

**CARNEGIE LIBRARY OF PITTSBURGH
BOARD OF TRUSTEES MEETING MINUTES
Monday, May 11, 2020 - 4 p.m.
Carnegie Library of Pittsburgh – Main
StarLeaf Video / Conference Call**

Present:

Carolyn Hess Abraham
Will Allen
Russell Ayres
Joel Bernard
Marc Brown
Betty Cruz
Patrick Dowd
Waverly Duck
Cindy Gerber
Deborah Gross
Bethany Hallam
Nichelle Hughley
Frances Jordan
Sue Kirsch
Bruce Kraus
Justin Krauss
Jeremy Kubica
Lafe Metz
Dan Miller
Laura Miller
Alice Mitinger
Cary Reed
Carol Robinson
Pat Siger
Erika Strassburger
Gia Tatone
Lou Testoni
LaShawnda Thomas
Sylvia Wilson
Gregory Zovko

Absent:

Jay Costa
Samuel DeMarco
Theresa Kail-Smith
R. Daniel Lavelle
Barbara Logan
Huma Mohiuddin

Community Committee Members Present:

Jessica Setzler

Trustee Emeriti Present:

Betsy Watkins
Frank Lucchino

Present by Invitation:

Linda Barsevich
Lisa Boyd
Molly Bennett
Mary Frances Cooper
Toby Greenwalt
Marta Honores
Tina LaMark

Carolyn Marks
Mary Monaghan
Carlton Stout
Jen Styran
Paul Vanderziel
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 March 2, 2020 Minutes

On a motion duly made and seconded, the minutes from the March 2, 2020 meeting were approved unanimously by the Board.

III. President and Director's Report

For the Mission Moment, Ms. Mary Frances Cooper, President and Director, and Ms. Mary Monaghan, Director for Public Services, updated the board on the status of the library during the state-mandated COVID-19 shutdown. Ms. Cooper reported the library received the majority of its state funding in January, and March and April RAD payments reflect normal revenues from January and February sales; impacts to RAD funding will not be known until mid-May. Property tax collection is proceeding normally at this point. The library was approved for a Paycheck Protection Program loan and received the funds in late April. Ms. Cooper also provided an update on the library's services. All physical locations closed to the public on March 14th, and the buildings were prepared for an extended shut-down. Security and facilities staff are conducting rounds and monitoring sites by camera; no other staff are allowed in the library's buildings, except managers, in accordance with Office of Commonwealth Libraries (OCL) mandate that no services are allowed to be delivered in or from the library's physical locations. Library managers, working from home, have been providing remote services via email, telephone, website chat and social media, which has been well-received. Ebook circulation has increased dramatically and staff are working to expand access and collections. Other remote services and engagement includes virtual story times through Facebook and Instagram, video book reviews, virtual book club and the rollout of a book-a-librarian option. The library is also in conversations with libraries across the country who are all wrestling with the same challenges and will be joining local cultural organizations in planning for reopening.

Ms. Monaghan updated the board on the library's activities around safety, services and an extended, phased reopening plan. The library is following safety guidance from the OCL and Allegheny County Health Department in planning for staff and patron safety. This includes compliance with occupancy limits, purchasing Personal Protective Equipment (PPE), a plan for quarantining returned items, shields at customer contact points, increased distancing in shared spaces, enhanced custodial and security presence and practices, and remote work when applicable. Ms. Monaghan also reviewed the library's overarching service priorities, which are facilitating access to information, technology, materials, and programming. As the county transitions into the yellow stage of reopening, the library will continue to provide remote services, with a gradual roll-out and expansion of limited, no contact services. Library staff and functions will transition from being location-based to function-based. Trustees asked clarifying questions about the mask requirements and ensuring digital equity. Staff were thanked for their individual and collective efforts to maintain and transform library services during this challenging time.

IV. Committee Reports

A. Audit Committee

The committee reported on the Library's 2019 Financial Statements. Auditing firm, Maher Duessel, issued CLP an unmodified audit opinion. There were no material weaknesses or significant deficiencies noted in the management letter. The Audit Executive Summary highlights several required FASB changes, including the change in lease reporting, and other analysis of the Statement of Financial Position and the Statement of Activities. The 2019 Audit and the IRS Form 990 & 990T were sent to the Board in advance of the meeting.

On a motion duly made and seconded, the Board unanimously approved the 2019 Audit.

