



CLRC Board Meeting Meeting Agenda & Minutes

1:00 pm March 25, 2021

Agenda

- Welcome
- Acces and Digitization Grants - Ryan Perry
- Minutes from February 25 - page 2
- Financials through February 2021
- Recovery Grant - \$100,000
- Plan of Service Approval
- Directors Report
- Adjournment

Minutes from February 25 2021 CLRC Board Meeting

Attendees: Marc Wildman, Kathryn Smith, Nancy Howe, Kathleen Salsbury, Scott Warren, Shay Foley, Matthew Smith, Inga Barnello, April Bliss, Mandy Travis, Courtney Asztalos, Allie Comes, Travis Olivera, Christian Zabriskie, Ryan Perry

Excused: Fred Berowski, Jim Teliha

Meeting called to order at 1:00PM.

Joined by Ryan Perry for a presentation on his work with CRLC

Project coord. For NY Heritage; works with NYS Historic Newspapers

Empire Archival Discovery Cooperative advisory committee

Digital Dark Archive

RBDB

Motion to approve the minutes from December 17 (Nancy Howe/April Bliss/Approved)

Financials through February 2021

Credit Card Detail: Zoom fee increased for one month due to annual meeting - had to increase subscription level; Website photo - \$775 charge for copyright violation

Budget vs Actual: RBDB: next month will be the approval of member grants; hiring a temp PT person to help get them caught up on RBDB projects

HLSP: have not spent member database purchases

PPP loan was forgiven for the entire amount.

Technically eligible for the second round.

Financial committee recommends that we don't apply this round (it is more complicated and less likely to be fully forgiven) but instead use some of the money we need to spend down in reserves.

(Approved)

Office Lease Renewal Notice due November 2021

Options: Continue lease, rent smaller space; renew lease for shorter period (if monthly rent doesn't go up); go fully remote; rent different space (BOCES)

There might be times when you do need a physical in person space

If we can do it financially, having the physical space has provided member benefits - training, dig lab - that we would hate to lose.

Will follow up with Gordon (landlord); building is for sale with promise/contingency that KHH is tenant.

Plan Of Service: current plan is on website; staff read through a couple times a year to make sure we're on track

Draft of new plan: board will need to approve it at March meeting; Due April 1

Reach out to Marc with any feedback before the next meeting

Original intent was to have more in person meetings; did hold regional conversations.

Budget Updates

HLSP - budgeted \$20,000; Suggest we take \$10,000 from travel, workshops, professional development lines that will not be spent due to Covid

Give additional funds to the 8 libraries to be used for library/information resources.

HLSP is somewhat restricted so we can't redirect these funds; would just be for this year - next year would return to original amount.

Motion to redirect fund from travel/workshop/prof. development to HLSP for library/information resources (Inga Barnello/Matthew Smith/Approved)

Have the 20% balance in state aid coming back to us and need to consider how this should be spent.

Grants (like the pandemic crisis grants) are more impactful than eliminating fees

Libraries are taking hits due to PPE, budget cuts affecting collections, programing...

Christian and Travis will explore options for additional grants. Estimating \$50,000 available.

Reminder to return Conflict of Interest Statements

Directors Report

State report approved

New member - Oneida Community Mansion House

All staff have had annual performance reviews

Request for more information from Ryan for more details on the dig lab and other services.

Motion to adjourn the meeting was made at 2:13PM (Inga Barnello/Allie Comes/Approved)