

**CARNEGIE LIBRARY OF PITTSBURGH
BOARD OF TRUSTEES MEETING MINUTES
Monday, October 12, 2020 - 4 p.m.
Carnegie Library of Pittsburgh – Main
Zoom Video / Conference Call**

Present:

Will Allen
Russell Ayres
Joel Bernard
Marc Brown
Jay Costa
Kenyokee Crowell
Patrick Dowd
Waverly Duck
Bethany Hallam
Cindy Gerber
Deborah Gross
Carolyn Hess Abraham
Frances Jordan
Sue Kirsch
Justin Krauss
Jeremy Kubica
R. Daniel Lavelle
Lafe Metz
Dan Miller
Laura Miller
Alice Mitinger
Huma Mohiuddin
Cary Reed
Carol Robinson
Pat Siger
Erika Strassburger
Gia Tatone
Lou Testoni
LaShawnda Thomas
Sylvia Wilson
Gregory Zovko

Trustee Emeriti Present:

Betsy Watkins
Frank Lucchino

Present by Invitation:

Linda Barsevich
Lisa Boyd
Molly Bennett
Mary Frances Cooper
Toby Greenwalt
Anita Greene-Jones
Carolyn Marks

Absent:

Betty Cruz
Samuel DeMarco
Nichelle Hughley
Theresa Kail-Smith
Bruce Kraus
Barbara Logan

Mary Monaghan
Carlton Stout
Jen Styran
Paul Vanderwiel
Karlyn Voss
Pat Winter

The meeting was opened by Chair of the Board of Trustees, Patrick Dowd.

I. Welcome and Call to Order

Mr. Dowd welcomed the Board of Trustees and called the meeting to order. Ms. Boyd took roll and reviewed the procedures for the video meeting format, which was used to convene the meeting due to COVID-19 pandemic restrictions on in-person gatherings.

II. Approval of the July 13, 2020 Minutes

On a motion duly made and seconded, the minutes from the July 13, 2020 meeting were approved unanimously by the Board.

III. President and Director's Report

Ms. Mary Frances Cooper, President and Director, presented a brief update on the current state of the library. All physical locations, with the exception of Mt. Washington and Downtown, have reopened to limited public service including holds pick-up, printing, reference, and 30-minute computer sessions, with a gradual roll-out of limited browsing planned for later in the fall. Public meeting rooms, in-person programming and onsite outreach will continue to remain on hold. The library is also continuing to provide remote services and engagement via email, telephone, text, website chat and social media. Library staff will be conducting a series of in-depth special presentations for the Board on In-Person Service, Remote and Virtual Services, and the CLP/ACLA/RAD Shared Services Initiative; board members will receive invitations in the coming weeks. Ms. Cooper also introduced Anita Greene-Jones to the Board as the new Assistant Director, Shared Services and County Relations, and highlighted the upcoming Diaper Drop/Best Books for Babies event at Woods Run on October 24th.

IV. Committee Reports

A. Facilities

The board was briefed on the status of current projects. The Facilities Committee Co-Chairs toured the Mt. Washington and Downtown worksites, where work is proceeding in accordance with new COVID safety guidelines. Mt. Washington is estimated for substantial completion in November. Substantial completion for Downtown is estimated to be mid-January 2021 to early February. The library is exploring options for reopening celebrations that align with COVID restrictions, such as virtual tours or timed, ticketed tours.

LBPH Phase II was expected to go out to bid in April, but had been put on hold due to the shutdown. The library expects to publicly advertise for bids in November and hopes to award the contract in December, with work commencing in January 2021. The library also requested and received an extension from the state on the Keystone Grant deadline, which has been extended to December 31, 2021.

