



## CLRC Board Meeting Agenda & Minutes

2:00 pm December 14, 2023

[ZOOM LINK](#)

### Agenda

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

- [Track Changes document](#)
- [Clean version](#) (with Stephanie's notes)
- [Mapping of reorganized sections](#)
- 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 moves 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

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#### 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 herself 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