

**CARNEGIE LIBRARY OF PITTSBURGH
BOARD OF TRUSTEES MEETING MINUTES
Monday, May 16, 2022 - 4 p.m.
Carnegie Library of Pittsburgh
South Wing Reading Room**

Present:

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

Absent:

Jay Costa
Kenyokee Crowell
Betty Cruz
Samuel DeMarco
R. Daniel Lavelle
Jim Galitsis
Frances Jordan
Theresa Kail-Smith
Dan Miller
Sylvia Wilson

Trustee Emeriti Present:

Frank Lucchino
Betsy Watkins

Community Committee Members Present:

Present by Invitation:

Linda Barsevich
Sarah Beasley
Molly Bennett
Lisa Boyd
Lisa Dennis
Marta Honores
Mary Monaghan
Andrew Medlar

Maggie Pike (RAD)
Eric Stroshane
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 February 28, 2022 Board Meeting and April 11, 2022 Special Board Meeting Minutes

On a motion duly made and seconded, the minutes from the February 28, 2022 meeting were unanimously approved.

On a motion duly made and seconded, the minutes from the April 11, 2022 special meeting of the Board were unanimously approved.

III. Chair's Report

The Board Chair welcomed new Public Trustee, Jake Pawlak, to the Board, noting Mr. Pawlak's extensive work on the library tax referendum in 2011. Mr. Pawlak introduced himself and expressed his enthusiasm about being the new mayoral appointee to the Board.

The Board Chair requested that the order of the agenda be changed to allow the Committee on Trusteeship to present the 2022 Slate as the next order of business; the Board agreed to this change.

Before the presentation of the 2022 slate to the Board, Mr. Dowd provided a Life Trustee update, announcing the appointment of Ms. LaShawnda Thomas, elected by the Life Trustees as per the Trust Agreement. Mr. Lou Testoni is stepping down as a Life Trustee and will be put forth as a nominee for Term Trustee.

The Committee on Trusteeship presented the 2022 Slate to the Board:

For Re-Election as Term Trustee, Term Expiring at the Annual Meeting 2025

Joel Bernard
Sue Kirsch
Dan Miller
Laura Miller
Gia Tatone

For Election as Term Trustees, Term Expiring at the Annual Meeting 2025

Trisha Gadson
Ken Spruill
Lou Testoni

For Election as Officers, Term Expiring Annual Meeting 2023

Bruce Kraus, Secretary

For Election as Members of Executive Committee, Term Expiring Annual Meeting 2023

Patrick Dowd, Chair
LaShawnda Thomas, Vice Chair
Lafe Metz, Vice Chair,

Bruce Kraus, Secretary
Sue Kirsch, Treasurer, Chair of Finance Committee
Joel Bernard, Chair of Facilities Committee
Pat Siger, Co-Chair of Development Committee*
Molly Brean, Co-Chair of Development Committee*
Laura Miller, Co-Chair of IDEA Committee*
Kenyokee Crowell, Co-Chair of IDEA Committee*
Cary Reed, Chair of Trusteeship Committee
Marc Brown, Chair of External Relations Committee

**Co-Chairs have shared vote*

For Election as Members of the Audit Committee, Term Expiring Annual Meeting 2023

Greg Zovko, Chair
Sam DeMarco
Gia Tatone

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, with Mr. Testoni abstaining.

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.

Following the approval of the 2022 Slate, new Term Trustee, Ms. Trisha Gadson, was welcomed to the meeting and invited to speak about her interest in serving on the Library's Board.

The Board Chair introduced the library's new President & Director, Mr. Andrew Medlar, to the Board. Mr. Medlar was welcomed to the meeting as a special guest and observer in advance of his May 31st start date. Mr. Medlar thanked Ms. Thomas and the Search Committee, Mr. Dowd, and the Interim Executive Leadership Team for their warm welcome and expressed his excitement to get started in his new role.

IV. Interim Executive Leadership Team Report

Ms. Voss reviewed the Stats Sheet, which highlighted statistics and trends for the first quarter of 2022. Highlights included upward trends in core stats, which is attributed to the change in COVID restrictions and reduction of cases countywide. It was noted that the 80% increase in WiFi sessions is due to the expansion of CLP WiFi access to the Eduroam network in January 2022. Ms. Voss also highlighted the first quarter data on RAD Pass, noting that 73% of reserved passes were redeemed, and 8% of all new eCard signups went on to reserve a pass. Future stats sheets will highlight additional Shared Services.

Ms. Monaghan updated the Board on library operations. Hours have been expanded at Main, Downtown, Allegheny, Squirrel Hill, East Liberty and Brookline, which are all at or above pre-pandemic hours. The library is evaluating plans to expand hours at additional locations; visits and circulation are still below pre-pandemic levels at many smaller branches. The board was also updated on the status of the library's mask policy. The library follows CDC guidance and is monitoring countywide case levels and policy changes at other community organizations. Masks are currently optional, but encouraged for staff and visitors to CLP locations.

