

## CSLP Board Agenda

Wednesday, December 6, 2023

**2:00 p.m. EST**

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

### 1. Roll Call – Melissa Hooke

Cathy Lancaster, Donna Thorckmorton, Kate Smith,  
Deborah Dutcher, Beth Yates, Jasmine Rockwell  
Dawn Krause - Executive Director  
Melissa Hooke - Admin  
Alyssa Graybeal - Manual Managing Editor

Not in attendance: Adrienne Butler, Lysha Thompson, Katie Perkey, Erin Groth

### 2. Call to Order – Cathy Lancaster (2:04 pm)

### 3. Welcome Board and Guests

Sue La Paro (VA), Sharon Phillips (NY), Janet Dwyer (OH), Carrie Sanders (MD),  
Kelly McCabe (NM), Jennifer Redford (ID), Sara White (WA), Amy Olson (KY), Anna  
Foote (KS)

### 4. Approval of the Consent Agenda

- a. November 2023 Board minutes – Kate Smith
- b. Budget – Deborah Dutcher

Donna Throckmorton moved to approve the consent agenda; Beth  
Yates seconded. Motion Passes.

### 5. Unfinished Business

- a. Methodikal Proposal for 2025 graphic design - Dawn - We have a  
proposal to have all graphic design work done under one umbrella.  
Alyssa has developed a timeline so Methodikal can edit the manual  
this year. Jasmine Rockwell moved to accept the proposal, Deborah  
Dutcher seconded. Motion passes.

#### **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  
VACANT - Membership  
Erin Groth - Manual Committee  
Dawn Krause - Executive Director  
Melissa Hooke – Admin  
Alyssa Graybeal – Manual Managing Editor

- b. TS3 Contract Extension update for board – Dawn Krause - We have a 5-year contract extension with TS3 that has limited increases over time. The Executive Board approved that contract by email vote last week.

## 6. New Business

- a. Increased Costs - Dawn Krause - We are done with bulk manual ordering from states this year, so Dawn did a cost analysis for print manuals. It may be time for a slight cost increase for print manuals. We have already increased costs for items for 2024, so we need to be considerate of those increases for states. Cathy suggested an ad hoc committee to meet to consider how our costs affect states that have LSTA caps on spending. Dawn suggested we have someone from the Membership and the Statistics Committees should be on that ad hoc committee as well.
- b. Banking – Dawn Krause - Dawn proposes we get a second bank account with a branch that is close to Melissa Hooke that will handle just the deposits. The current system requires her to do mobile deposits and that is overly time consuming. Dawn has spoken to the credit union close to Melissa and they are okay with the number of deposits we have each month. This will also provide check images that will ease our processing and reconciling the checking account. Donna Throckmorton made a motion to open a new account at 802 Credit Union in Vermont; Beth Yates seconded. The motion passes.
- c. Committee Liaisons – Donna Throckmorton - Committees need Board Liaisons to support the committee, attend meetings as possible, update the board on the committee’s work, and support the chair as necessary. Donna shared the spreadsheet of committees and asked for volunteers.

Artwork - Jasmine

CCWB - Donna

Outreach - Kate Smith

Social media - Cathy

- d. Hawaii State Public Library System - Cathy Lancaster - Hawaii has sent in their formal resignation from CSLP. Dawn and Cathy have acknowledged their letter. We are leaving the door open and hope they can return when they can. Their departure will be on the agenda for the annual meeting in Fall 2024.
7. Other business
    - a. School Outreach Committee Name Change Request - Jennifer Redford, Chair would like to formally ask for the committee's name to be changed to Outreach Committee to reflect the wider scope of what the committee can do. Deborah moved, Jasmine seconded. Passes unanimously.
    - b. Passing of the Gavel – Cathy Lancaster/Donna Throckmorton - At the next board meeting, Donna will be taking over as CSLP President. Donna thanked Cathy for her service in this exceedingly hard year. Cathy thanked Beth Yates for her service for the past three years as she rolls off the board. Thanks also go to Adrienne Butler, Amelea Kim and Erin Groth for their time as well as they roll off the board.
    - c. Love My Library phrase discussion - Jasmine Rockwell - We recently discovered that the slogan “Love My Library” was trademarked right after we began putting the phrase on items, despite that we had done a trademark search before using the slogan. Our lawyer recommends that we take it off of our products.
  8. Comments from guests - Welcome to Anna Foote, our new state rep in KS. We're excited about the Summer Symposium tomorrow. Please send board agenda items to President Donna Throckmorton for January. CSLP offices will be closed Dec. 25th through Jan. 1st.
  9. Beth Yates moved to adjourn.
  10. Next board meeting: **January 3, 2024**, at 2:00 pm EST via ZOOM