

**CARNEGIE LIBRARY OF PITTSBURGH
BOARD OF TRUSTEES MEETING MINUTES
Monday, July 18, 2022 - 4 p.m.
Carnegie Library of Pittsburgh
South Wing Reading Room**

Present:

Molly Brean
Marc Brown
Jay Costa (remote)
Kenyokee Crowell (remote)
Patrick Dowd
Trish Gadson
Deb Gross (remote)
Bethany Hallam (remote)
Frances Jordan
Sue Kirsch
Jeremy Kubica
Eboné Lockyer (remote)
Barbara Logan
Monica Malik
Alice Mitinger
Huma Mohiuddin (remote)
Jake Pawlak (remote)
Cary Reed
Carol Robinson
Pat Siger
Ken Spruill (remote)
Gia Tatone (remote)
Lou Testoni
LaShawnda Thomas (phone)
Greg Zovko

Trustee Emeriti Present:

Frank Lucchino
Betsy Watkins

Community Committee Members Present:

Present by Invitation:

Linda Barsevich
Sarah Beasley
Molly Bennett
Lisa Boyd
Anita Greene-Jones
Marta Honores
Mary Monaghan
Andrew Medlar

Absent:

Carolyn Hess Abraham
Joel Bernard
Betty Cruz
Samuel DeMarco
Jim Galitsis
Theresa Kail-Smith
Bruce Kraus
R. Daniel Lavelle
Lafe Metz
Laura Miller
Dan Miller
Sylvia Wilson

Maggie Pike (RAD)
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 May 16, 2022 Board Meeting Minutes

On a motion duly made and seconded, the minutes from the May 16, 2022 meeting were unanimously approved.

III. Chair's Report

The Board Chair welcomed new Term Trustee, Ken Spruill, to the Board. Mr. Spruill introduced himself and expressed his enthusiasm about joining the Board. The Board Chair also welcomed Mr. Andrew Medlar to his first Board meeting as the library's new President & Director. Ms. Linda Barsevich and Mr. Dowd also thanked Mr. Lou Testoni for his service as Interim Executive during the period the President & Director role was vacant. Mr. Testoni thanked the staff of the Executive Leadership Team.

The Board Chair requested that trustees complete the 2022 Committee Preference Form and return their completed forms to Ms. Boyd. Trustees were also reminded to complete their 2022 COI forms.

IV. President & Director's Report

Mr. Medlar updated the Board on recent staff changes; Ms. Anita Greene-Jones has been promoted to Director, Shared Services and County Relations, and Ms. Sarah Beasley has been promoted to Assistant Director, Collection Development. The library is also planning to post the job announcement for Director, Inclusion, Diversity, Equity & Access (IDEA) by the end of the month. The Board was also briefed on the Program Guide, which is a printed quarterly program guide that will be shared widely with the community via branches, direct mailings, and other community outreach. The library has launched the Q3 Program Guide as a pilot, with a feedback survey that can be accessed virtually or in print form. Feedback from the pilot will be used to refine the Q4 Program Guide, which will be the official rollout of the guide. Mr. Medlar also provided brief updates on the 2022 Kimmel Scholarship winner, thanking Ms. Alice Mitinger for serving on the selection committee, and the Intellectual Freedom workshops that were offered to staff in June and will be offered again in the future.

Mr. Medlar also reviewed the Stats Sheet, which highlighted statistics and trends for the second quarter of 2022. Highlights included counts for many core stats continuing to trend upward, especially visits, WiFi use, and PC sessions. Hours of service added in May positively impacted visits. Program attendance also rose as more programs were offered across locations. After a two-year hiatus due to the pandemic, Extravaganza returned and drew over 5,000 people. 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. Shared Services were also highlighted on the Stats Sheet. In response to Board questions, distribution plans for the Q4 Program Guide were clarified.

For the Mission Moment, Mr. Medlar presented highlights from his first 45 days at the library. The focus of his activities during this time has been relationship building and learning. This has included visiting all of the library locations, the Library Support Center and Office of Programs & Partnerships within the first 9 days, the June 4th Board Branch Tour with members of the CLP Board, the ACLA Board and RAD, plus attending the June 2 RAD Board Meeting and meeting with Rich Hudic on June 23. Mr. Medlar was also formally introduced to the public at the June 12th Extravaganza. Other public appearances include the ALA conference, where he moderated a special session with Tiffany Haddish, and introducing the Pittsburgh Symphony Orchestra performance at CLP Main. The library also hosted a foundation and corporate partners breakfast and a Library Circle event in mid-July. Other meetings included the ACLA Director and Board Chair, EIN, CLP Board Committee Chairs, Sr. Staff, union leadership, Carnegie Museums, and interviews with the Confluence and Next Pittsburgh. Upcoming events and activities were also highlighted, including the RAD Budget presentation, an elected officials breakfast, and meetings with the Office of Commonwealth Libraries and other key partners, as well as work on goals for the position.

