

## CSLP BOARD MEETING

**April 3, 2019 Austin, TX**

Attendance: Anne Lemay, Beth Yates, BriAnne Newman, Cathy Lancaster, Chrissie McGovern, Cindy Christin, Deanne Dekle, Jamie Chipman, Josephine Camarillo, Karen Day, Luke Kralik, Matt McLain, Sally Snyder

Call to Order 9:10 am

Approval of Consent Agenda: Lancaster motions to pass; Dekle seconded. Motion passes unanimously.

### **Update: Luke Kralik**

Welcome! Lots of work these past six months; important that we are all on the same page.

Goals:

- Current understanding on all 2020 program initiative
- Develop the CSLP Administrative Position
- Expand CSLP's capacity for feedback, assessment, and continual improvement

When we meet again we will start strategic planning again; it will be a very different landscape.

Comments were shared about opportunities to engage and have voices heard. What do we want input on? What decisions do we need to make? The collaborative piece of our organization is important.

### **2020 Finances and Document Signing**

CSLP will purchase \$1.1 million worth of inventory. We will borrow \$1M to finance this, and will pay down the loan as sales come in. In the future CSLP will build up a cash reserve to purchase inventory. Each successive year CSLP will borrow less and less, until borrowing funds to finance inventory will no longer be needed

This inventory represents \$2.5M in sales. Interest will have to be paid (about \$35,700) so we are hoping to borrow less in the future

A discussion was had about putting in our budget a line item for overage.

### **Nominating Report Update – Matt McLain**

Nominating and Leadership Committee has met; nomination process open until end of April. Committee will make sure there is a good slate of nominees and candidates will be announced in June. This will be shared with state reps and candidates will be shared on Tuesday evening at our annual meeting.

Election opens on Wednesday and a laptop will be available for voting. We will close the election Thursday night.

Term starts January 2020. All state reps, candidates, and board members can vote.

Leadership Development has not been the primary focus this spring, but some ideas we are looking at include future leaders sit on Board, committee members serve on Board, and Board members can serve as committee chairs. Board members serve as mentors; we will work on having a paired mentor with new attendees. People we know can be encouraged to run for election. We will work closely with Membership Committee.

Succession discussion. Vice President and Past President serve on Leadership Committee. If Leadership is its own committee then Nominating is only active 6 months of the year.

Annual meeting an essential experience, and hard to imagine being a state rep without attending. We need to know who from our state is on committees; these may be our future leaders. We need to be building our engaged librarians.

ACTION: Explore Zoom meetings as a way to reach out to our membership.

### **Storefront Update and Discussion**

Looked at t-shirt designs for “Imagine Your Story” and discussed staffing and time for design work.

Goal is to have a consistent design throughout.

In order to ensure the online storefront is a success, it was decided that all old accounts would be purged and member libraries will have to reregister for the 2020 program year.

Additional details were discussed.

The Board broke up into small groups to talk about the following:

- Role of Vendor Committee
- Product Line
- Art begets design
- “Discount Sales” and Excess Inventory

Lunch break; Meeting resumed at 1:09pm

CSLP Personnel Policies were updated; the Board will vote on these Friday morning.

Details on the Administrative position were shared.

Time line of this search is from April 2019 to May 2020. We have a list of job duties, a rough list of desirable skills, and a salary range. What we need: job description, job post, written description of benefits, “employee handbook”, interview questions, and interview format.

Kralik passed out information about his job duties, a list of Admin duties, and a worksheet to determine duties for this position. Prior to this we looked at job duties and put them into categories: Customer Service, Planning, Finance, Office Skills/Tech.

Hiring committee: Luke, Karen, Chrissie, Deanne, Brianne, Josephine, and Anne. They will work with the ideas generated today to develop a job description.

Executive session began 3:51 pm

## **Thursday, April 4**

Meeting began 9:10am

### **Manual Process and Review**

Idea committee applications June-July, idea submissions July-Nov, design work begins March.

Changes to the 2020 manual were discussed. With this big change, we know that not everyone will be happy. What will we do with complaints? What does valid criticism look like? How can we improve?

What parts of the manual are we willing to change?

How will we communicate responsive change?

### **CSLP Summer Programming Survey**

Something new:

CSLP is not data rich. . . we know the number of states participating and names of libraries; sales reports; manual sold; stats on files downloaded; annual meeting reports; newsletter sign-ups. 16,000 number is how many libraries are signed-up but no way to know which ones are using the program.

SUMMARY: Annual tool valuable for all states, and ability to add state-specific piece also valuable. Perhaps CSLP meets with IMLS about their surveys.

What 2-3 outcomes does CSLP want to measure? (Discussion will resume later.)

### **School Outreach Committee Review Zoom meeting with Tanya DiMaggio**

Recap of a presentation for Louisiana Library Association (*Why Summer Learning*), which was sent to Board members. One of the goals was to create a product and a presentation, which we accomplished. Audience was both school and public libraries, and they shared a lot of problem-solving.

Communication was a key issue. School librarians pointed out that public libraries need to understand responsibilities and schedules of schools, such as summer reading visits during testing time. Sharing booklists and other things were very helpful. Were they included in the ALSC guidelines?

Obstacles? Frustration from both sides.

Plans for future presentations were discussed.

A discussion on including the voices, and research from the educational field was had.

Tanya is stepping down as chair for School Outreach, but is still chair of Children's Manual.

### **Annual Meeting Steering Committee Update – Luke & Josephine**

Committee comprised of reps from Oregon, Maryland, Georgia, Rhode Island, North Carolina, Washington, plus Luke & Karen. Josephine shared some of the concerns about the annual meeting. They created a meeting mission statement: To guide/lead/discuss the future of CSLP and Summer Programming. A draft agenda of the annual meeting that spans over four days was shared.

They would like committee tables so new participants can find out what each committee is doing. The group prefers a meeting model rather than a conference.

Four action points to discuss among membership:

1. Direction of program manual
2. Items in product line
3. Rules of Use
4. Budget/sustainability

Plans for the Board to meet as a group at the Annual Meeting were discussed.

### **Membership Engagement and Communication**

Committee members are contacting state reps (minus the board) to connect once or twice using Google Docs. Goal is to let reps know that we want to hear from them.

We returned to our outcome discussion. Met in groups of four to create a list of potential outcomes CSLP might measure in an annual survey.

Think about what CSLP hopes to accomplish, and how we might measure success.

Recess at 4:35 until tomorrow.

### **Day 3 Meeting began 9:07am**

Looked at Personnel Policies and made some small changes. Discussed *Refusal of Gifts or Gratuities*. Decided to accept gifts under \$50 and report anything over that amount.

Also slightly changed weapons policy to only CSLP duties at any meeting or event, but not applicable for at-home employees.

*Death in the Family*. Change to up to five (5) days for any death in immediate family and allow three (3) days paid leave for family outside the immediate family.

**Wrap up** – Luke

In order to be “the best board member” possible, what do you need to know about how the State Reps interact with CSLP? What do you need to know about how frontline librarians interact with CSLP?

Board members were able to look at the final choices for incentives from Rhode Island Novelty (from 200 to 16). Kralik asked everyone to name the items for the catalog in a quick round of creative thinking and after a lot of brainstorming and laughing we came up with some fun names for the catalog items.

Motion to adjourn by Snyder, Dekle seconds. Motion passes. Board Retreat adjourned at 10:21 am

Minutes respectfully submitted by Cindy Christin, CSLP Secretary