

Board of Directors Meeting Minutes
March 2, 2016
1:00 p.m. CST

MEETING CALLED TO ORDER BY MAC BUNTIN, PRESIDENT

QUORUM

Quorum was established with the following-

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

Excused- BriAnne Baxley, Elaine Black, Charlotte Johnston

ATTENDANCE

Sherry Siclair, Executive Director

Karen Day, Contractor, Day Time Associates

MINUTES

Minutes from meeting February 3, 2016 were reviewed. Motion made by Karen Yother to accept minutes; seconded by Sharon Rawlins. Motion passed.

COMMITTEE REPORTS AND AGENDA ITEMS

Finance

Treasurer McLain presented financial reports and was discussed.

Treasurer reported as of February 26, 2016:

Year-to-date (YTD) we have received \$397,674.42 in income. Our YTD expenditures are \$396,879.80. We have YTD positive balance of \$794.62.

2016-2017 Proposed Budget

Proposed budget sent out, good discussion. Matt working with Sherry to cut in many areas as possible

Proposed income and expenditure \$704,954. Transfer from Operating reserve \$99,889

Budget and Finance Committee approved budget

ACTION

Motion made by Ann Hoey to accept proposed 2016/2017 budget as presented.

Karen Yother seconds. Motion passed.

Executive Director's Report

Report presented and discussed. Strategic Plan summary sheet will be ready to distribute at annual meeting. Executive Director plans to meet with membership committee to discuss current Organizational Handbook; still focused on outcome measurement and checking in with sites; received \$300 from Movie Licensing USA; new vendor contract is moving along with help from Chrissie, Upstart payment of \$10,000 will be broken up into two payments a year. There was concern from person in New York in regards to thanking the military. Disclaimer was put in the front of the manual.

Manual Survey

It was agreed by 91.5% to removing front section of paper manual. Moving from CD to USB was highly favored by Reps that took the survey. Arrangements will be made to provide a DVD to those without access to a USB. There has been a positive response to pricing structure of \$8.00 for a single library location, \$10 for USB with login and \$20 for paper manual, USB with login. No resistance from Reps to pay for shipping but need to clarify that manual cost is per site not library system. President and Treasurer will further discuss the 17 states that had not responded to the survey. Ad hoc committee will continue to discuss membership fee structure.

Rules of Use procedures

Vendor contract is not complete yet and has not gone to the ROU committee. Uncertain if ROU rewrite will make 2017 printing date, but do not expect a lot of change.

Sandy presented questions for board to think about. Please email responses to Sandy by April 1st.

Topic #1: The ROU are in place to protect the financial interests of CSLP and Upstart. By purchasing the manual/art the members are agreeing to the ROU and CSLP requires members that want the artwork and slogan to buy from Upstart or work with Upstart on large orders. That is the way we make money on Upstart orders.

1. Should the E.L. and Children's program art (CSLP art) be mentioned separately in the ROU and handled differently?
 - Identifying it as CSLP art?
 - This would allow members could pay a fee to use the CSLP art or other stipulations could be added to just the CSLP art.

Topic #2: CSLP is moving toward an online manual.

1. Currently, the art is included when you talk about "the manual".
 - Should this continue?
 - Should the art be broken away from the manual chapters and sold separately?

2. Does the CSLP board care about controlling the art?
 - Currently we don't regulate how members use the art unless they are creating large quantities or custom printing, should this attitude continue?
 - How can we control the art?
 - Should each image have a "mark" on it?
3. Are we working on another vendor contract for smaller runs or customized runs?

Topic #3: The Macauley art is a work for hire, meaning the artist has created original artwork and sold it to CSLP. Once the art gets out into the world, permission is requested from the general public for various uses of the art. This is mostly the spot art and specifically refer to the Macauley art in your thinking of this, not the images designed by the graphic designer. How do you see CSLP controlling this art **after** the 2017 program year?

1. Do you think permission should be freely given to individuals or entities to use the art for non-profit things? (examples: using an image as the cover of a program for a school play, using an image for a school bookmark, using an image in a doctoral thesis, creating flashcards for student use)
2. Do you think that members and non-members should pay to use the art for-profit things? (examples: using an image on a library card, creating a t-shirt with image, creating wall stickers for the library using the art)

Strategic Plan Update

Brief summary will be presented to the membership describing what the plan was, what has been accomplished, what is still ongoing and what the next step will be.

Parker Web

All is moving well with minor glitches. Currently in a holding pattern to make final changes. We are now completely free of Reingold with the last payment made to them.

Social Media Committee Update

Met Feb. 25th and discussed the primary purpose of social media, website, social media outlets, purpose behind those, pros and cons, rules and responsibilities for each social media site to be considered such as posting frequency, who controls the account, and who can post. Currently focusing on Pinterest account as current person in charge of account may not be able to continue. Perhaps several people can contribute to Pinterest and FaceBook. Final proposal will be sent to the Board for approval that will be presented at annual meeting.

Spanish Language EL Manual

Currently in search of a writer for 2017 Spanish Language EL manual. Job description was created and position was Announced through Inclusion committee, Board, and Early Literacy committee. Group of volunteer librarians from Colorado will be helping as editors and provide feedback. So far there is one good candidate. Cheryl will send notification to State Reps.

Nominating Committee

Feb. 26th was deadline for committee to nominate slate of officers. Board slate and committee Chair nominations will be finalized on March 7th. All openings have been filled with a nominee. In an effort to stagger term end dates, Children's and Teen Manual Chair is set for two years, Adult and Early Literacy Chair will be one year with an option to run for the two year term afterwards.

Annual Meeting Update

Only 42 days till Annual Meeting. Currently 75 people registered with details being finalized. Need printed report from Board Members by March 28, 2016. As of this morning Bermuda is now provisional CSLP member for 1 year.

ADJOURNMENT

Motion made by Karen Yother. Seconded by Matt McLain.

Motion passed.

Next Meeting: April 19 and 22 in Salt Lake City, Utah and May 4, 2016 via conference call.

Minutes respectfully submitted by Josephine Camarillo, Board Secretary.