor Committee – Karen Yother

- a. RFP bids for 2015-2016
  - Only DEMCO provided a RFP. We will discuss at the April meeting.
  - Highsmith will provide a goody bag for each rep and the Board to streamline the vendor show section.
  - There was comment that the Evanced graphics are not reflective of the CSLP art. Yother will contact Matt Mulder.
13. Rules of Use – Karen Drevo
  - a. Use of the CSLP slogans by For-Profit companies
  - b. CSLP artwork
    - Items were tabled until Drevo’s return. Tomlianovich did say that the ROU will be more forceful with companies.
14. Public Relations and Marketing – Charlotte Johnston
  - Please see report. The PSAs are finished. They will be uploaded, duplicated and shipped.
  - The committee is working on the TVC entries.
  - The committee is working on a survey to the membership. Lori’s comments will be incorporated.
15. Childrens/Youth – Pam Carlson
  - Please see the report.
  - The Survey monkey sent out for slogans, will narrow down before April.
  - Discussion about the Ireads program also being sports and fitness in 2015. CSLP’s surveys have indicated a strong preference for a similar theme in 2016. Group agrees that we will go with membership preferences, regardless of the selection of a theme by Ireads or any other program. We believe our value will speak for itself.
  - The process includes: send out a survey for each program in advance. Narrow down before April to about 20. When we get to Atlanta, individual committees will narrow down to top 5 then we’ll vote in general meeting. No suggestions or wordsmithing.
  - There are more Pinterest followers and members like the crafts.
  - Carlson will be sure to coordinate with Black about the website, FB and Pinterest buttons.
16. Teen – Elizabeth Rafferty
  - Teen manual committee has turned in their final updates and edits to the manual.
  - Kat Redniss has been asked to be a second chair for the Teen Manual.
  - There is no official teen Pinterest page currently.
17. Adult – Martha Shinnors (discussed earlier in meeting)
  - The draft from Patti was sent out to the committee to positive results.
18. Early Literacy – Michelle Willis
  - Have received up to 6 chapters, but expect more.

- Will continue to work with Carlson on the joint meeting in Atlanta.
19. Annual Meeting – Karen Day
- a. Chairs review of orientation booklet
    - Chairs need to work on the booklet.
    - Black asked about confirming host duties.
    - New members will receive a mentoring letter.
  - b. Registration – each board member needs to register
    - All members have completed registration.
  - c. Make own lodging arrangements
    - Everyone has made lodging arrangements except three members. Day will follow up.
  - d. Make travel arrangements
    - Board should make their own travel arrangements.
  - e. Patty Sinclair – gift
    - Discussion about gift items for the last manual that Patti will complete (2014): stationary, clock and pen.
    - There was a motion by Carlson with a second by Rafferty to provide \$100 on a gift for Patti Sinclair. Motion carried.
    - Additional discussion was that we should provide a \$100 memorial for Karen Drevo on the loss of her husband. Rockwell moved, Tomlianovich second. Motion carried. It will be specified as a donation to the children’s department.

Meeting adjourned 4:09 p.m.