



CLRC Board Meeting Meeting Agenda & Minutes

1:00 pm February 25, 2021

Agenda

- Welcome
- Ryan Perry Digital Collections Librarian presentation
- Minutes from December 17 - page 2
- Financials through January 31, 2021
- Office Lease Renewal Notice due November 2021
- Plan Of Service Draft
- Health Insurance - Sick Time
- Reminder to return Conflict of Interest Statements
- Directors Report
- Adjournment

Minutes from December 17 2020 CLRC Board Meeting

Attendees: Marc Wildman, Kathryn McCauley, Nancy Howe, Inga Barnello, Allison Comes, Jim Teliha, Matthew Smith, Mandy Travis, Travis Olivera, Kathleen Salsbury, Scott Warren, April Bliss, Courtney Asztalos, Shay Foley

Meeting called to order at 12:04PM

Motion to approve the minutes from October 15 with corrections (Nancy Howe/Mandy Travis/Approved).

Financials through October 31, 2020 - (2 pdf files attached)

Deposit detail: mostly dues, RBDB, MISP

Check register: crisis technology grants paid out

Credit Card detail: purchased replacement laptop as part of technology plan

On balance sheet - net assets with donor restriction - will examine closer in January, this was unspent grant funds from previous years.

Budget v actual: AskUs 247 was just billed, will bill institutions directly so this will zero out in budget.

State Report

No description of UC \$70 grant.

Motion to approve the state report with corrections (April Bliss/Scott Warren/Approved)

Crisis response grants

Spent \$4000; CLRC was able to repurpose funds and help the community in a timely manner.

Ask the HR Expert - Budget proposal Like the Ask a Lawyer service, many of the questions we receive are more HR related. Asking the board to create a line in the budget for \$5000 knowing that we won't spend out full amounts for Advocacy (no bus, no breakfast), Annual meeting conference, and travel. Will be a pilot program to be reviewed at end of year. Due to Covid, the Ask a Lawyer service was popular. This will likely be a needed service. Will come out of operations budget and will have to figure out how to cover it after the pilot year.

Motion to approve expenditure with understanding that it is a pilot (April Bliss/Mandy Travis/Approved).

Plan of Service:

State requires service areas to be included in the plan of service.

Survey of members to measure the value they see in those service areas: CE, professional development, advocacy were all very important to members.

Tried to get input from different groups.

Nothing in draft is in order of priority at this point.

The report gets submitted to the state (like the annual report) and they can send it back for changes. This is not the final draft.

2021 Board Meeting Schedule: will move board meeting from 12 to 1pm

Allow for 2 hours, though most end up being ~1 hour.

Will send out PDF schedule and Google invitations.

Motion to approve the 2021 board meeting schedule (Nancy Howe/Inga Barnello/Approved)

Conflict of Interest Statements: all board members need to sign and return

Directors Report:

Renewed contract with Upstate Health Science Library, met with Christina Pope. This has been a hard year to judge the program so we will give it one more year before evaluating. Rebecca reformed Continuing Ed committee, has helped with input for plan of service. Current with RBDB projects, uploaded 4 collections (New Woodstock, Town of Pompey Historical society, Utica College) Advocacy day will be virtual, January 26: \$16 billion deficit, \$64 billion over 3 years. CLRC has about \$800,000 in reserve funds that could get us through the next three years. Submitted PPP loan forgiveness application, able to use simplified form since we used the full amount for allowable costs.

Motion to adjourn the meeting was made at 12:58PM (Mandy Travis/Scott Warren/Approved).