

**CARNEGIE LIBRARY OF PITTSBURGH
BOARD OF TRUSTEES MEETING MINUTES
Monday, December 12, 2022 - 4 p.m.
Carnegie Library of Pittsburgh
South Wing Reading Room**

Present:

Carolyn Hess Abraham
Joel Bernard
Molly Brean
Jay Costa (remote)
Kenyokee Crowell (remote)
Patrick Dowd
Trish Gadson (remote)
Bethany Hallam (remote)
Frances Jordan
Bruce Kraus
Jeremy Kubica
Laura Miller
Alice Mitinger
Jake Pawlak
Cary Reed
Carol Robinson
Pat Siger
Ken Spruill
Erika Strassburger
Gia Tatone
Lou Testoni
LaShawnda Thomas (remote)
Greg Zovko (remote)

Absent:

Marc Brown
Sam DeMarco
Jim Galitsis
Deb Gross
Theresa Kail-Smith
Sue Kirsch
Eboné Lockyer
Barbara Logan
Lafe Metz
Dan Miller
Huma Mohiuddin
Sylvia Wilson

Trustee Emeriti Present:

Frank Lucchino
Betsy Watkins

Community Committee Members Present:

Andrew McEvoy

Present by Invitation:

Linda Barsevich
Sarah Beasley
Molly Bennett
Lisa Boyd
Anita Greene-Jones
Andrew Medlar

Mary Monaghan
Maggie Iddings (RAD)
Jen Styran
Paul Vanderwiel
Karlyn Voss
Pat Winter (remote)

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 17, 2022 Board Meeting Minutes

On a motion duly made and seconded, the minutes from the October 17, 2022 meeting were unanimously approved.

III. Chair's Report

The Board Chair welcomed new Community Committee Member, Andrew McEvoy, who will be serving on the Finance Committee.

IV. President & Director's Report

Mr. Medlar opened his report by thanking RAD for their ongoing support of the library. He also provided an update on the October Pennsylvania Library Association advocacy day in Harrisburg. The delegation from CLP visited all of the State Senators representing Allegheny County, and House Appropriations Chairman Stan Saylor was presented with the PALA President's Award in recognition for his advocacy for increased library funding. Mr. Medlar also highlighted the library's service awards luncheon, which celebrates staff reaching milestone anniversaries (and was held for the first time since before the pandemic), and the recent tribute to the life and legacy of Vivian Davidson Hewitt, which was held at CLP-Homewood; Ms. Hewitt was the library's first Black librarian. Looking ahead, Mr. Medlar encouraged trustees to save the date for the February 5th event celebrating writer and historian, David McCullough.

For the Mission Moment, Mary Monaghan, Director, Public Services, Anita Greene-Jones, Director, Shared Services and County Relations, and Karlyn Voss, Director, External and Government Relations presented an update on the status of the library's current strategic plan. Ms. Monaghan reported on activities related to public service and library staff, noting the Service Standards Revision, brand refresh, and the library's response to the pandemic shutdown, reopening and recovery. During the current strategic plan, the library also navigated the discovery of and response to the rare books theft, including the implementation of new protocols and policies and new plans to share rare collections and archives with the public. The library's capital improvement plan started in 2002, and as of 2021 all locations have been refreshed, renovated, relocated or improved in some way. Ms. Monaghan also highlighted various trainings for staff and the library's first contract with USW. Ms. Greene-Jones presented on the library's work to remove barriers, better understand customer needs, and develop and manage Shared Services, including the elimination of library fines, the development of the Library Ambassadors program, and the focus on patron-driven acquisitions and customer feedback. For Shared Services, throughout 2019-2020 the library worked closely with RAD, county libraries and a consultant to launch the piloting of formal shared library services in Allegheny County. The library was subsequently designated the Service Manager for shared services. Other efforts include the creation of the Pittsburgh District and Shared Services Oversight Committee and the expansion of existing shared services and continued development of new ones. Ms. Voss reported on the library's fundraising, EDI work, and community engagement. Fundraising accomplishments include: the completion of the library's *Realize* campaign, surpassing the library's \$50 million goal; the creation of the board's matching endowment campaign, *Potential*, which, to date, has achieved 32 new named funds, totaling \$1.84 million for the library's long-term sustainability; and the expansion of the Library Circle program to 107 members. During this time, the library also raised an average of \$6.5 million annually. Progress on the library's EDI work was also highlighted. The library will be

welcoming its first Director of Inclusion, Diversity, Equity and Accessibility in early 2023, and prepared its first annual diversity report, which will be something that is published yearly. Other work included the Board Diversity & Inclusion task force, the development and approval of an anti-racism statement, the creation of a new standing IDEA committee, and the creation of the future library leaders fund. Ms. Voss also highlighted special community events, like Crash the Carnegies, and programs, like the launch of RAD Pass, CIVIC CLP, WeLearn, Stacks local music, and ReCollection studio. To close, the presenters also highlighted goals that will carry over to the next strategic plan, including continued progress on EDI, identifying the right balance of in-person and virtual programming and services, continuing to deepen relationships with county libraries, and future planning for renovations at CLP Main.

Before providing an update on the 2023 Strategic Planning process, Mr. Medlar briefly reviewed the Stats Sheet, which focused on the current strategic plan wrap-up, and statistics and trends for September, October, and November 2022.

