

CSLP Board Agenda

Wednesday, March 1, 2023

2:00 p.m. EST

11:00 am PST/12:00 pm MST/1:00 CST/2:00 pm EST

Board Members

Cathy Lancaster - President
Donna Throckmorton – President Elect
Kate Smith – Secretary
Deborah Dutcher – Treasurer
Beth Yates – Past President
Adrienne Butler - at large
Lysha Thompson – at large
Katie Perkey – at large
Jasmine Rockwell - Vendor
Amelea Kim - Membership
Erin Groth - Manual Committee
vacant - Executive Director
Melissa Hooke – Admin
Alyssa Graybeal – Manual Managing Editor

1. **Roll Call** – Melissa Hooke

Cathy Lancaster, Donna Throckmorton, Kate Smith, Deborah Dutcher, Beth Yates, Adrienne Butler, Lysha Thompson, Katie Perkey, Jasmine Roswell, Amelea Kim, Erin Groth.

Melissa Hooke – Admin

Alyssa Graybeal – Manual Editor

2. **Call to Order** – Cathy Lancaster at 2:05 EST

3. **Welcome guests** - Carrie Sanders - Maryland, Sharon Phillips, NY – Sara White – WA; Sharon Rawlins – NJ; Kelly McCabe, NMSL; Lexi Whitehorn – ND; Karen Liu – UT; Janet Ingram O OH; Amanda Raiche – SD; Amy Olson, KY

4. **Approval of the Consent Agenda**

- a. January 2023 Board minutes – Kate Smith
- b. Budget – Deborah Dutcher
- c. Motion to approve by Amelea Kim, seconded by Beth Yates. Passed unanimously.

5. **Unfinished Business**

- a. Board Liaisons to Committee Chairs – Donna Throckmorton – We need to appoint board liaisons for committees. The following board members agreed to these appointments:
 1. Katie Perkey – Statistics



2. Kate Smith – School Outreach
 3. Cathy Lancaster – Social Media
 4. Jasmine Rockwell – Artwork
 5. Beth Yates – Child and Community Well-Being
 6. Lysha Thompson – Inclusion
 7. Deb Dutcher – Budget and Finance
- b. Executive Director Search Committee Update – Beth Yates – The search committee met five candidates via Zoom last week. We narrowed it down to 3 candidates who are invited to our board retreat March 21-24. We will spend the first half hour to review procedures before interviews. Our goal is to hand out a packet at the retreat to give you an idea of how things are going to work. Cathy thanked the Exec. Dir. Search Committee for huge amount of work but it is really exciting to be to final interviews. Alyssa will attend via Zoom.
- c. Nominating Committee Update – Beth Yates – Things have settled down with Nominating Committee.
1. Angela Germany elected to Early Literacy Manual Chair. She was with the LA State Library and has served on manual committee before. We want to thank Beth Ratliff for her service.
 2. Amelea Kim has moved to the Membership Chair.
 3. Sara White has agreed to be on the Nomination and Leadership committee
 4. Katie Perkey has served her 2 years as Children’s Manual Chair; Katie Stuck has agreed to be the new chair
 5. Lysha moved that we approve the new chairs; Jasmine seconded. All in favor – motion passes.
- d. Artwork Update – Melissa Hooke - Jasmine and Melissa had a meeting with Juana; she will get us 4 posters by mid-March and spot art. We spoke to Tana to get all deadlines. Jasmine is communicating exactly what we know to our design house. They are seeing the sketches so they have a good idea of the feel or the art. We have asked them to use fonts that are reproducible. Cathy noted that Brian Floca is operating on a different timeline and we should start seeing his sketches in June 2023



for the 2025 contract. Melissa has been emailing with Brian and he is very excited about working with us.

- e. Invisible Youth – Adrienne Butler - Adrienne said that Luke wanted us to look at identifying youth who aren't served because we might not see them – hospitals, juvenile facilities, shelters kids with parents who are neglectful, etc. She met with folks who help youth transition from foster care to adulthood. Adrienne will be presenting on this in Oklahoma and is working on finding a way to make this national. There will be an ALA webinar on reaching underserved populations in March. Adrienne will put things together to share.
- f. Policy Manual Review – Amelea Kim - Most edits seemed fine.
 - 1. B.3 Board Agreements and Review of Duties – we can make edits on that in March retreat.
 - 2. C. Personnel – part of a larger discussion about where this came from. Can discuss at board retreat. Will add that Vendor committee chair will work with Artwork committee.
 - 3. Made suggestions to E.4 Challenges. This addresses challenges inside the group, but what about challenges from outside the group. Discussion about how libraries are being targeted for funding. How can we respond to a challenge. Might need to talk to legal counsel about suggested wording. Have a policy to follow if we have challenges. Adrienne suggests we look into ALA wording. Jasmine is assessing requests to join the social media toolkit. Would the committee be willing to add a separate layer of approvals before we get much bigger? Lysha commented on expectation of challenges to policies so possibly make wording more general to meet multiple needs. Amelea agreed that broadening the language might be helpful. Amelea will talk to Adrienne, Beth and Cathy about other editing. Cathy said we can vote in April to accept final changes.
- g. Partnership Updates – Cathy Lancaster
 - 1. Possible partnership with PBS Books, but timelines are a challenge

2. We have a new timeline with NBC's Read with Jenna. They have a proposal for CSLP to consider for the partnership.

6. New Business

- a. Cathy Lancaster - We have a new planning calendar and additional resources online for the manual, thanks to Kayla, a former state rep. Summer Reading Logs are coming soon to the online manual.
 - b. Cathy Lancaster – Some of the things we will cover at the board retreat include transitions with committees and chairs; state memberships, potential partners (especially those we are still hammering out), a manual report; communications will maybe get a draft going for a job description; how we do finances.
7. **Other business** – Adrienne suggested we check with our healthcare resources as people will have to start reapplying for SNAP benefits this year. We should find out what the people in our state agencies are doing in order to spread this information as there are all new forms.
 8. **Comments from guests** – Hello from Sharon Rawlins. Sara White asked about the timeline for the Communications person – we hope to draft some language and bring the new executive director into that process.
 9. The Annual Meeting will be held the week of either Sept. 11-15 or Sept. 25-29; both dates are being held for now. We will check with the incoming Executive Director's schedule before confirming.
 10. Next board meeting: **April 5, 2023** at 2:00 pm EST via ZOOM
 11. Cathy Lancaster moved us into Executive Session at this point.