

**CARNEGIE LIBRARY OF PITTSBURGH
BOARD OF TRUSTEES MEETING MINUTES
Monday, October 18, 2021 - 4 p.m.
Carnegie Library of Pittsburgh
South Wing Reading Room**

Present:

Carolyn Hess Abraham
Joel Bernard
Molly Brean
Marc Brown
Kenyokee Crowell (phone)
Patrick Dowd
Sue Kirsch
Bruce Kraus (phone)
Justin Krauss
Jeremy Kubica
Eboné Lockyer (phone)
Barbara Logan
Monica Malik
Laura Miller
Alice Mitinger
Huma Mohiuddin (phone)
Cary Reed
Carol Robinson (phone)
Pat Siger
Erika Strassburger (phone)
Gia Tatone (phone)
Lou Testoni
LaShawnda Thomas

Absent:

Jay Costa
Betty Cruz
Samuel DeMarco
Jim Galitsis
Deborah Gross
Bethany Hallam
Frances Jordan
Theresa Kail-Smith
R. Daniel Lavelle
Lafe Metz
Dan Miller
Sylvia Wilson
Greg Zovko

Trustee Emeriti Present:

Frank Lucchino
Betsy Watkins

Community Committee Members Present:

Present by Invitation:

Linda Barsevich
Molly Bennett
Mary Frances Cooper
Toby Greenwalt
Marta Honores
Mary Monaghan

Maggie Pike (phone)
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.

II. Approval of the July 19, 2021 Board Meeting Minutes

On a motion duly made and seconded, the minutes from the July 19, 2021 meeting were approved unanimously by the Board.

III. Chair's Report

The Board Chair indicated that the Joint Resolution item would be addressed during the report from the External Relations Committee later in the agenda. He shared that Mary Frances Cooper was asked to present the Mission Moment for this meeting highlighting some of the accomplishments during her tenure as President & Director as well as priority topics/issues the Board and next President & Director should be prepared to address.

IV. President and Director's Report

Ms. Cooper briefly reviewed the stats sheet and provided an update on current library operations, stating that the library is experiencing more in-person use but not in numbers seen prior to pandemic. She shared that the library is getting new tools to help with data gathering and asked the External Relations Committee to provide feedback about what kinds of data the Board would like to see as part of their dashboard report. Ms. Cooper informed the Board that Amy Anderson has been appointed as the new CEO of ACLA and will start on November 1 and that Carlos Correa was appointed as the new Executive Director of eiN, who began on September 30. Various CLP staff have already met with Mr. Correa to acquaint him with the various roles CLP plays in the county. Ms. Cooper reminded the Board about the Crash the Carnegies 125th anniversary event on November 6 and 7 and announced that RAD Pass will officially launch that weekend. She shared that Crazy Mocha reopened at CLP-Main under new management and that in-house programming has resumed for limited children, teen, and digital skills programs.

For the Mission Moment, Ms. Cooper shared a presentation highlighting various accomplishments during her 13 years with CLP. Some of the highlights mentioned included the referendum; 2 strategic planning processes; community engagement efforts; fundraising progress; creation of the Office of Programs & Partnerships and Office of Digital Strategy; shared services/county library cooperation; and capital renovations. Looking to the future, Ms. Cooper identified recovery from the pandemic; Main Library master plan; shared services; eiN fiber network; special collections access; and EDI work as priorities for the library.

V. Committee Reports

A. External Relations Committee

The Board discussed the library's recommendation to eliminate fines for overdue items, citing how overdue fines disproportionately affect lower income users and that CLP's fine revenue is less than 1% of total revenues. The library will develop a plan to publicize the news in early 2022, understanding that not all libraries in the county are fine free.

On a motion duly made and seconded, the Board unanimously approved the resolution eliminating overdue fines at Carnegie Library of Pittsburgh and forgiving all existing late fees currently on CLP patron records.

The Board next discussed the Joint Resolution – New Model of Library Services for Allegheny County that CLP, ACLA and eiN's Boards are each being asked to approve as a demonstration of their shared commitment for greater collaboration. The joint resolution also serves as a charter for the incoming leadership at all three organizations to work together collaboratively in support of all residents of the county and that this will be a priority for the new leaders. The Board was briefed about meetings that have been held with the Board Chairs of CLP, ACLA and eiN where the idea of the Joint Resolution was proposed. The three Boards saw this as an opportunity to help facilitate the goal to improve library service across the whole county. The Board discussed CLP's leadership role in moving these efforts forward.

