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 October 18, 2021 Board Meeting Minutes

The minutes were amended to correctly reflect Eboné Lockyer’s presence by phone at the October 18 meeting. On a motion duly made and seconded, the minutes from the October 18, 2021 meeting were approved unanimously by the Board.

III. Chair’s Report

The Board Chair provided a brief update about the search for the new President & Director indicating the desire to have a new hire in place before the end of 1st quarter 2022. A Resolution was presented designating Mr. Lou Testoni as Interim Executive who will serve as the Board liaison to the executive leadership team of Linda Barsevich, Mary Monaghan and Karlyn Voss during the transition. On a motion duly made and seconded, the Resolution was approved unanimously by the Board.

IV. President and Director’s Report

Ms. Cooper shared a brief slide show of pictures from the Crash the Carnegies 125th anniversary event held on November 6-7 and thanked the many Board Members who volunteered that weekend. She also referred Board Members to the new CLP Passports that were distributed to all Board Members at the meeting and thanked Google for their generous sponsorship of the passports. Ms. Cooper highlighted recent stats for the RAD Pass program indicating that many people are starting to take advantage of the free and discounted tickets to participating arts and cultural organizations in our region. She also cited the successful grand reopening event of LAMP held on December 7.

V. Committee Reports

A. External Relations Committee (ERC)

The Board heard an update about the plans to announce the library’s elimination of fines for overdue items, which will happen in early 2022. CLP will target messaging to City residents because not all county libraries have gone fine free. The Board briefly discussed the approved resolution regarding the “New Model of Library Service for Allegheny County”/Shared Services initiative and the need to think strategically about those efforts in 2022 and beyond. This will be a priority initiative for CLP and new leadership. CLP staff are arranging a meeting between the Friends Council officers and legal counsel to try to resolve outstanding compliance issues with the Friends supporting organization. The Board will be kept informed about progress on its resolution. The Board was briefed about the library’s Neighborhood Ambassador program and asked to be informed about the impact of the program in the community. The Board was informed about plans to resume bus tours to branches and the Library Support Center in the spring. RAD’s Library Committee and ACLA and elN Boards/leaders will be invited to join CLP Trustees on the tour. The ERC has suggested hosting Board meetings at certain branch locations that are large enough to accommodate the full Board as another way to experience different CLP branches. The ERC will be reviewing the Board Stats Sheets in 2022 to discuss what information would be most meaningful to the Board as a way to measure impact. Board Members were asked to provide direct feedback and ideas to Committee Chair Marc Brown.
B. Finance Committee

The Board heard a report from the Finance Committee on operating results through October 31, which anticipates a surplus of approximately $556,000 at end of year. Operating surplus is due primarily to significant savings for salaries/benefits. Non-operating/non-recurring funding from one-time government stimulus subsidies increases the projected surplus to approximately $4.5 million. The Board reviewed the proposed 2022 budget compared to 2021 projections and was reminded that the 2022 RAD allocation came in at 5%, which has created a funding gap of $1.4 million. The Board was also reminded of CLP’s commitment to temporarily support funding of the Shared Services initiative, which will be covered by one-time CARES Act funding. This allocation only supports the Shared Services that we are providing already and does not include any expansion of Shared Services that may be on the horizon. A permanent, sustainable solution to fund Shared Services will be necessary for the future. A request was made to determine the best way to portray how Shared Services gets reflected in the annual budget. A review of Five-Year Projections based on certain revenue and expenditure assumptions indicated that the projected deficits will continue to increase. A variety of potential solutions were explored and proposed in order to balance the budget in 2022 and the early out years. The Board discussed their concerns about using one-time revenues to fund annual recurring operating expenses and stated that the Board should start now on finding long-term solutions to eliminate the projected deficits. On a motion duly made and seconded, the Resolution authorizing the 2022 budget was approved unanimously by the Board.

The Board was presented with the annual Resolution to approve the execution of instruments in order to reflect changes necessitated by the President & Director transition. On a motion duly made and seconded, the Resolution granting specific individuals the authority to execute instruments was approved unanimously by the Board.

