

CSLP Board Meeting Minutes

Wednesday, May 01, 2024

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

In attendance: Donna Throckmorton, Kate Smith, Lysha Thompson, Evan Bush, Erin Groth, Katie Perkey, Jasmine Rockwell, Sue La Paro, Angela Germany

Dawn Krause – Executive Director
 Melissa Hooke – Administrator Manager

Not in attendance: Cathy Lancaster

2. Call to Order – Donna Throckmorton 1:03 PM CDT

3. Welcome Guests

Michele Walsh, Janet Dwyer, Carrie Sanders, Beth Yates, Kelsey Stalter, Barbara Williams, Jennifer Redford, Sharon Phillips, Anna Foote, Sara White, Kelly McCabe

4. Approval of the Consent Agenda

- a. April 2024 Board minutes – Lysha Thompson
- b. April 2024 CSLP Treasurer Report – Dawn Krause

Kate Smith moves to approve the consent agenda; Jasmine Rockwell seconds motion. Motion carries

5. Executive Director Update – Dawn Krause

Bank account looks good at over \$700,000. A couple more payments are expected to TS3 for goods. Orders are still strong.

Artwork for 2025 is moving along well. Customer service has been extremely busy. Will consider sending emails while the order is in que next summer. Chatbot has been added to the site. Chatbot leaves a message if staff is not on site and can be replied to. The app also allows staff to see how users have navigated the site and is providing good insight overall. Dawn will be focusing on preparing for the Board retreat the rest of the week.

6. Unfinished Business

- a. Annual Meeting updates – Donna Throckmorton

The steering committee met on April 30th. Good topics for discussion have been submitted.

2024 Board Members	
President	Donna Throckmorton
President-elect	Kate Greene Smith
Secretary	Lysha Thompson
Treasurer	Vacant
Past-President	Cathy Lancaster
At Large	Evan Michael Bush
At Large	Erin Groth
At Large	Katie Perkey
Vendor	Jasmine Rockwell
Membership	Susan La Paro
Manual Liaison	Angela Germany
Executive Director	Dawn Krause
Administrator Manager	Melissa Hooke
Manual Managing Editor	Alyssa Graybeal

Following board retreat, Dawn and Melissa will focus on registering with the new software. Melissa encourages all to register soon for a head count which will aid in planning.

- b. Intellectual Property Rules (formerly known as the Rules of Use) revisions – Jasmine Rockwell advised the artwork and slogans section in the Intellectual Property Rules, page 2, first bullet has been reworded for clarity. Members may use CSLP trademarked slogans and/or copyrighted artwork on apparel without permission if such items are not sold. If apparel is given to employees or used as giveaways for volunteers/trustees/friends, permission is not required. If a library wishes to resell our apparel with the trademarked slogan or copyrighted artwork on apparel, they must obtain permission and pay a trademark usage fee. Changing community to volunteers/trustees/friends will hopefully cut down on requests for permissions.

7. New Business for discussion

a. New Hampshire and Treasurer Vacancy

Dawn reports New Hampshire will be withdrawing from CSLP for 2025. Due to the state withdrawing membership, Deb Dutcher has submitted a resignation as Treasurer of the Board of Directors.

- b. The board wishes to recognize Deb's dedication to the role and to CSLP as a whole. Deb has been a valued member of the board and will be missed.

Evan Bush moves to accept the resignation of Deb Dutcher as Treasurer of the Board of Directors.

The motion is seconded by Kate. Motion carries.

8. Committee Business

a. CSLP Annual Survey – Barbara Williams

Barbara shared the 2024 annual survey. She has asked for input from State Reps as to what their state would like to see included in the survey. What questions would each state like specifically for their state.

Keep in mind, IMLS reporting questions should be submitted in the correct formatting.

Barbara recommends keeping survey fatigue in mind when submitting questions. The survey will go live in July. State reps will be provided with a sample email to send to libraries and the link to the survey (and PDF) in June. Submissions for questions from states should be submitted by May 10th.

9. Review today's Action Items – Lysha Thompson

Dawn will add Intellectual Property Rules to the website and remove the Rules of Use document.

Dawn will ensure Deb is removed from all accounts as treasurer.

10. Announcements & Other business

Dawn's one-year anniversary is May 15th. Congratulations Dawn!

The Board and staff will be at the Board Retreat May 6th through 10th.

The Outreach Committee has created updated responsibilities for the committee. The updates are included on the committee's page.

11. Comments from guests

Anna Foote and Michele Walsh expressed their gratitude for being able to attend as new State Representatives.

12. Adjournment - Motion to adjourn made by Jasmine Rockwell at 1:35 PM CDT

Next board meeting: June 05, 2024, at 2:00 pm EST via ZOOM.

