

# CSLP Board Minutes

March 12, 2025

**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

Kate Greene-Smith, Donna Throckmorton, Evan Bush, Kelly McCabe, Jasmine Rockwell, Beth Yates, Angela Germany

Dawn Krause, Melissa Hooke

Visitors: Abby Chumin, Anna Foote, Rachel Milburn, Katelyn Patterson, Darby Porter, Joanne Pruitt, Sharon Rawlins, Jennifer Redford, Jasmine Rockwell, Andrew Stanley, Cassie Veselovsky, Sarah White

**2024 Board Members**

President	Kate Greene Smith
President-elect	VACANT
Secretary	Sue LaParo
Treasurer	Matt McLain
Past-President	Donna Throckmorton
At Large	Evan Michael Bush
At Large	Katie Perkey
At Large	Kelly McCabe
Vendor	Jasmine Rockwell
Membership	Beth Yates
Manual Liaison	Angela Germany
Executive Director	Dawn Krause
Administrator Manager	Melissa Hooke
Manual Managing Editor	Amanda Raiche
Accounting Specialist	Tabetha Barry

2. Call to Order – Kate Greene Smith 2:04pm EST

3. Approval of the Consent Agenda

- a. February 2025 Board minutes – Sue LaParo
- b. Financial Report – Matt McLain

Approval of the Consent Agenda: Jasmine Rockwell made a motion to accept the consent agenda. Motion seconded by Angela Germany. Motion carried.

4. Executive Director Update – Dawn Krause

Financially things are going well. Gross sales are also going strong. Down about 10% over last year. Amanda Raiche will begin her position as Content Creator on Monday 03/17/2025. Creating Draft Budget for 2025. Working with Tabetha for profit/loss report for fiscal year to date.

Board Retreat will be in Austen. Cathi Hight will be our strategic planning facilitator. A survey will be shared with Board and State Reps to begin our Strategic Planning process. We are looking to schedule webinars to go over the survey results sometime in April.

Artwork Committee working through the art creation process with Tom Bonson, specifically coloration of posters.

The Manual committee is working through the Manual draft review

PSA, Social Media toolkit are in process.

Store sales are going well and compared to last year, we're only down ~10%.

Kick-off webinar with Katherine Applegate went well.

5. Unfinished Business

- a. Personnel policies approval – Dawn

Motion to approve by Beth Yates, Second by Kelly McCabe

Discussion – A few more changes to be completed, specifically the Employee Grievance Form. Tabled until changes are made and Donna Throckmorton moved to approve via email once they are completed. Jasmine Rockwell seconded that motion.

b. Annual Meeting dates - Kate

August 5-6 tentatively selected for virtual Annual Meeting

6. Committee Business

a. Partnership Committee Chair - Kate

Sue LaParo has taken on the role as Partnership Committee Chair

b. Membership Committee updates - Beth Yates

Working on updates for the organizational manual. Hopefully we will submit for approval at next month's board meeting.

Discussing Memberships, what does membership mean, should we have membership levels

Exploring the idea of mentorship program

Reminder by Kate to Committee Liaisons to reach out to committees

7. New Business for Discussion

a. Changes to website discussion – Kate

Working on updates to the CSLP website to best serve our customers. One change is that the Inclusion Committee is now called Patron Access Committee.

b. Review Action Items – Sue LaParo

Dawn and Kate to finalize edits to Personnel Policies and then to be approved by board via email.

8. Announcements

Theme and Slogan Committee updates – Committee will be meeting March 18 and 25 to prepare for the Wordsmithing sessions. All member libraries are encouraged to come and share suggestions with each other at the Wordsmithing sessions to be held on April 09 and 17. The Committee will need help to share the registration information for the April Wordsmithing sessions. Listening Sessions will be in August.

9. Comments from guests

10. Motion to adjourn by Beth. Meeting adjourned at 2:40 pm EST

11. Adjournment – Next Board Meeting: April 2, 2025, 2:00 pm EST