



CLRC Board Meeting Meeting Agenda & Minutes

12:00 pm October 15, 2020 | CLRC offices & Conference Call

Agenda

- Welcome
- Auditor's Report FY1920 Peggy Rowe
- Minutes from August 27 - page 2
- Financials through August 31
- Employee Handbook
- Directors Report
- Next Board Meeting: Thursday, December 17
- Adjournment

Minutes from August 27, 2020 Meeting

Attendees: Nancy Howe, Marc Wildman, April Bliss, Matt Smith, Shay Foley, Megan Ricardi, Kathryn McCauley, Charles Diede, Jim Teliha, Scott Warren, Amanda Travis, Fred Berowski,
Absent: Inga Barnello, Kathleen Salsbury, Diana Wendell

Meeting called to order at 12:02PM

Motion to approve the minutes from May 21, 2020 (Nancy Howe/Scott Warren/Approved)

Financials through 7/31/2020

Deposits: quiet due to closures

Credit card: mostly regular monthly expenses and Covid-19 related

Budget v actual: HLSP upgraded Nurses Reference to Plus; went over budget on promotional materials for Health @CLRC but these can be used in the future.

Financial snapshot shows unspent funds for grants, real time reserves

As presented from Finance to Executive committee, financials were approved by finance committee online (did not have quorum at meeting) (Approved)

FY2021 Budget

Basic aid received with 22.6% cut, used cut to estimate what would be received for supplemental aid;
Unspent funds from previous FY balance cuts

Suspending Dues Increase: Proposed to executive and finance committee that even though amounts are small, insignificant, the statement it makes is not a positive one.

Approximately \$600 difference overall

Nancy made a motion to suspend increase and bill at last years rate (Nancy Howe/Mandy Travis/Approved)

PPP Loan: deposited 5/1/2020, all expenses are eligible for forgiveness.

New Services/Grants

Crisis Response Grants: have given out approx \$80000; with the four recent applications we should be close to spending half of available funds.

HR Advisory Service: A new service coming soon in collaboration with ESLN (we are not required to participate); similar to the Ask a Lawyer service but offering HR advice.

Nominating Committee Report / Voting Electronically: April sent out info;

One nominee is technically part of SU Libraries – SU would have two votes on the board, plus this is asking a lot of SU's resources.

Suggests taking it back to committee to share this concern and confirm that we are following bylaws (Board does not have to approve slate of officers).

Will be voting electronically because we're doing a virtual annual meeting and conference. Ballot will go to each paying institution and their delegate (usually the exec director)

Annual Meeting / Business Meeting / Officer Nominations: Meeting is October 16, board meeting will be on October 15th (with auditors and some Plan of Service discussion)
Also need a quick meeting to discuss officers (VP, member-at-large, secretary, treasurer) potentially also at the meeting on the 15th.

Employee Manual - Personal Days off: Auditors brought up that there should be a cap on vacation that can accrue. Fran worked with ADP to stop vacation time from accumulating over 240 hours.

Staff get 14 hours vacation per month; At one point, non-exempt got an extra 5 personal days vs non-exempt. This was changed so all staff get the same amount of PTO (exempt staff lost some hours, non-exempt gained hours but lost the extra 5 days).

One staff member had an arrangement that she could retain her 5 personal days (on top of getting the additional vacation time). This was not documented and inequitable (in change exempt staff lost hours of paid time).

As discussed by the executive committee, Marc proposing that board recommends that we discontinue acknowledging personal days as time off for employees pending further investigation. Stephanie Cole confirmed that employers can make changes to benefits at any time; While there is no record of the arrangement, the burden is not on the staff member to document arrangement.

Will have personnel committee review the handbook before board re-approves with either grandfathering in detailed or omitted.

Report Cards: Fran created report cards using them with 6 months of data to send out with membership renewals (will do this next year)

Helpful for Marc to demonstrate to organization why they pay CLRC and the services that they are receiving.

Directors Report: Masonic Medical Research re-joined as a member

Sarah has been working on Health@CLRC: planning CE, upgrading the nursing reference center; developing survey for hospitals; visiting St. Elizabeth's to assist with collections.

Rebecca is getting more involved with TechTalk – one of our member questions was featured

Ryan is working with Community Foundation to repurpose computers that were purchased as Census kiosks

Participating in ESLN planning meeting

Joined Empire Archival Discovery Cooperative

Next Board Meeting (with Auditors) October 15th, 12:00pm

Motion to Adjourn (April Bliss/Jim Teliha), adjourned at 1:35PM

Annual Meeting & Business Meeting: moving to an online format for the annual conference.

Zoom fatigue from CE, meetings

Tuesdays@10 has been popular, CE also well attended

RBDB work is able to continue remotely

Ryan created a granular website traffic report for NY Heritage; has been involved with NY archives online which will be good practice for our annual conference

Motion to Adjourn (Fred Berowski/April Bliss), adjourned at 1:06PM