B. Development Committee

The board was briefed on fundraising activities. Development Committee members and staff have been continuing remote outreach to library donors, including a recent Zoom meeting on the critical role the renovated Downtown branch will play in the post-pandemic revival of downtown Pittsburgh. With the increased widespread need across the entire community, the library expects that some anticipated library gifts and grants from foundations may be pushed out a bit later. The Development Committee subgroups for capital and individual gifts met in late summer with a focus on tailored fundraising strategies for the remainder of 2020. The board was also updated on the Love Your Library campaign, which raised around \$190,000 from 1,050 donors; approximately \$96,000 will qualify for a prorated match from the Jack Buncher Foundation. The Board was also reminded of the goal for 100% participation in trustee giving.

C. Finance Committee

The committee reported on the operating results through August 31, 2020, noting a surplus of \$6.7 million due primarily to the PPP loan proceeds, plus staffing vacancies and expenses delayed or cancelled due to the COVID necessitated closure. It was noted the PPP loan is shown in full, as all of the proceeds were spent on eligible expenses, and the library expects full forgiveness. The projected surplus for 2020 is about \$52,000.

The board was briefed on the receipt of approximately \$4.4 million in CARES Act funds, which was allocated by the county to replace the 2020 RAD funding that was cut due to the pandemic. These funds are unrestricted and there is no deadline by which they must be spent. A portion of the CARES funds will be used to support and enhance countywide services, including hotspots for high-need county libraries, expanding eResources and databases, and book giveaways. The library and Finance Committee will be evaluating various scenarios for the rest of the funds as more information on 2021 becomes available.

The committee also reported on the preliminary 2021 RAD Budget allocation, which is a decrease of 5% from 2020 pre-pandemic funding versus the 2% increase that the Library requested; the final allocation will be approved by RAD in early December. The final 2021 budget will be brought to the Board at the December meeting.

Finally, the committee presented three resolutions to the board for approval. The first resolution clarifies the March 4, 2019 resolution that authorized the use of the Board Future's Fund balance as of February 28, 2019 for approved capital projects to align with state RACP requirements. The second resolution is a state-required request for waiver of hours of operation for 2020 to account for the mandated COVID closures since the state cannot issue a blanket waiver. The third resolution is an authorization to lower the 2020 draw from the library's endowment to 2% from the 3% that was approved as part of the 2020 Budget.

On a motion duly made and seconded, the Board unanimously approved the RACP Resolution clarifying the language for the RACP grant.

On a motion duly made and seconded, the Board unanimously approved the State Waiver of Hours of Operation Resolution.

On a motion duly made and seconded, the Board approved the reduction of the 2020 endowment draw to 2% from 3%.

D. Committee on Trusteeship

The board heard a brief update on upcoming vacancies and recruitment for the coming board cycle; the committee expects to recruit 2-3 new term trustees. Board members are encouraged to share recommendations with the Trusteeship Committee.

E. External Relations Committee

The board was briefed on plans for a revised Annual Public Meeting. In light of restrictions on gathering in-person due to COVID safety guidelines, library staff and committee members are exploring a possible virtual meeting in late fall or other options. The board was also updated on current advocacy and outreach needs. Advocacy needs for state funding will increase after the November election, when the legislature will take up funding for the remaining 7/12 of the state budget. The library will provide talking points, and all trustees will be encouraged to reach out to their elected officials. The committee also reported on the RAD Shared Services work. The pilots have been completed, and the Hill Group will present their report on the pilots and make recommendations to RAD later this fall; the library is planning to reconvene the CLP Futures Committee.

The committee provided a brief update on the D & I Task Force. The Task Force began meeting in late summer, and a facilitator was hired in late September to help guide the work. The Task Force will divide itself into two subcommittees – one focused on internal board diversity and inclusion and the other on board stewardship of the library as a diverse and inclusive organization.

V. New Business

It was requested that restricted endowments, with details, be reviewed at a future Board meeting.

VI. Executive Session

The Board did not convene an Executive Session

VII. Adjournment

There being no further business, the meeting adjourned at 5:28 p.m. The meeting was immediately followed by the Board Retreat.