Mr. Medlar shared an update on planning for the development of the library's new five-year strategic plan, which will kick off in January 2023. The library has selected the Alford Group as the consultant for the development of the library's next strategic plan. Mr. Medlar also briefly reviewed the timelines for the strategic planning work. January and February will focus on preparation and coordination, and the first stage of data collection via a SOAR survey with wide distribution to Board and staff. March and April will be focused on community conversations, via focus groups and interviews, and May and June will be focused on synthesizing data and writing. The Board will do a deep dive on the new plan at the October Board meeting and retreat, with the final plan due to RAD by December. The Executive Committee will coordinate the Board's engagement with the strategic planning process.

V. Committee Reports

A. Finance Committee

The committee shared the operating results through October 31, noting a favorable variance driven by table games and library tax coming in higher than budgeted and the receipt of \$124,300 in Employee Retention Credit funds earlier in the year, net of the intentional reduction in endowment draw. On the expense side there are savings in salaries and benefits and timing delays on capital maintenance. While the library welcomes not reporting a deficit, the savings arising from lower salaries and benefits is not a desired outcome as it means that needed positions are not being filled, potentially having an impact on the services. Some of the savings from the salary & benefits budget lines have been redeployed to materials due to rising costs and customer demand, as well as to the Occupancy line for maintenance projects and higher utility costs.

The committee also shared highlights for the 2023 budget, focusing on how the 2023 budget changed versus projections. Revenues are \$2.4 million higher than 2022 due to a RAD funding increase of 4% for operations (\$867k), RAD special allocation of \$1,000,000 for Shared Services, higher interest income, the 18% increase to the state library subsidy, library tax increase based on 2022 actuals, and an 11% increase in fundraising. On the expense side there are \$1 million in Shared Services costs, plus normal salary and benefits increases and, assuming full staffing, professional fees and program supply increases.

Library materials are on par with 2022 projections. Highlights of the 2023 RAD funding were also called out, and include a 4% increase for CLP operations, county e-books and for eiNetwork and \$1 million for the Library's debt service on the bonds that funded the capital campaign for library renovations (as part of a separate cooperation agreement). New for 2023 is a commitment from RAD for CLP's work on county-wide shared services of \$1 million, and a \$250,000 Capital grant for the Main Front Steps & Accessibility Project.

The committee also presented five-year projections and highlighted the RAD funding analysis, which shows the ongoing impacts of the 20% pandemic-related budget cuts in 2020. One of the reasons for the deficit budgets of the past few years and going forward is the RAD funding re-set after the pandemic. While County CARES funding made the library whole for 2020 and CLP received sizable increases to RAD funding in 2021 and 2022, the library is still \$1.2 million behind where it would have been had the pandemic not occurred. The Board discussed the limits of short-term and one-time solutions for covering the deficits and also noted potential concerns about impacts to the library tax from the litigation over Allegheny County assessment practices.

The committee presented the 2023 Budget Resolution to the Board. On a motion duly made and seconded, the Resolution authorizing the 2023 budget was unanimously approved.

B. Facilities Committee

The Board was briefed on the status of 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. Work began in August, and the project has been making good progress. So far only three days have been lost to weather, and change orders are within budget. The committee reviewed progress photos and reported the project is still on target to finish in early 2023.

C. Development Committee

The Board was briefed on fundraising progress through November 30, 2022. The library has raised \$5.9 million towards the \$6 million goal for 2022 and has reached \$50.8 million or 102% of the goal for Realize. The POTENTIAL Endowment Match has raised \$1.8M since 2018, with 32 new named funds; \$100,000 remains in the match pool. The committee also reported on Giving Tuesday results; 414 contributors gave \$46,673. The committee emphasized the importance of attaining 100% Board member giving. Gifts must be received by the library by December 31.

D. Committee on Trusteeship

The committee updated the Board on 2023 recruitment. There are currently three vacant term trustee seats. Four term trustees will be terming off and one additional trustee is planning to resign at the May 2023 annual meeting. There is also one term

trustee who is eligible for reelection to a second term. The committee has a deep list of prospects, and outreach started in October. Recommendations are always appreciated.

E. External Relations Committee

The committee opened their report with an acknowledgement of RAD's support for the library and provided an update on RAD revenues, which are 8.3% higher than this time last year. The committee also reported on the December 7 budget hearing at City Council and expressed gratitude for the opportunity to talk about the library. The library is also starting to plan for the spring Harrisburg advocacy trip and will finalize a date once the House calendar is set; Board volunteers will be needed for the trip. The November board branch tour was a success with visits to Hazelwood, Lawrenceville and Downtown; thank you to everyone who attended. In addition to CLP staff and trustees, four ACLA Board members joined the tour, and the library will work with ACLA to explore adding visits to county libraries. The Board was also updated on the Library Friends; the draft MOU has been shared with them, and the library is hoping to meet with officers in January.

F. IDEA Committee

The IDEA Committee shared a report on recent activities. The committee met on November 14. A key area of discussion was Board training. The committee is continuing to explore options for Board training and is focused on identifying potential consultants and figuring out timing to align with the start of the library's new IDEA Director position.

The library is pleased to share that Dr. Deborah Rogers will be the library's first Director of Inclusion, Diversity, Equity and Accessibility. A public announcement will be made soon, and Dr. Rogers anticipated start date will be in February.

VI. Executive Session

The Board did not convene an Executive Session

VII. Adjournment

There being no further business, the meeting adjourned at 5:23 p.m. The meeting was followed by a reception to celebrate the successful conclusion of the Realize fundraising campaign.