



CLRC Board Meeting Agenda & Minutes

2:00 pm March 23, 2023

[ZOOM LINK](#)

Agenda

- Welcome
- [Access & Digitization Grants - Ryan Perry](#)
- Minutes from February 23, 2023 Meeting - page 2 of agenda doc
- Financials through February 28, 2023
 - BOD Financials: Deposit Detail, Check Register, Credit Card Detail, Balance Sheet
 - Budget vs Actual - P&L's for Operating, HLSP and MISP grants
 - FY2324 Budget Draft
- President's Report
- Committee Reports: *Education, Nominating, Planning & Review Committee, LRS Committee, Legislative Committee*
- Directors' Report
- Resolutions for Discussion:
 - Remote Work
 - 360 Review
- Executive Session
- Adjournment



Minutes from the 2/23/23 CLRC Board of Trustees Meeting (Zoom)

Attendance: Nancy Howe, Shay Foley, Kathleen Salsbury, Marc Wildman, Aileen Judd, Jieun Yeon, Abigail Smith, Courtney Hicks, Katie Smith, Rebecca McClain

Excused absence: Amanda Travis, Scott Warren, Travis Olivera, Alli Comes

Unexcused: Rebecca Maguire

Meeting called to order at 2:03pm

Minutes

- Edit: CLRC is in talks with UPS in hopes they will be able to lower their rates
- Procedures for harassment discipline and high level offenses, but nothing for lower level discipline (add to discussion of CLRC handbook)

Shay moved to accept minutes as amended; Nancy seconded; so moved

Treasurer's Report

- Marc discussion with CLRC office landlord: will be approximately 7% raise in rent
 - Landlord was asked to have firm numbers for the Board's review by March meeting
 - Lease up in April
- CLRC possibly seek smaller space?
 - Since pandemic, no in person events have been held, employees could double up in offices, in person events could be held in member libraries instead of in CLRC office space

Motion for Marc to renew lease for 1 year if possible and begin exploring alternate locations

Kathleen Salsbury moved, Rebecca McClain second; so moved

Move to accept Treasurer's report Nancy; Katie Smith second; so moved



President's Report

- Reported out that Executive Committee members given responsibilities in completing tasks set forth in Resolutions have been doing that work.

Committee Reports

- Planning and Review Committee has met to review CLRC Bylaws and
- Will have recommendations by March meeting after review by legal counsel

Director's Report

- Upstate Science Library is interested in hosting an intern from Syracuse high school to encourage interest in medical librarianship
- HLSP is a grant CLRC receives; funding this internship will help CLRC spend down HLSP funds

Resolutions

- Board Management Plan
 - Will be a password protected BoT webpage from CLRC site with links to documents/info
 - Extensive spreadsheets with links to Board materials, ExComm materials
- Remote Work
 - Following discussion, Marc will make suggested alteration and submit a revised copy of the draft policy to the Board by Friday, March 3rd.
 - Board will return it to Marc with any comments. He will then submit the draft policy to legal council for review ahead of the March Board meeting
- 360 Review
 - \$300,000 in Board funds, plenty to accomplish review and any further costs

Katie Smith moves to enter Executive Session; Nancy Howe second; so moved

Executive session entered 3:50pm

Move to exit Katie Smith; Nancy Howe Seconded; Executive session ended 4:13

- Board decided we needed more information on the nature of 360s
 - RFP will be sent to Board for review

Sam Berry-Sullivan move to adjourn; Abigail Smith Seconded; Adjourned 4:17pm