Amendments were offered and approved to the draft resolution as presented that inserted Carnegie Library of Pittsburgh in the appropriate places and added a statement about RAD's role in and support of shared services collaboration.

On a motion duly made and seconded, the Board unanimously approved the Joint Resolution – New Model of Library Services for Allegheny County.

The Board was briefed about the library's new Neighborhood Ambassador program and the Crash the Carnegies event to celebrate CLP's 125th anniversary on November 6 and 7. Board members were encouraged to sign up to volunteer for the event and a sign-up sheet was circulated. The Board was reminded about the upcoming RAD Budget Hearing on October 26.

B. Finance Committee

The Board heard a report from the Finance Committee on operating results through August 31. The Committee Chair provided an update about the status of various stimulus funds received or expected, including the PPP loan for keeping staff on the payroll during 2020; CARES Act funding from the County; employee retention credit programs for 2020 and 2021; and ARPA funds allocated to the Office of Commonwealth Libraries from IMLS for distribution to libraries. The Board was informed that the library's PPP loan forgiveness was approved. The library is still waiting to hear about the employee retention credits for 2020, which should be received from the IRS before the end of 2021. Non-operating revenues from one-time stimulus funding sources are driving a significant surplus. It is important for the Board to understand these stimulus funds are all non-recurring revenues.

The Board was also updated on 2022 budget planning. The library's 2022 request to RAD included an almost 12% increase to restore the library funding to pre-pandemic service levels. RAD's preliminary budget allocated a 5% increase creating an operating shortfall of \$1.4 million for CLP. Staff will review options to balance the budget in preparation for the December Board meeting.

C. Facilities Committee

The Board was briefed on the status of current projects. Mt. Washington is complete, and retention will be released shortly. Downtown is complete with a few punch list items remaining. Project cost has come in under the approved budget. The final certificate of

occupancy has been issued. LAMP completion is slightly delayed due to some supply chain issues but is still largely on track. The CLP-Squirrel Hill lighting project is nearing completion and should be finished by the end of October. The committee is reviewing plans for a new accessible entrance at CLP-Main. With 90% of visitors coming through the front entrance, the hope is to be able to leave part of the front entrance open during construction once the project begins. A realtor engaged to scout potential property in Sheraden has had little success identifying good options for a potential new location for CLP-Sheraden but will continue looking. One option may be a possible expansion of the current site shared with the Sheraden Senior Center. The Board also reviewed a short list of potential future projects.

D. Development Committee

The Board was briefed on fundraising progress through September 30, 2021. The library has raised \$3.1 million towards the \$6 million goal for 2021, and has reached \$39.7 million for the Realize campaign's \$50 million goal. The Love Your Library fundraising campaign during September raised \$220,000 for CLP from 1,136 donors. This is the largest number of donors participating since the program started. Board Members were thanked for their participation.

The Board discussed the success of POTENTIAL, the Board of Trustees Endowment Match program and the desire to continue the program by seeding a new match with \$250,000 from the Board Futures Fund. The program has been a successful way to encourage the establishment of new endowed funds. In addition to the contribution from the Board Futures Fund, additional matching funds will be sought from new board members who did not have an opportunity to contribute during the first round, as well as from other potential prospects.

On a motion duly made and seconded, the Board unanimously approved the use of \$250,000 from the Board Futures Fund for the POTENTIAL: CLP-Board of Trustees Endowment Match Pool

E. Committee on Trusteeship

The Board approved the appointment of Greg Zovko as the new chair of the Audit Committee. The Board heard an update about recruitment needs for 2022. Even though there will be a very limited number of available openings for 2022, the Committee Chair invited Board Members to suggest potential candidates for future consideration. The committee will be reviewing the biennial survey for distribution to Board Members sometime around the December Board meeting.

F. IDEA Committee

The Board was briefed about the newly formed IDEA Committee, which stands for Inclusion, Diversity, Equity and Access. The IDEA Committee held its first meeting with robust participation and discussion about what the charge and deliverables should be for the new committee. The proposed December timeframe to amend the trust agreement to add the IDEA Committee with specific charge and expectations will need to be delayed to give the committee more time to organize their plans.

VI. Executive Session

The Board entered an executive session at 5:31 pm

VII. Adjournment

There being no further business, the meeting adjourned at 6:10 p.m.