CLRC Board Meeting
Agenda & Minutes
2:00 pm December 14, 2023
ZOOM LINK

Agenda

- Welcome
- Minutes from October 16, 2023 Meeting
- Financials through October 31, 2023

  BOT Financials: The first three tabs are P&L's for Operating, HLSP and MISP grants (highlighting reflects a deviation from median numbers followed by tabs for: Deposit Detail, Check Register, Credit Card Detail, Balance Sheet

- President’s Report
- Committee Reports
  - Continuing Education (Ryan)
  - Nominating (Shay)
  - Planning & Review Committee ()
  - Library Resources & Services Committee (Ryan)
  - Legislative Committee (Ryan)
  - Hospital Libraries Committee (Ryan/Abigail)
- Director’s Report - 2023-12 CLRC Director’s Report
- Member Services Librarian Position
  - [Draft] CLRC Member Services Librarian/Coordinator Job Description
- Budget Amendment
  - Proposed CLRC Budget Adjustment (Jan-Jun 2024)
- Board Meeting Calendar
  - 2024 CLRC Board Meeting Calendar
- Bylaws
Adjournment

Minutes from the 10/16/23 CLRC Board of Trustees Meeting (Zoom)

Attendance: Shay Foley, Kathryn Smith, Sam Berry-Sullivan, Amanda Travis, Courtney Hicks, Rebecca McLain, Aileen Judd, Abigail Smith, Allison Comes, Scott Warren, Ryan Perry, Jieun Yeon, Becky Maguire

Excused absence: Katie Smith

Meeting called to order 1:02pm

Auditor’s Report

Peggy Rowe
Angela Janack
- They walked the Board through the audit documentation
  - The Board moved a sum of money from a savings account to invest
    - The report examined the returns on the investment, and activity 2022 vs 2023
  - The Council’s largest expense is still our office space
    - The report looks closely at our remaining lease terms and current valuation of the property
  - Reviewed new policy for non-financial assets, for future application (no changes needed to current year financials)

Mandy Travis moves to accept audit, Scott Warren seconds, unanimous approval

Review of minutes 8/24

Nancy moves to approve, Scott Warren seconds, unanimous approval

Financials
- Ryan walks Board through fiscal year documentation
  - We share our HLSP money with Sarah who heads Health@CLRC for greater transparency in how the funds are spent
- Recurring Check Register expenses remain mainly unchanged, as do CLRC credit card expenditures
- Fran and Ryan working on more accurate, up to date reporting on our Community Foundation investment

**Nancy movies to accept finances, Scott seconds, all in favor**

**President's Report**

- Excited to welcome Ryan as Executive Director, a joy to work with after a challenging but productive year

**Committee Reports**

- Continuing Education (Ryan)
  - Not much to report, very small committee
- Nominating (Rebecca McLain)
  - Letters have gone out to nominees
  - Voting for Board nominees will take place at the CLRC Annual conference later this week
- Planning & Review Committee (Ryan)
  - Constitution has been mailed out to member institutions, there will be an official review at the conference
  - Bylaw review continues with an eye to presenting them at the December Board meeting
- Library Resources & Services Committee (Ryan)
  - Re-envisioning of the New Initiatives Grant as the Catalyst Grant
    - The idea will be for grant seekers to undertake something brand new to them or their institution versus librarianship generally
- Legislative Committee (Ryan)
  - Set dates for Legislative Breakfasts: 12/1 VVS, 12/8 Westville HS
- Hospital Libraries Committee (Ryan/Abigail)
  - Sarah of CLRC seeking replacement for Nursing Resource Center as its parent company stops supporting it
  - New databases being demoed actively
  - Challenges in serving institutions of vastly different size and therefore needs translates to decisions on what resources to acquire
  - Ensuring that database cost reimbursements are returning to the hospital library and not the institutions general accounting

**Director's Report:**

- All staff review of Plan of Service
- Highlighting the work of CLRC staff and librarians
- Ashley making headway with digitization projects; Newly hired Digital Projects Assistant begins this week
- Pitching Archival Consultant program to help member institutions with archival projects, targeting those with no one on staff with archives experience, or someone new to the role
- Staffing changes open opportunity to reconsider responsibilities and role descriptions
- Heritage Project will move out of CLRC's hands in the near future

**Election of Officers (Shay)**

- Travis becomes President; Shay becomes Past-President, Treasurer Mark Carter coming on to replace Becky Maguire; seeking new Vice President for 3 year term (VP, President, Past-President)
  - What does being VP entail?
    - Default placement on several Board Committees, Executive Committee
  - Becky Maguire nominates themself for VP!
  - Sam stays Secretary
  - Abby Smith nominates self for Member at Large
- Roles will be voted on and confirmed Thursday

**Shay moves to adjourn; Becky seconds**

Adjournment at 2:07