



CLRC Board Meeting Meeting Agenda & Minutes

12:00 pm August 27, 2020 | CLRC offices & Conference Call

Agenda

- Welcome
- Minutes from May 21, 2020
- Financials through July 31, 2020
- FY2021 Budget - 22.6% cut
- Suspending Dues Increase
- PPP Loan deposited 5/1/2020 - \$81,892.00
- New Services/Grants
 - Crisis Response Grants
 - HR Advisory Service
- Nominating Committee Report / Voting Electronically
- Annual Meeting / Business Meeting / Officer Nominations
- Employee Manual - Personal Days off
- Report Cards
- Directors Report
- Next Board Meeting (with Auditors) October 15th, 12:00pm
- Adjournment



Minutes from May 21, 2020 Meeting

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

Meeting called to order at 12:05PM

Beginning with financials as Nancy needs to leave early.

Financials through 4/30/2020

Deposits: includes Hamilton College AskUs24/7 payment

Credit card: mostly ALA Mid Winter; census grant pass through for kiosks (keeping the grant money and repurposing)

Budget v actual: Scherzi – not on retainer but pay-as-you-go so this stands at 0%

RBDB: slightly behind but able to continue working on projects remotely

HLSP: will spend some funds on 'swag' to promote service

Finance committee presents the financials for approval (Approved)

Draft Budget: Due to fund balance, we will be able to weather cuts. We know we received a 3% cut (this is reflected in budget) but are anticipating additional cuts of 15-20% to state aid.

Received \$81,000 PPP loan and are using it to pay rent, salaries

We will do what we can afford to do this year with few changes to budget – next year we will have more advanced warning.

RBDB has about \$50,000 in unspent funds reflecting ~25% of the budget so could withstand significant cuts; HLSP could withstand up to 50% cut this year

Other councils are presenting a budget with 20% cuts, but they have less in reserves.

(Approved)

Motion to approve the minutes from March 26, 2020 (Fred Berowski/Charles Diede/Approved)

PPP Loan: Received, we are spending according to current guidelines with the hope that it will be forgiven. We will have to apply for forgiveness.

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

Need to have a business meeting (for the election) and board meeting (with auditors present).

Could do the annual conference with a business meeting in the middle – this would likely have better turnout than a business meeting alone.

Could do the election before – 1 representative from each paying institution is eligible to vote.

Tentative date is October 15, with potentially separate board meeting, election, and conference with business meeting

August Retreat/Board Meeting: retreat to discuss plan of service was planned before closures – it might look more like a long meeting now.



Marc and Fran will work on a draft

Office Operations: Will follow building guidelines, have masks ready
Allow staff to purchase mouse, keyboard for ease of working at home longer term

Director's Report:

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