



**Board of Directors Meeting**  
**February 1, 2017**  
**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, Chrissie McGovern, Matt McLain, Sharon Rawlins, Sandy Wilkerson, Karen Yother

Absent- None

**ATTENDANCE**

Karen Day, Day Time Associates

**MINUTES**

Minutes from January 4, 2017 meeting were reviewed. Correction made on meeting date. Motion made by Wilkerson to accept minutes; seconded by Hoey. Motion passed.

**COMMITTEE REPORTS AND AGENDA ITEMS**

Financial

Treasurer McLain presented financial reports and was discussed. Treasurer reported as of January 31, 2017:

Year-to-date (YTD) we have received \$475,316.24 in income. Our YTD expenditures are \$317,268.62. We have YTD balance of \$158,047.62.

2018 Proposed budget was presented and discussed. It is a balanced budget. Proposed budget to be approved at March board meeting.

- Slight increase in direct sales
- Meeting expenses has stayed the same
- Tax appropriations and bookkeeping budget increased as CSLP will now be paying for it instead of Daytime Associates
- Manual expenses will remain the same but shipping costs will decrease significantly
- Budget for OC is flexible for negotiations and can also include onboard training
- Spanish/Early Literacy manual budget is now included
- Increase in advertising budget (potentially for PNLA)

Organizational Coordinator Update

Currently there are 18 applicants with a few more weeks till it closes. Search committee will be reviewing applications. Please bring suggestions for training. In person interviews tentatively scheduled for the last week of March.

### Partners, Sponsors, Resources, and Allies

A few organizations and businesses have contacted Lisa with interest in becoming a sponsor and/or ally. They would like to use the CSLP logo on their website and have CSLP list them on their website as well. CSLP does allow organizations to use the logo with the trademark with permission. Businesses can use the logo at a minimal cost. Lisa will contact Lydie to create a process/procedural table to help answer future questions and stay consistent. A pdf document will be created to be posted on the Resources webpage listing additional relevant resources to current theme year.

### Membership/Policy Revision

Travel policy was voted on however a revision was made with new language:

Revised first paragraph of travel policy:

When the Board has face-to-face meetings, CSLP will pay for one hotel room per attending member of the Board of Directors and for the CSLP Office Representative and the Organizational Coordinator. *The CSLP Office will also arrange air travel to meetings for each Board member as well as the CSLP Office Representative and the Organizational Coordinator. CSLP treats manual and committee chairs and board candidates the same as state reps as far as travel and attendance at the annual meeting.* Travel expenses will be paid or reimbursed by CSLP with applicable receipts. Mileage will be paid at the current federal reimbursement rate, but cannot exceed the cost of round trip airfare from the usual duty station to the meeting location.

### **ACTION**

Yother motions to accept revised travel policy. Wilkerson seconds. Motion passed.

### Nominating Committee Update

2017 Slate of Nominees are as follows:

Vice President/President-elect: Chrissie McGovern (NC)

Secretary: Josephine Camarillo (WA)

Treasurer: Anne Lemay (NJ)

Membership: Sally Snyder (NE)

Vendor: Deanne Dekle (NM)

Children's Program: Tanya DiMaggio (LA)

Inclusion: Lisa Hellman (MO)

At Large Members:

Cathy Lancaster (MI)

Jamie Chipman (UT)

Rule of Use- intentionally vacant; duties to be fulfilled by Organizational Coordinator  
Members can vote on slate before annual meeting. Possibly have mid-March elections

### **ACTION**

Betting motions to accept 2017 slate of nominees. McLain seconds. Motion passed.

### Amendment to Vendor Agreement

Melissa was contacted to make an addendum to contract for a smoother transition. She suggested to leave language the same.

Motion made by Yother to approve Vendor Program Addendum. Wilkerson seconds.  
Motion passed.

### Office Email Changes

Worked with Advantage and Parker Web to move all CSLP lists. All 37 email lists have been moved over. CSLP email is now hosted on Cartika, same as where the manual is hosted. Parker Web has been very helpful.

### Lawsuit

Melissa currently handling lawsuit but still a work in progress.

### Annual Meeting

Attendees are registering and booking their rooms.

### Updates

- Annual Meeting- Speakers will include SC State Librarian and the Director of Charleston County Libraries. Denise Lyons has offered to do a board training on last day. David Lankes still pending.
- Best Practices applications – Applications were sent out in December. CSLP will pay for mileage for those not already attending the meeting.
- 2017 Summer Reading Champion PSA- No update.
- Blue Slip contract for 2017 (March-July 2017) would be about the same and they are still willing to take a reduction and charge \$1000/month, no vote yet.
- Teen Video Challenge – Request for funding from Jana Fine. In budget for 2017-18 but will need to be requested for 2019 fiscal year.

### Other

- Manuals- content should be done soon with all manuals. BriAnne would like to discuss how to strengthen manual committee and be more organized. To be discussed at annual meeting.
- Rock and Roll Hall of Fame- Elaine still working with them and had an initial conversation. She is also still working on timeline.

## **ADJOURNMENT**

Motion made by McGovern to adjourn. Seconded by Betting.  
Motion passed.

### **Next Meeting: March 1, 2017, 2PM CST**

Minutes respectfully submitted by Josephine Camarillo, Board Secretary.