The Board reviewed the IRS 990 and 990T. The 990 & 990T will be submitted by May 15th in accordance with IRS filing deadlines.

Trustees were also reminded to complete their 2020 Conflict of Interest forms.

B. External Relations

The committee reported on their recent meeting, the focus of which was the need for a shift in board advocacy to meet the challenges presented by the COVID-19 shutdown. The library and committee will be working on specific, tailored messages for the library's key funders and asking for trustees to engage in outreach and advocacy efforts on the library's behalf. It was also noted that decisions on rescheduling the Annual Public Meeting and possible formats for doing so have not yet been made.

C. Finance Committee

The committee reported on budget scenarios for the remainder of 2020, noting there is still a great deal of uncertainty. Shortfalls are expected to be in the range of \$3 million to \$8 million. The library's PPP loan and cuts to discretionary line items will offset some losses. A working group of the staff and the current and former committee chairs has been formed to explore a variety of options for managing the anticipated revenue shortfalls for the remainder of 2020 and into 2021. The committee also reported on the 2019 Audit Reconciliation of the operating results to the Audit and IRS 990.

D. Facilities Committee

The board was briefed on the status of current projects. Work paused at Mt. Washington and Downtown in accordance with the shutdown mandate and the sites have just remobilized, with new safety protocols in place. The delay from the shutdown has pushed the expected reopening of Mt. Washington to late October and Downtown to January 2021. LBPH Phase II was expected to go out to bid in April, but has been put on hold due to the shutdown. The library is also exploring an extension to the Keystone Grant that was awarded for the LBPH renovation. The committee also reported that the dispute with the Carrick architect over cost-overruns went to mediation and the architect has been ordered to pay \$65,000 to the library.

E. Development Committee

The board was briefed on fundraising activities during the shutdown. Development committee members and staff have been doing phone outreach to library donors. Meetings with foundations have been continuing remotely; with the increased widespread need across the entire community, it is expected that the timing of some expected library gifts and grants from foundations may be delayed a bit. The library had a very successful Library Giving Day on April 23rd; both the numbers of donors and amount given were triple last year's. The Development Committee is also working on revised fundraising scenarios for the remainder of 2020; the original goal was an ambitious \$7 million.

F. Committee on Trusteeship

The committee presented the 2020 slate to the board:

For Re-Election as Term Trustees, Term Expiring at the Annual Meeting 2023

Marc Brown
Betty Cruz
Huma Mohiuddin
Jeremy Kubica
Cary Reed

For Election as Term Trustees, Term Expiring at the Annual Meeting 2023

Kenyokee Crowell

For Election as Officers, Term Expiring Annual Meeting 2022

Lafe Metz, Vice Chair
Greg Zovko, Vice Chair
Cindy Gerber, Treasurer
Erika Strassburger, Secretary

For Election as Members of Executive Committee, Term Expiring Annual Meeting 2021

Patrick Dowd, Chair
Greg Zovko, Vice Chair
Lafe Metz, Vice Chair, Co-Chair of Facilities Committee*
Erika Strassburger, Secretary
Cindy Gerber, Treasurer
Will Allen, Co-Chair of Facilities Committee*
Pat Siger, Co-Chair of Development Committee*
Justin Krauss, Co-Chair of Development Committee*
Cary Reed, Chair of Trusteeship Committee
Marc Brown, Chair of External Relations Committee
LaShawnda Thomas, Chair of Finance Committee
Carol Robinson, Immediate Past Chair

**Co-Chairs have shared vote*

For Election as Members of the Audit Committee, Term Expiring Annual Meeting 2021

Lou Testoni, Chair
Sam DeMarco
Gia Tatone

The following Officers are continuing in their second year of two-year terms expiring May 2021:

Patrick Dowd, Chair
Karlyn Voss, Assistant Secretary
Linda Barsevich, Assistant Treasurer

On a motion duly made and seconded, the Board unanimously approved the slate of candidates for re-election as Term Trustees.

On a motion duly made and seconded, the Board unanimously approved the slate of candidates for election as Term Trustees, first term.

On a motion duly made and seconded, the Board unanimously approved the slate of candidates for election as officers.

On a motion duly made and seconded, the Board unanimously approved the slate of candidates for election to the Executive Committee.

On a motion duly made and seconded, the Board unanimously approved the slate of candidates for election to the Audit Committee.

V. Executive Session

The Board did not convene an Executive Session

VI. Adjournment

There being no further business, the meeting adjourned at 5:35 p.m.