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## **CSLP Board of Directors Meeting**

**December 5, 2018 1:00 p.m. CST**

11:00 am PST/12:00 pm MST/2:00 pm EST

**ZOOM Video Meeting**

### **1. Roll Call – Karen Day**

Board members: Chrissie McGovern, Josephine Camarillo, Cindy Christin, Anne Lemay, Matt McLain, Deanne Dekle, BriAnne Newton, Sally Snyder, Jamie Chipman, Cathy Lancaster, Beth Yates, (Guests) Janet Dwyer from Ohio, Greta Bergquist from Oregon

Administrative: Luke Kralik, Karen Day

### **2. Call to Order – Chrissie McGovern**

1:01pm CST

### **3. Welcome guests**

Welcome Janet Dwyer from Ohio and Greta Bergquist from Oregon!

### **4. Approval of the Consent Agenda**

- a. November 7, 2018 minutes - Cindy Christin
- b. October Financials Management Report - Anne Lemay
- c. November RFP Update - Luke Kralik
- d. 2019 Manual Update - Karen Day

Motion to approve consent agenda made by Sally Snyder, Chipman seconded. Motion passed unanimously.

### **5. Unfinished Business**

#### Job Descriptions Update – Luke

Kralik has received almost all the job descriptions to help our membership understand what we do. These will be included in the organizational handbook.

### **6. New Business**

#### 2019 Annual Meeting Steering Committee – Luke

Applications closed last week and we had five outstanding applicants. Kralik recommends that we accept all five applicants. Yates mentioned that all five are state representatives; Camarillo is a public librarian who will serve as advisor and is excited about the committee members. Important that meeting participants know that they bring information back to their states.

### Fine tuning of CSLP Website menu – Luke/Karen

Kralik feels that website needs some pruning; meeting with Parker Web tomorrow to talk about future plan. Wants to keep overall look of website the same. 2020 will have addition of online storefront as well as manual. Complete overhaul may need to happen in a few years. Kralik and Day created a chart of the CSLP menu and some of the changes that might be made, such as Programs & Themes so members can easily find information. Want to keep language simple.

Motion to approve website changes brought by Dekle, Snyder seconded, and motion passed.

### Guidelines for attending/presenting at a conference on CSLP- Luke

We didn't have guidelines for members presenting at conferences and were discussing on a case-by-case basis. These guidelines allow us to communicate out to committee chairs and members another way to get important information out to our states and territories, such as summer lunch programs and other current topics. Petitions to present will go to the CSLP Board. McGovern explained that these guidelines originated with a committee chair who presented at a conference.

Motion to approve guidelines with intent to include in organizational handbook. Motion by McLain, seconded by Dekle. Motion passed, Lancaster abstained.

## **7. Other business**

McLain had four responses to join the Nominating and Leadership Development Committee, and would like to approve all four. McLain will contact the four interested members and will report back to the Board.

Camarillo and Kralik will present at a joint Washington and Oregon Library Association next spring. Lancaster will present a Smash up of NASA workshop at Michigan Library Association conference in March.

## **8. Comments from guests**

None.

## **9. Next board meetings: Wednesday, January 9, 2019 – ZOOM Video Conference**

Send agenda items to Karen Day by December 31.

Dekle moves to adjourn. Seconded by Lemay. Adjourned at 1:36pm CST.

Minutes submitted by Cindy Christin, Secretary