

**CARNEGIE LIBRARY OF PITTSBURGH
BOARD OF TRUSTEES MEETING MINUTES
Monday, December 14, 2020 - 4 p.m.
Carnegie Library of Pittsburgh – Main
Zoom Video / Conference Call**

Present:

Will Allen
Russell Ayres
Joel Bernard
Marc Brown
Jay Costa
Patrick Dowd
Cindy Gerber
Carolyn Hess Abraham
Frances Jordan
Sue Kirsch
Bruce Kraus
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
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
Mark Lee

Absent:

Kenyokee Crowell
Betty Cruz
Samuel DeMarco
Waverly Duck
Deborah Gross
Bethany Hallam
Theresa Kail-Smith
Barbara Logan
Sylvia Wilson

Carolyn Marks
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 October 12, 2020 Minutes

Mr. Dowd noted an omission in the October minutes of a new business request for the Board to review the library's restricted endowments. This request has been referred to the Finance Committee and will be presented to the Board at a future meeting

On a motion duly made and seconded, the Board unanimously approved the amendment to the October 12, 2020 minutes.

On a motion duly made and seconded, the amended minutes from the October 12, 2020 meeting were approved unanimously by the Board.

III. Chair's Report

The Chair acknowledged the service of departing Term Trustee, Nichelle Hughley. Mr. Dowd also recognized and thanked Ms. Carolyn Marks, Assistant Executive Director of RAD, for her many contributions and years of service supporting libraries in Allegheny County; Ms. Marks is retiring at the end of the year.

IV. President and Director's Report

For the Mission Moment, the board heard an update on the rebranding and name change for the Library for the Blind and Physically Handicapped (LBPH) to Library of Accessible Media for Pennsylvanians (LAMP), presented by Mark Lee, Library Services Administrator – LAMP. The rebrand was a two-year process involving CLP, the Free Library of Philadelphia, which helps run the service, and the Pennsylvania Office of Commonwealth Libraries, along with substantial input and participation from service users. The overarching goals of the rebrand are to make services for Pennsylvania's growing print-disabled population more easily discoverable, accessible and inclusive. Mr. Lee emphasized that LAMP removes disability from the name and puts the focus on access, which was very important to users of the service. The rebrand speaks to all of Pennsylvania and is intended to position the statewide service for future growth.

Ms. Cooper briefly reviewed the stat sheet, which focused on numbers for August – October, noting that that conventional statistics on library use are hard to capture in the pandemic service environment. The library had a brief period of reopening locations for limited in-person public service, including holds pick-up, printing, reference, 30-minute computer sessions, and limited browsing, before having to return to curbside and virtual services only due to rising case numbers. Ms. Cooper also provided an update on the library's plans for celebrating its 125th Anniversary year. The library commissioned four Black artists to provide new artwork for library cards; the new designs will be rolled out in 2021. The library will also launch a dedicated 125th Anniversary website and a special video.

The library's anniversary year will end November 2021, and it is hoped that by then it will be safe to gather in person for a culminating event.

V. Committee Reports

A. Finance

The committee reported on the projected year-end 2020 operating results, noting the projected surplus of \$4.6 million. The surplus is due primarily to staffing vacancies and expenses delayed or cancelled due to the COVID-necessitated closure and the receipt of \$4.4 million in CARES Act funds. The library also received a PPP loan, which was used for eligible expenses, and had stable library tax revenues, along with level state funding. The surplus will be carried forward for future budget needs; some surplus funds have been or will be deployed for county-wide services, including the Shared Services initiative.

The final 2021 Budget was presented to the Board. There is a projected deficit of \$1 million, primarily due to cuts in RAD funding. The deficit will be covered using 2020 carry-over funding. Other highlights include the restoration of the 3% endowment draw, level state funding and projected modest decreases in library tax revenue and table games. Expenses include a \$1.8 million increase in salary expenses, reflecting a phased refilling of vacant positions and salary increases in line with funding increases and union contracts, and flat medical; the library will forgo the 1% fund balance transfer.

On a motion duly made and seconded, the Board unanimously approved the library's 2021 budget.

The Board also received five-year budget projections for review. The five-year projections (2022-2026) assume a 5% endowment growth rate, new endowment contributions annually of \$100 - \$200 thousand and a 3% draw. Library Tax projections reflect incremental growth, and earned income projections include a projected decrease in fine income due to the anticipated expansion of the fine-free program. Projections show a 3% increase in RAD funding, based on a recommendation from a RAD audit, and a goal of 3% annual increase in private funding. Highlights of expense lines include salary increases in line with funding increases and union contracts and 6% increases in benefits, inclusive of healthcare at 8%. The deficit is projected to grow, primarily as a result of the RAD funding cut compounding over multiple years. The committee reviewed the plans to cover the projected deficits for 2021 and 2022; the committee will continue to monitor the budget closely and plan for subsequent years.

The Board was briefed on the legal opinion on the use of the insurance funds related to the rare books theft. The legal opinion affirmed that the insurance proceeds are restricted to purposes directly related to care of and investment in the rare books collection; any other use of the funds would require approval from the State Attorney General. The committee recommends the library invest the funds and use the earnings to invest in the library's special collections, including materials care and acquisition and dedicated staff, while preserving the principal. The committee introduced a resolution for the insurance funds to be invested for the long-term best interest of the collection while providing flexibility to make funds available to pay ongoing related expenses.

On a motion duly made and seconded the Board unanimously approved the investment of the insurance funds from the rare books theft.

B. Facilities Committee

The board was briefed on the status of current projects. Mt. Washington has reached substantial completion; a virtual ribbon cutting was filmed the week of December 7th and the branch will reopen with curbside services in January 2021. Substantial completion for Downtown is estimated to be late January 2021, with 1 month to move in and reopen by early March. The library is exploring options for reopening celebrations that align with COVID restrictions, such as virtual tours or timed, ticketed tours. LAMP Phase II was publicly advertised for bids in mid-November; the library also conducted outreach to contractors to encourage responses. The library is expecting 6-8 bids, with interviews planned for late December. Work is expected to commence in January 2021.

C. Development Committee

The board was briefed on fundraising activities. Fundraising has been stronger than expected. The 2020 fundraising goal was adjusted down to \$5.5 million due to the pandemic; as of mid-December, the library has raised close to \$6 million, with two weeks remaining. The library has seen a broad base of support. The POTENTIAL Endowment Match is at 99% of the \$1.25 million goal, and a special 125th Anniversary legacy campaign is planned. The library has also raised over \$4 million for facilities. The Board was also reminded of the importance in reaching 100% participation in trustee giving.

D. External Relations Committee

The board heard an update on External Relations Committee activities. The committee reported that the 2020 Annual Public Meeting and partner and advocate awards were replaced by a series of videos, which were released in early December. The 2021 Annual Meeting will be scheduled for November to coincide with the conclusion of the library's 125th Anniversary celebrations, with plans for a virtual board community touchpoint in the spring or early summer. The committee also thanked Board members for their state funding advocacy.

E. Committee on Trusteeship

The committee provided 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.

F. D & I Task Force

The board was briefed on the Diversity & Inclusion Task Force. The Task Force has been meeting in two subgroups with a focus on assessing the current state of the Board and developing a board statement on equity, diversity, and inclusion and policy and process recommendations to share with the Board in 2021.

VI. Executive Session

The Board entered Executive Session at 5:38 pm

VII. Adjournment

There being no further business, the meeting adjourned at 5:55 p.m.