V. Committee Reports

A. Finance Committee

The committee shared the operating results through May 31, noting a \$333,082 positive variance in the budgeted operating surplus due to higher than expected Table Games revenue, plus the receipt of the first payment of Employee Retention Credit (ERC) funds from the IRS, savings in salaries and benefits, and timing differences with the library tax and spending on materials. The Board was also briefed on 2022 year-end projections; the projected deficit has been covered by realized savings on salaries and extra revenues. Looking ahead to future years, projected deficits have decreased slightly due to an 18.5% increase in state funding and an assumed 4% increase in RAD funding for 2023. It was also noted that the anticipated ERC payments will cover deficits through 2027, with a \$1.9 million deficit projected for 2028. Continued unknowns include future state funding levels, timing of the receipt of ERC payments, market performance of endowment funds, future RAD increases, and RAD's commitment to funding shared services.

The committee also shared highlights from the library's 2023 RAD Budget submission. The library is asking for a 4% increase for operations, following RAD guidance to not request more than 4%. The budget projection reflects a \$376,000 operational deficit to be covered by fund balance. The library has also requested slightly over \$1 million to cover 100% of Shared Services for 2023 (4.7% increase) and \$250,000 in capital funding for the Main Library entrance accessibility project. RAD will announce preliminary allocations on September 29th and final allocations on November 29th. The final 2023 CLP budget will be submitted to the Board at the December meeting.

B. External Relations Committee

The Board heard a report on the recent Board engagement activities. The June 4 branch tour included 14 CLP trustees, plus 3 ACLA board members and 1 RAD

representative. The committee hopes to plan another tour in the fall. The committee thanked the board volunteers who helped staff the Board Extravaganza tent. In addition to strong public turnout, the Mayor and County Executive both made appearances at the event. Trustees were also thanked for their advocacy to state legislators, which resulted in an 18.5% increase in funding. The committee also shared an update on RAD sales tax performance; the year-to-date report shows 10.9% higher revenues compared to the same period in 2021, which is promising. Shared Services continues to go well, and planning for expanded services in 2023 is underway.

C. IDEA Committee

The IDEA Committee shared a report on recent activities. The committee is continuing to explore options for Board training, and some training resources shared by committee members were reviewed at the committee's June meeting. The committee will be recommending an RFP to identify an external consultant. The committee also reviewed and provided input on the IDEA Director job description. The committee chairs and Ms. Betty Cruz met with members of the City Theatre Board to share insights, ideas and best practices.

D. Facilities Committee

Ms. Barsevich provided an update for the Main Front Entrance and Accessibility project. The project scope 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, and replacing it with a more negotiable and user-friendly entrance lobby. All approvals for the project are complete and the project went out to bid to four contractors in mid-June; two bids have come in, both of which are on target with the project budget. The next step is to issue an "Intent to Award" letter, with the expectation that the contractor will mobilize on site within 7-10 days of the award. The project is expected to be completed in early 2023.

E. Development Committee

The Board was briefed on fundraising progress through June 30, 2022. The library has raised \$2.7 million towards the \$6 million goal, and has reached \$47.6 million or 95% of the goal for Realize. The Realize campaign will finish this year. 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 briefly reviewed the ABCs of Board giving and highlighted the lasting legacy of endowment gifts.

The committee also reported on the work of the Crypto Subcommittee. The library has not yet been approached about receiving a gift in Crypto Currency, but is gathering information now to plan for the future. Crypto is the fastest growing area of charitable contributions, and donors tend to be younger, tech oriented and male, which is not the library's typical donor demographic. Crypto donors may give directly to a charity (or its intermediary) or to their own Donor Advised Fund. Some of the concerns for nonprofits in receiving Crypto Currency, beyond the newness, are the anonymity of donors and the source of the funds, volatility, and environmental impacts. Insights from other nonprofits with Crypto Currency gift policies include using a third-party platform to

mitigate risk and barring anonymous gifts. The committee will continue to gather information and discuss again at their September meeting.

VI. Executive Session

The Board did not hold an Executive Session

VII. Adjournment

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