

CSLP Board Agenda

Wednesday, July 12, 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
Dawn Krause - Executive Director
Melissa Hooke – Admin
Alyssa Graybeal – Manual Managing Editor

1. Roll Call – Melissa Hooke

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

Dawn Krause – Executive Director

Melissa Hooke - admin

Not in attendance – Deborah Dutcher, Alyssa Graybeal

2. Call to Order – Cathy Lancaster 2:02 pm EST

3. Welcome Board and Guests

Barbara Curry (AL), Sara White (WA), Brian Greene (WY), Sharon Phillips (NY),
Carrie Sanders (MD), Jeni Schomber (WI), Sulin Jones (NV), Sandy Wilkerson
(KS), Kate Brunner (CO)

4. Approval of the Consent Agenda

a. June 2023 Board minutes – Kate Smith

b. Budget – Deborah Dutcher

Donna Throckmorton moved to approve, Amelea Kim seconded. Passed
unanimously.

5. Unfinished Business

a. Updates from the Director – Dawn Krause

There is a lot happening to get our finances cleared up. QuickBooks
should have more functionality, but it hasn't been reconciled since 2019
so Foundation Group is helping with recovery. Invoicing has been

cleared up. Dawn and Melissa are working on making Woo Commerce, our online sales storefront, work with QuickBooks. Information must be transferred into QBO for invoicing. Melissa has been manually editing each transaction, which isn't effective. The new app with QBO should fix that. The Finance Committee met to address the budget and that will be moved forward in August. We are moving ahead on 2024 artwork. Dawn and Melissa had a good time at ALA and had great foot traffic. The transitions team has been working hard with Dawn and are considering the idea of a hub where things can be shared.

b. Vendor Update – Jasmine Rockwell

Jasmine has been approving items with Methodikal and they are almost done. Tana has turned over digital proofs for us. Original shirt colors may not work after all, so Tana is going to make some proofs for us to approve. We will be opening the store in October to accommodate some of these late changes. Costs and shipping are a problem for some libraries, so we are looking at possible changes to help with that.

c. Update on process of State Reps from non-member states – Amelea Kim

This group met at the end of June for general discussion. They are asking for some indication on the website for full member states and providing a separate area for non-member state contact information. There isn't a formal process in place for contact info from non-member states. It was proposed that if 25% of libraries in state are represented, they would be given a voting state representative. We will look at those states and assess the percentage of participating libraries. Donna raised the question of how the state rep would communicate with member libraries; Cathy pointed out that CSLP can create Listservs that would work in that capacity. Donna suggested they receive a state contact instead of state representative. Amelea said they would look at non-member states and assess what kind of representation each state has. Cathy asked if that information could be available by the annual meeting, but Melissa said that will require some sleuthing as membership is wrapped into shipping costs and isn't easy to determine. Melissa will work on this data. Cathy suggested we discuss this at the

annual meeting. Amelea said yes, but she would rather have a proposal and allowing discussion. Amelea will send information to the board via email. Dawn said that there may be other issues like perks of being a state member shouldn't be watered down, and that other things like invoicing are affected as well. There was discussion about the history of when states/islands joined or if there are any consequences of states leaving. Dawn mentioned a tiered level of membership as a possibility.

d. Update on Rules of Use – Cathy Lancaster

Dawn had Lysha and Beth volunteer to help; Jasmine and Sandy have also volunteered to help out with determining any needed changes in ROU.

e. CSLP Policy Document – Amelea Kim

Dawn has found multiple documents that cover many issues addressing policies. The policy manual is great and has a lot cleaned up, but there are many things in there that aren't policies. Amelea proposed that she would look through the transitional manual, other large encompassing documents, and the organizational manual with things that need to be updated as well. Dawn feels that there should be both an organizational manual that is all encompassing and a policies manual that is separate. Cathy would like there to be a formal approval and adoption of them at a later meeting this year. Amelea will have a draft available in October.

f. Transitions – Lysha Thompson

Lysha sent a very basic transitional guideline with a more thorough organizational workbook too. It would be good to have it stored on the website as well. Dawn added that there will be a login from the main CSLP page to get access to this separate WordPress site that would give them access to documentation and the "Hub." There will be no financial cost, but there will be administrative costs associated with it, but it should pay off with people answering their own questions in the future. They have approval to move forward. Lysha also asked for individual board members to look over job descriptions for transition of positions.

6. New Business

a. US Forest Service and Smokey the Bear – Deb Dutcher

Deb was unable to attend, so conversation was tabled.

- b. Leadership & Nomination Committee slate for Annual – Beth Yates
There was a slate presented in the board packet. Amelea moved to accept the slate as presented; Katie seconded. Motion passes. Beth will ask nominees for videos and bios by the end of the month. Those will be posted on the website when they are collected.
- c. By-Laws – potential changes to elections and updates – Cathy/Beth
In the recent past, we have made mid-term elections and appointments open, but our By-Laws weren't clear on whether we can have more than one election. Changes will need to be voted on by entire membership. Beth will look over this and bring it back next month. Tabled.
- d. Building Equity-Based Summers - Dawn Krause/Sara White
Sara shared information about the IMLS project which encourages libraries to think deeply about equity and how that applies to Summer Programming. CSLP has been invited to the initial trainings to be a supportive group. <https://equitybasedsummers.org/>
Thank you to Sara for inviting us to be part of this project. Sara shared that in the training she has done in her state, it isn't about getting rid of Summer Reading programming, but more about how to think about what summer looks like and how to make our programs more equitable.
- e. CSLP Conflict of Interest Policy – Dawn/Cathy
Cathy shared the Conflict of Interest Policy. Dawn would like for us to have input on it, and it should be signed every year. Needs to be in the minutes every year. Download it, read it, and send back thoughts and ideas to Dawn and Cathy.

7. Other business

8. Comments from guests

9. Next board meeting: **August 2, 2023** at 2:00 pm EST via ZOOM

10. Executive Session at 3:21 pm EST

Kate made a motion to approve payment of \$26,400 to the Foundation Group for back work on accounting services to rectify CSLP's bookkeeping. Beth seconded. Discussion. All approved.