For the Mission Moment, Lisa Dennis, Coordinator, Children's Collections, Eric Stroshane, Library Services Manager - Hazelwood, and Sarah Beasley, Library Services Administrator in Collection Services, presented on "Book Challenges and Intellectual Freedom – the Current Environment." It was noted that the purpose of the presentation was informational and that no specific action is being asked of the Board at this time. Ms. Dennis presented background on intellectual freedom and libraries, including the history of the ALA's Freedom to Read Statement and Library Bill of Rights and the ALA's Office of Intellectual Freedom. Mr. Stroshane, who has been involved with the Office of Intellectual Freedom since 2014, shared information on public cases of attempted censorship and numbers of unique titles challenged each year since 2017, noting both a substantial increase in cases and titles in 2021 compared to prior years, as well as an increase in the breadth and depth of the challenges in 2021 and a decrease in the number of materials that were retained. It was also noted that these numbers reflect only publicly known cases and that many instances of censorship and challenges go unreported. Mr. Stroshane also reported on other significant changes in challenges, including cases where hundreds of titles are challenged at once and the development of coordinated and funded censorship campaigns, and highlighted data for Pennsylvania. Ms. Beasley presented information on CLP's policies and procedures for collection development and reconsideration, which are well-established. It was noted that decisions made about materials that go through the reconsideration process affect only CLP copies; decisions made at other county libraries do not impact CLP holdings. There is broad interest throughout the county in providing mutual support for reconsideration requests and, as part of the Collections Support Shared Services, CLP is developing a hub of reconsideration resources. Workshops for CLP staff will also be offered in June.

V. Committee Reports

A. Audit Committee

The 2021 Audit and the IRS Form 990 were sent to the Board in advance of the meeting. The committee reported on the Library's 2021 Financial Statements, and reviewed the library's assets, liabilities and net assets. The report highlighted the breakdown of the Library's net assets, their liquidity and restrictions. Auditing firm, Maher Duessel, issued CLP an unmodified (favorable) audit opinion. There were no material weaknesses or significant deficiencies noted in the management letter.

On a motion duly made and seconded, the Board unanimously approved the 2021 Audit.

The Board reviewed the IRS 990. The 990 will be submitted in accordance with IRS filing deadlines.

Trustees were also updated on the status of the 2021 Conflict of Interest forms – 2 forms are currently outstanding – and were reminded of the importance of completing their 2022 forms as soon as possible.

B. Finance Committee

The committee shared the 2021 Audit Reconciliation of the operating results to the Audit and IRS 990. The primary differences between the Audit and the IRS 990 are the unrealized gains on long term investments and the Buncher Supporting Organization, which submits a separate IRS 990 form. The committee also reported on the operating results through March 31, noting a \$3.718 million variance in the budgeted operating surplus due to timing differences in some materials procurement and the receipt of library tax funds, which came in April. The Board was also briefed on operating expenses for “New” Shared Services through March 31; the library is covering these expenses with County CARES funding received in 2020 and long-term funding for Shared Services will need to be secured. The committee also reviewed the cash flow for the CLP Main Front Steps & Accessibility capital project.

The Board was presented with a 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 the new President & Director and specific individuals the authority to execute instruments, effective May 31, 2022, was approved unanimously by the Board.

C. External Relations Committee

The Board heard a report on the committee’s debrief of the April Annual Public Meeting; the committee plans to revisit the form and purpose of the event and discuss ideas for what the meeting could be and/or other ways to provide meaningful opportunities for public engagement with the Board. The committee also debriefed the Harrisburg trip and requested that Board members reach out to their elected officials to support an increase in library funding; a sample letter was included in the Board materials. Key upcoming events were also highlighted, including the Board Extravaganza tent, for which Board volunteers are needed, and the June 4th Board Branch Tour.

The committee also shared an update on RAD sales tax performance; the May year-to-date report shows 12% higher revenues compared to the same period in 2021, which is promising. Shared Services continues to go well, and work is underway on organizing a group for website management. The Board was also briefed on the meeting with the Friends Council officers and CLP’s lawyer; a new MOU will be created as a governing document to address the compliance issues and define clear roles and expectations.

D. IDEA Committee

The IDEA Committee shared a report on recent activities. The committee is beginning to explore options for Board training. As a starting point, several committee members will be sharing training materials they have used in their respective professional settings. Recommendations from Board members are also welcome. The committee also reviewed a draft inaugural CLP Diversity Report, which at this point is focused primarily on an internal audience, with plans to expand it for a broader external audience in future years. The committee is also planning to meet with members of the City Theatre Board to share insights, ideas and best practices

E. Facilities Committee

The Facilities Committee reviewed the scope of the Main Front Entrance and Accessibility project, which includes removing and reconstructing the front stairs and landings while preserving existing historic materials; replacing the existing entrance lift with a fully compliant limited use/limited accessibility elevator (LULA); and reconfiguring the main library entryway, eliminating the current glass foyer enclosures with a more negotiable and user-friendly entrance lobby.

The committee presented the capital budget for the project. The total budget is \$2.15 million, which includes a contingency for any unexpected issues. There are capital campaign funds on hand; however, Development will also fundraise for the project, which will help preserve / return funds to the capital campaign fund.

On a motion duly made and seconded, the Main Front Entrance & Accessibility project capital budget of \$2.15 million was unanimously approved by the Board.

F. Development Committee

The Board was briefed on fundraising progress through April 30, 2022. The library has raised \$542,000 towards the \$6 million goal, and has reached \$45.4 million for Realize. The POTENTIAL Endowment Match has raised \$1.74M raised since 2018, with 29 new named funds; \$166,000 remains in the match pool. The committee also reported on upcoming donor engagement activities, including the spring direct mail appeal to donors and prospects, the May 26th, in-person Discover Your Library program at the Library Support Center, and the third virtual program in the Planning Well at the Library series on May 24th.

G. Committee on Trusteeship

Outgoing Term Trustee, Justin Krauss, and outgoing Public Trustee, Erika Strassburger, were thanked for their service.

VI. Executive Session

The Board did not hold an Executive Session

VII. Adjournment

There being no further business, the meeting adjourned at 5:51 p.m. followed immediately by a special reception for Andrew Medlar.