

## Community Library Association

### Board Meeting Minutes

July 17, 2023

**Board members in attendance:** Sandie Enders, Susan Skowron, Steve Lackey, Sarah Welch (Zoom), Heidi Brayer (Zoom), Kate Vavpetic, Suman Golla (Zoom)

**Staff members in attendance:** Jill McConnell, Kelley Beeson

Meeting called to order at 7:06PM

Motion to approve minutes from last meeting; approved

Reminder of Saturday's Board Retreat

Treasurer's Report

- Ahead by \$300k due to the ERTC funds and additional RAD funding. These are one-time funds that will not be available next year.

Director's Report

- Open Board Position
  - Influx of applicants
  - 3 of the 6 furniture pieces have sold
    - Nadine has contacted local design companies
    - Could post on eBay if needed
  - Library traffic and circulation for 2023 is up; good information for capital campaign
  - Adult local history programs are well-attended
  - How does each location differ?
    - Both locations are very focused on programs
    - Circulation and materials use is higher at CSCL
    - Computer use at SCL is higher than CSCL
  - Jill has arranged meetings with municipalities
    - Aspinwall, Indiana, Fox Chapel, and Sharpsburg meetings are in August
    - O'Hara is scheduled for September
    - Hope to share strategic plan and 2022 Annual Report
- Strategic Plan Updates
  - Shared version will not include objectives
  - Jill will create a shorter, condensed version for sharing
  - Board members should read strategic plan and be prepared to discuss at Saturday's Board Retreat; specifically, what the board role should be in the process
  - Connections, Collections, Capacity and Curiosity was inspired by Erie County Public Library's strategic plan
  - Department Heads: Kelley Beeson (Information Services), Brad Wulfkuhle (Technical Services), Megan Fogt (Youth Services), Sara Mariacher (Branch Manager, SCL) and Suzanne Cawley (Patron Services) helped to draft the strategic initiatives and goals

## Board Retreat

- Agenda:
  - Governance (Dave)
    - Additional Subcommittees
    - Dave will bring inspiring book [Nonprofit Board Answer Book](#)
  - Strategy (Susan)
    - Board needs to own the strategic plan and support it in its entirety
    - How do we best support the library ED and staff?
    - Municipality meetings
  - Capital Campaign (Steve; Consultant Deb Desjardins will present)
    - Deb will enlighten board on what to expect in a capital campaign
    - How will the board support and participate in the upcoming capital campaign?
    - Board financial contributions
    - Capital campaign timeline

## Other Business

- Zoom link for meetings
  - Same link for all meetings but Jill will send link for each meeting with agenda and documents

Accepted by: Jill S. McConnell

Date: 7/18/23