




CLRC Board Meeting Agenda & Minutes

1:00 pm - 3:00 pm February 22, 2024

[ZOOM LINK](#)

Agenda

- Welcome
- [Vote] Minutes from December 14, 2023 Meeting - page 3
- [Vote] Financials through January 31, 2024  February 2024 BOD Financials
 - BOT Financials: P&L's for Operating, HLSP and MISP grants; Deposit Detail; Check Register; Credit Card Detail; Balance Sheet
- President's Report (Travis)
- Committee Reports
 - Continuing Education
 - Currently working on events for April. We'll host a misinformation webinar with Miranda Stefano and a one-day in-person ASL workshop.
 - Nominating (Shay)
 - Shay met with Rebecca who will be serving as staff liaison; will begin soliciting members of Nominating Committee in April
 - Planning & Review Committee
 - Needs to be reconstituted
 - Library Resources & Services Committee
 - Met on 2/15 to review Access & Digitization Grants - 14 applications asking for a total of \$69,887. Committee prepared two recommendations—one for \$35K and another for \$50K. These will go onto external review next. Catalyst Grant draft applications are due March 1

- Legislative Committee
 - Met on 2/16 to discuss Advocacy Day. Discussed changes to scale up for 2025, and some strategies for continual advocacy outside of budget season
- Hospital Libraries Committee
 - Sarah Lawler has Grand Jury duty, she will be scheduling the next meeting for late March
- Director's Report - [2024-02 CLRC Director's Report](#)
 - Interviewing for Member Services Librarian
 - Moving forward with Circuit Archivist Pilot [Circuit Archivist Service](#)
[\[Draft\] CLRC Circuit Archivist - Contracted Services Agreement \(2024-03-01\)](#)
- [Vote] Funding Approval
 - Eclipse Mini-Grant - proposed funding at \$8,000
[2024 Solar Eclipse Grant Documentation](#)
 - Additional funds for Access & Digitization Grants proposed funding at \$15,000 - current ask is \$69,887 with \$35,000 budgeted
 - Additional funds for Digitization Project Assistant proposed add \$4,264.04 to fund through June 14
- [Vote] Approve memo to add Mark Carter to CLRC bank accounts
[BOT Memo Authorizing Mark Carter for Bank Accounts](#)
- Letter on Civil Service Reforms [CLRC Civil Service Letter of Support](#)
- Adjournment

DRAFT Minutes from the 12/14/23 CLRC Board of Trustees Meeting (Zoom)

Attendance: Sam Berry-Sullivan, Amanda Travis, Courtney Hicks, Rebecca McLain, Aileen Judd, Allison Comes, Scott Warren, Ryan Perry, Jieun Yeon, Mark Carter, Rob Spring, Nurallah Alawsaj, Sam Rowser, Courtney Hicks

Absent: Shay Foley, Abigail Smith

Meeting called to order 2:00pm

Review of minutes 10/16

Many moves to approve, Scott seconds, all in favor, unanimous passage

Financials copy/check against excomm notes

- ARPA reimbursements have come in
- Campus ship prices have skyrocketed, but usage this year has been low
 - We will work on alternative solutions
- HLSP and MISP reimbursements are coming in, just need to keep asking!
- Board Designated Funds
 - Two large grants to SUNY Polytech
- Switched to purchasing google storage for org vs indiv to avoid lots of tiny charges from google
- Best practice is 6mos of operating costs, which we have much more than, so we will work on spending them down

Move to accept report becky, scott second, all in favor, unanimous passage

President's Report

- Round Robin! Introduce ourselves to welcome new members to the Board
- Who will be Sam Prime??? (ha-ha)

Committee Reports

- Continuing Education (Ryan)
 - Slowly reintroducing in-person events
 - Sensory FRIENDLY design is a topic of interest
- Nominating (Rebecca McLain)
 - Anna D. is helping Ryan as she transitions into retirement
- Shay will begin the work of this Committee in earnest in '24
 - Planning & Review Committee (Ryan)

- Needs to be re-formed
- Project: reviewing Employee Handbook
 - Need to get in touch with our attorney and an HR professional to consult on changes
- Legislative Committee (Ryan)
 - Several breakfast this fall/winter, well attended
 - Begin planning for advocacy day in Albany in february
 - Draft letter of support for NOVEL NY to bring to legislators
 - Need multi-year commitment of funds to be able to contract for the service
 - Centralizing it from the State Library represents the most cost savings and admin for NOVEL
- Library Resources Committee
 - \$26000 in asks from this grant! Catalyst
 - huge range of projects
 - Access and Dig Grants will be launching shortly
 - Hospital Libraries Committee (Ryan)
 - Demoing databases to replace previous Health database (health reference center plus)

Director's Report:

- Annual conference a huge success! 82 attendees
- Anna is retiring on the 23rd of this month, helping transition
- Kayla is new Digital Projects Assistant to pick up digitization as Ashley takes on more responsibilities
- Frank switching CLRC from Quickbooks desktop to online client
- Ryan is still currently coordinator for NYS Heritage; working to transfer that to Rochester
- Abolition Hall of Fame is a potential new Council member

Review responsibility restructure plan:

- Dispersal of Anna's duties, general restructure to discourage silo/encourage collaboration amongst staff
- New Member Services Coordinator will absorb Anna's duties and have an eye for 'special projects' CLRC can pilot
 - MLIS not required; cataloging experience preferred to assist members

Mandy moves to approve, Allison seconds, unanimous passage

Amendments to FY2024 Budget:

- Reflects Ryan not using CLRC insurance, Ryan's old position vacant, not paying that salary
- CLRC go back to paying 100% indiv insurance, stay 50% family
 - Represents about \$2000 savings, simplifies explanation of benefits, improve staff morale with reduction of many small charges throughout the year
- Bringing Digital Projects Librarian salary up to be closer to rates of other org librarians

- Retain 50% of Anna's salary as she retires
- Request for funding Circuit Archivist Program
 - Detailed plan to come
 - Modeled after successful program out of LILRC
- Ask for \$800 for creation of in-house OCR software
 - \$800 upfront cost, \$100 anticipated yearly cost going forward
- Savings ideally roll into member grants and maintain staff salary increases, and take advantage of temporary appointments to assist

Discussion of insurance change, fiscal year 2024 budget adjustments:

- Q:feasibility /sustainability of 100% insurance going forward
 - It's unusual, will it negatively affect morale if the org needs to return to more of a cost share
- staffing/costs restructure creates financial cushion to help absorb insurance prices increasing (it increased 10% this year)
- Reserve funds need to be spent down so can contribute to the cushion somewhat
- Ryan aims for a yearly deficit budget to maintain yearly cushion

Scott moves to approve, Rebecca seconds, unanimous passage

Board Meeting Schedule 2024 presented

Bylaws review:

- Last year has been spent editing, having attorney review and comment

Scott moves to accept changes, Mandy seconds, unanimous passage

Conflict of Interest statements will be sent out to Board members over email for 2024 service

Adjournment at 3:31pm