The meeting was opened by Chair of the Board of Trustees, Carol Robinson.

I. Welcome and Call to Order
   Ms. Robinson welcomed the Board of Trustees.

II. Chair’s Report
   The Chair acknowledged the service of departing public trustee, Sala Udin, and welcomed new public trustee, Sylvia Wilson.
III. Approval of the December 10, 2018 Minutes

On a motion duly made and seconded, the minutes from the December 10, 2018 meeting were approved unanimously by the Board.

IV. President and Director’s Report

Ms. Cooper briefly reviewed the 2018 year-end stats sheet, and highlighted the CLP-Music Department’s 80 years of serving the community through diverse collections, resources and programming, including the newly launched STACKS streaming collection of local music. Ms. Cooper also used highlights from the library’s various social media accounts to update the board on recent and upcoming library activities, events and initiatives.

V. Special Collections Task Force

Marc Brown, Chair of the Special Collections Task Force, (SCTF), and Jen Pickle-Styran, LSM for CLP-Main, presented the recommendations of the task force regarding next steps for the library’s special collections. Mr. Brown reviewed the task force’s charge and the evaluation criteria they used to reach their recommendation. The task force has two unanimous recommendations: 1) to move forward with a Special Collections Revitalization with a modest investment and 2) direct the Finance Committee to research and develop clear guidelines for the oversight and use of insurance proceeds. Ms. Pickle presented the library’s plans for revitalizing the library’s special collections through staffing, programs, spaces, and operations. The proposed plan will allow the library to integrate and elevate the special collections and provide an opportunity to evaluate progress before making further decisions.

On a motion duly made and seconded, the board unanimously approved the retention of the Oliver Room Special Collection and for the President/Executive Director and relevant staff to move forward with the special collections work plan.

The task force was thanked for their work.

VI. Committee Reports

A. Finance Committee

The committee reported on the year-end 2018 operating results, noting the final surplus of $121 thousand, which will be added to the library’s fund balance. The committee also put forth a resolution requesting the board authorize the use of the Board Futures Fund Balance as of February 28, 2019 for capital projects. The committee briefly reviewed the history and intent of the board futures fund and noted that any actual expenditures would be subject to board review as part of the capital budget review process for branch renovations.

On a motion duly made and seconded, the Board unanimously approved the use of the Board Futures Fund Balance as of February 28, 2019, for capital projects.
B. Facilities Committee

The board was briefed on the status of the new lease for the Downtown branch. The library has addressed discrepancies between the lease and the letter of intent regarding the total usable square footage and negotiations should be finalized soon. The committee was also updated on other projects; Mt. Washington is in the design phase, with work expected to begin in early summer 2019. The library expects to present a capital budget and cash flow at the May Board meeting for approval. LBPH has begun addressing long-term maintenance issues.

C. Development Committee

The board heard an update on year end results. Realize donations ended the year at almost $23 million, and the Development Committee has begun work on developing plans for Realize Phase II. Board giving for 2018 came in at 84%. It was noted that over the course of Phase I of the Realize campaign, board gifts accounted for $1.5 million, or 7% of the total amount raised. The committee was also briefed on the endowment match campaign; gifts are starting to come in and approximately $358 thousand remains in the matching pool. The board also heard an update on major gifts capacity building and planned giving. Upcoming fundraising events for Mt. Washington and Downtown were also highlighted. The board was reminded that detailed development reports are available in the board portal.

D. External Relations Committee

The committee reported on the upcoming Annual Public Meeting, which will be April 15 at CLP-Main. The committee is also working on plans for the implementation and oversight of the new community engagement strategy. The board was also reminded about the upcoming Harrisburg visit in late March.

E. Committee on Trusteeship

The committee provided an update on trustee recruitment for the 2019 class of term trustees; increasing diversity and corporate representation are top priorities. The committee has met with several promising candidates.

VII. Executive Session

The Board entered Executive Session at 5:35 p.m.

VIII. Adjournment

There being no further business, the meeting adjourned at 5:45 p.m.