

CSLP Board Minutes

Wednesday, August 07, 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, Cathy Lancaster, Evan Michael Bush, Erin Growth, Jasmine Rockwell, Sue La Paro, Angela Germany
 Dawn Krause – Executive Director
 Melissa Hooke – Administrator Manager
 Alyssa Graybeal – Manual Managing Editor
 Not in attendance: Lysha Thompson, Matt McLain, Katie Perkey

2. Call to Order – Donna Throckmorton 2:03 EST

3. Welcome Guests

Anna Foote, Sharon Rawlins, Carrie Sanders, Kelly McCabe, Tami Kruger, Katelyn Patterson, Sara White, Danielle Ice-Davis, Amanda Raiche, Janet Ingraham Dwyer, Letitia Bulic, Sharon Phillips

4. Approval of the Consent Agenda

- a. June 2024 Board minutes – Donna Throckmorton
- b. June 2024 Special Board minutes – Donna Throckmorton
 Kate Smith moves to approve the consent agenda; Cathy Lancaster seconds motion. Motion carries.

5. Executive Director Update – Dawn Krause

Tabetha Barry has been hired as an Accounting Specialist, working 25 hours a week, starting 9/3/24. Cash flow is healthy with ~\$657,200 in the checking account and ~\$15,000 in the savings account. The majority of the inventory has been paid, with one remaining payment of ~\$200,000 due. Melissa will be opening a checking/deposit only account with M&T bank. Methodikal’s contract is complete for FY24; Dawn is now working on their contract for FY25. Form 1023 for reinstatement of 501c3 status has been reviewed and is ready for approval. Kaylani Juanita is back as the artist for 2026 *Unearth a Story* and will be meeting with Dawn and Methodikal in August. Bulk manual orders and membership are being invoiced. Dawn and Melissa had a successful booth at ALA, giving out t-shirts, and a positive visit to T3 warehouse. Executive Director’s report in meeting file.

6. Unfinished Business

- a. Previous action items - none
- b. Annual Meeting Updates
 Melissa will be sending out additional information about Denver this week.
- c. Summer Symposium – Thursday, Dec. 05 – Kate Smith
 - i. Hoopla/Midwest Tape Sponsorship
 The sponsorship will cover the cost of the Zoom license. Midwest Tape has asked for right of first refusal for next year.
 - ii. Keynote Mychal Threets has been confirmed.

<u>2024 Board Members</u>	
President	Donna Throckmorton
President-elect	Kate Greene Smith
Secretary	Lysha Thompson
Treasurer	Matt McLain
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
Accounting Specialist	Vacant

d. Follow-up from Board Retreat

- i. Return on Investment Letter update – Evan Bush
Although initially conceived as a letter to COSLA, Evan broadened the scope of the audience to potential and current CSLP members. He shared his first draft and solicited input. Suggestions were to add benefits of leadership opportunities and involvement with committees, focus on CSLP’s mission and goals, and keep to one page.
- ii. CSLP online work platform recommendation – Jasmine, Lysha, Sue and Kate
Jasmine presented Basecamp as the best option that can be accessed from any IT platform. She shared her test CSLP Basecamp and demonstrated some of the functionality of the product. Especially noteworthy was the ability to upload documents and link to documents on other platforms. Kate extolled the tutorials and training quality. Cathy asked about chat and communication options. Kate said that Basecamp could simplify committee work, especially for those on multiple committees, and Evan pointed out the potential improvement in committee onboarding and transitions. Other options discussed and dismissed were Google, Dropbox, and Teamwork. Further discussion and possible approval were deferred to September when Dawn has more time and treasurer Matt McClain is available.

7. New Business for Discussion

a. Approval to add Matt McClain and Tabettha Barry to relevant accounts – Dawn Krause

- i. NSB accounts
Add Matt McClain and Tabettha Barry to NSB checking and savings accounts. Evan Bush moves to approve addition; Jasmine Rockwell seconds the motion. Motion carries.
- ii. NSB credit card account statement authorization
Add Matt McClain and Tabettha Barry to NSB credit card account statement authorization. Cathy Lancaster moves to approve addition; Kate Smith seconds the motion. Motion carries.
- iii. M&T Bank
Add Dawn Krause, Melissa Hooke, Matt McClain, Tabettha Barry, and Kate Smith to M&T checking account with signature authority. Erin Growth moves to approve addition; Evan Bush seconds the motion. Motion carries.
- iv. Merchant Service Provider change: USA ePay to Skyline Payments
Add Dawn Krause as signature authority to sign contract for Skyline Payments. Kate Smith moves to approve addition; Cathy Lancaster seconds the motion. Motion carries.

8. Committee Business

- a. NA

9. Review Action Items – none

10. Announcements & Other

- a. Welcome Katelin LeBleu - State Library of Louisiana
- b. Welcome Tami Kruger - North Dakota. Lexi Whitehorn has accepted a position at a local

public library and Tami Kruger will be the new ND State Rep.

c. Welcome, to our new Accounting Specialist, Tabetha Barry. Her first day will be 9/3/24.

11. Comments from guests

- a. Sara White reminded everyone of the upcoming listening sessions for the 2026 slogan and 2027 theme.
- b. Cathy Lancaster gave a shout out to Sharon Phillips and upstate New York libraries where Adventure Begins at Your Library signs proliferate.
- c. Kelly McCabe shared that libraries in New Mexico really leaned into this summer's theme.

12. Adjournment – Next Board Meeting: September 04, 2024, 2:00 pm EST

Motion for adjournment by Cathy Lancaster at 3:07 pm EST