C. Facilities Committee

The Board was briefed on the renovation and grand reopening of LAMP and the completion of the Squirrel Hill lighting project. The Facilities Committee will continue to review options and related budgets to create a more accessible front entrance at CLP-Main. More details on this project will be shared at the next Board meeting. The real estate broker engaged to review properties in Sheraden has identified Holy Innocents School as a potential location option for CLP-Sheraden, but it would be a few years out. The Board also heard a brief update about the Bellefield Boiler Plant and potential governance changes that may be forthcoming. More information will be shared at a future meeting.

D. Development Committee

The Board was briefed on fundraising progress through November 30, 2021. The library has raised $5.1 million towards the $6 million goal for 2021, and has reached $41.7 million for the Realize campaign’s $50 million goal. The Give Big Pittsburgh campaign on Giving Tuesday (November 30) resulted in 497 contributors donating over $47,000 to CLP. CLP was #5 (among all participating nonprofits) in the number of total contributors, which included a significant number of new donors. This campaign is a great way to increase the Library’s donor pipeline, which is a priority for CLP’s
fundraising efforts. Board Members were reminded about the additional match funding for the Potential Endowment initiative that was approved by the Board at the October meeting and were asked to share names of people they know who may be interested in establishing a permanent endowment with CLP. Board Members were also encouraged to make their year-end donation to the Annual Fund if they haven’t done so. The goal is always 100% participation, and Trustee giving to date for 2021 was reported at only 74%. Gifts must arrive by 12/31/21 in order to be counted.

E. Committee on Trusteeship

The Board was reminded that only one Term Trustee will roll off in 2022. While this is the only position that will be filled with a new candidate in 2022, a number of great candidates have been suggested, and the Trusteeship Committee will start to build relationships with these prospective candidates in hopes that they may be recruited in 2023 when five vacancies will be open. There are 6 Trustees who will be eligible to be reelected for a 2nd 3-year term in May 2022.

The Board was advised that they would receive the biannual Board survey the next day by email from consultant Leslie Bonner and were encouraged to complete the survey as soon as possible. The survey window will be open between 12/14-12/23. The Board was informed about additional questions that were included in this year’s survey related to inclusion, diversity, equity and access. The survey is an important tool to help develop the whole Board of Trustees in their service to the library, and the Board seeks strong participation.

F. IDEA Committee

The Board was briefed about the IDEA Committee’s activities, which included recommending edits to the Board survey and preparing to host some meetings with leaders of other nonprofit organizations who are also engaged in EDI work to share ideas, best practices and strengthen relationships. The IDEA and Trusteeship Committees will convene these meetings during first quarter 2022. A connection was made with the staff EDI Committee to share information about the Board’s IDEA Committee and learn about their efforts as a way to build relationships and foster communication and alignment. The Board was informed that the IDEA Committee would like some additional time to develop their charge and prepare their recommendations to amend the Trust Agreement. The Board was supportive of granting the necessary time required by the committee.

VI. Mission Moment

On the occasion of President & Director Mary Frances Cooper’s retirement, the Board Chair presented a Resolution establishing the Future Library Leaders Fund and authorizing an allocation of $250,000 from the Board Futures Fund to the new fund in honor of Ms. Cooper’s service to Carnegie Library of Pittsburgh and her dedication to the library profession. On a motion duly made and seconded, the Resolution was approved unanimously by the Board.

The Board also honored Ms. Cooper with a comprehensive Resolution acknowledging her numerous accomplishments over her 13 years of leadership at CLP. Former Board Chairs Lou Testoni and Carol Robinson and current Board Chair Patrick Dowd spoke to several of Ms. Cooper’s contributions to the library during her tenure,
including fiscal responsibility, fundraising growth, especially the endowment, capital renovations, the library referendum, and community connections. On a motion duly made and seconded, the Resolution was enthusiastically approved unanimously by the Board.

VII. Adjournment

There being no further business, the meeting adjourned at 5:25 p.m. A retirement reception honoring Ms. Cooper followed the Board meeting.