

CSLP Board Agenda

Wednesday, Aug. 2, 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** – Kate Smith

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

Dawn Krause – Executive Director

Alyssa Graybeal – Manual Managing editor

Not in attendance – Erin Groth, Melissa Hooke

2. **Call to Order** – Cathy Lancaster 2:03 pm EST

3. **Welcome Board and Guests**

Kelly McCabe (NM), Evan Michael Bush (GA), Carrie Sanders (MD), Brian Greene (WY), Sharon Rawlins (NJ); Sulin Jones (NV); Barbara Curry (AL); Amy Olson (KY); Sara White (WA); Susan Cordle (DE)

4. **Approval of the Consent Agenda**

a. July 2023 Board minutes – Kate Smith

b. Budget – Deborah Dutcher

Jasmine Rockwell moved to approve; Beth Yates seconded. Passed unanimously. More invoices have been paid; Deborah thanked staff who worked on this and the states that have cooperated with getting that cleared up.

5. **Unfinished Business**

a. Deborah Dutcher asked that we go into Executive Session at the end of the meeting. Approved.

b. Updates from the Director – Dawn Krause

There will be some moderate price increases overall; we haven't increased the cost of items in many years and with the increase in shipping costs and purchasing costs, we need to adjust for that. We have really taken a hit in shipping; we've tried to subsidize as much as possible but can't anymore. Shipping for small orders is very expensive and will try to adjust that by shipping on higher cost orders going up.

c. Nomination & Leadership Committee – Beth Yates

The School Outreach Committee chair nominee has repealed her name, so the committee met to talk about being in flux anyway. They wanted to discuss this at the annual meeting, so the N&L committee decided not to search for another chair while the future of that committee is in flux. Beth was not sure if it's possible to take nominations from the floor; in fact, our bylaws say nominations have to be made 4 weeks in advance. If the committee continues, the board can appoint someone or have an election later in the year. Cathy suggested we let people offer to take on that committee if they're interested; Donna wanted to know if we want people to have a chance to sign up as a volunteer for that committee. Cathy said yes to leave it as an option for now.

d. Policy Manual Update – Amelea Kim

This is somewhat related to the transitions project Amelea took on with Lysha. They went through the policy manual earlier in the year and made updates. The organizational manual was reviewed with Dawn, and they moved things into the correct places. Amelea will have drafts for us to look over at the end of October. Amelea, Dawn, and Lysha met to go over the transitions manual and are asking the current officers to look over the current info and edit for their sections. There will be a new Google doc sent out for review. Please have this done by the end of August. Many board positions didn't have descriptions in the 2014 document, so they just need to be filled out with how the job is being done currently. Lysha said to feel

free to only edit YOUR section, not all of them. Cathy asked the committee to send reminders, so people won't forget to do them.

e. Annual Meeting Update – Cathy Lancaster

We are moving to a Virtual meeting. The committee is asking for state reps' shirt size for a SWAG bag for the conference. Be looking for that in the mail by the end of August. Please fill out the link to fill out. We are going to do two half days – start at 11 am EST and wrap up by 4:30 EST. There will be breakout rooms, so please update your Zoom app/browser to make sure tech works smoothly.

6. New Business

a. Membership Committee – CSLP State Rep Small Group Feedback

The group asked three questions: 1. Opinions on using an illustrator with the graphic design house; 2. What's working for you as a state library; and 3. What improvements state reps need from CSLP.

Feedback showed that what is most important is that the artwork is appealing, and that while artists can be fun for frontline librarians, the quality of artwork is most important. If the process can be made easier and more responsive, then following those formats is best.

This will be discussed more at the Annual Meeting. Cathy asked for the feedback from the committee. Amelea said people really like the manual, theme, and slogan; the Symposium; the store; CSLPS's purchasing responsiveness; and the Facebook group.

Suggestions for improvement were

- more professional development like the Symposium
- Potential partnerships on a national and regional level for coupons, nationwide businesses, etc.
- The idea of a user-created space where the materials that are being created can be shared and accessed.

Cathy said that will have to be handled with submissions to accommodate the Rules of Use. There are files on the Facebook group, but it could do with better organization.

- b. Suggested changes to the CSLP Bylaws – Cathy said there are suggested changes that will need to be voted on by the entire membership at Annual Meeting. Nominating committee wants to make changes to bylaws in cases of board positions that are vacated before the end of a term. Want to update wording to allow for special elections to be held as necessary.
7. **Other business** – Donna asked if we could do online voting for those changes since voting in an online setting can be challenging. Cathy planned to have a live virtual vote with a quorum in place.
8. **Comments from guests** - Evan got married!!!! Congratulations to him! Kelly from NM asked if we are expecting increases in membership fees or manuals this year? Board responded no. Changes in prices will be mainly in the storefront. If there are changes, we need 1.5 to 2 years for budgets to be adjusted.
9. Next board meeting: **September 6, 2023** at 2:00 pm EST via ZOOM

The board moved to Executive Session at 3:21 pm EST