

**CARNEGIE LIBRARY OF PITTSBURGH
BOARD OF TRUSTEES MEETING MINUTES
Monday, May 15, 2023 - 4 p.m.
Carnegie Library of Pittsburgh
South Wing Reading Room**

Present:

Carolyn Hess Abraham
Joel Bernard
Molly Brean
Marc Brown
Jay Costa
Sam DeMarco (remote)
Trish Gadson
Bethany Hallam (remote)
Frances Jordan
Sue Kirsch
Bruce Kraus (remote)
Jeremy Kubica
Barbara Logan (remote)
Lafe Metz (remote)
Laura Miller (remote)
Alice Mitinger
Jake Pawlak (remote)
Cary Reed
Carol Robinson
Erika Strassburger (remote)
Gia Tatone
Lou Testoni
LaShawnda Thomas
Greg Zovko

Trustee Emeriti Present:

Frank Lucchino
Betsy Watkins

Community Committee Members Present:

Andrew McEvoy

Present by Invitation:

Linda Barsevich
Sarah Beasley
Molly Bennett
Anita Greene-Jones
Marta Honores
Rich Hudic (RAD)
Maggie Iddings (RAD) (remote)
Andrew Medlar

Absent:

Kenyokee Crowell
Patrick Dowd
Jim Galitsis
Deb Gross
Theresa Kail-Smith
Eboné Lockyer
Dan Miller
Huma Mohiuddin
Pat Siger
Ken Spruill
Sylvia Wilson

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 March 6, 2023 Board Meeting Minutes

On a motion duly made and seconded, the minutes from the March 6, 2023 meeting were unanimously approved.

III. Chair's Report

IV. President & Director's Report

[Note: The Board meeting was interrupted by a fire alarm in the building during the President & Director's Report, which delayed the meeting for approximately 20 minutes.]

Mr. Medlar opened his report with accomplishments from his first year as President & Director: expanded public services hours; new Director of Inclusion, Diversity, Equity, and Access (IDEA), Dr. Deborah Rogers; completed Realize fundraising campaign.

Mr. Medlar shared initial plans for the Future Library Leaders Fund that was established by the Board in honor of former President & Director Mary Frances Cooper. The fund will support opportunities for current and prospective CLP employees, such as scholarships, professional association engagement, a leadership seminar, HBCU outreach, and hiring fairs.

Mr. Medlar also announced the Vivian Ann Davidson Hewitt Initiative in memory of CLP's first Black Librarian. This will include a Black Librarian Lecture Series, art in branches, literature and programming, and the creation of a position for Curator of Black Literature.

Mr. Medlar shared that CLP was approached by the county to assume management of the Allegheny County Law Library and presented a resolution authorizing the library to proceed. After discussion, a motion was duly made and seconded to approve the resolution with amendments authorizing the Director to negotiate terms of the agreement with the county. Resolution was unanimously approved.

Mr. Medlar updated the Board on the progress of the strategic planning process. Input from the community will be received through one-on-one interviews with key leaders; focus groups with partners organizations and donors; community meetings in branches; and a community-wide survey. Final approval of the plan will occur at the Board's December meeting.

The Mission Moment focused on Summer Reading and was presented by Molly Bennett, Director, Communications & Creative Services (CCS); Marta Honores, Assistant Director, Office of Programmatic Services (OPS); Kelly Rottmund, Coordinator of Teen Services (OPS); and Erin Zambataro, Coordinator of Children's Services (OPS). The Summer Reading program will run for six weeks: June 11 through August 6. Each location will have a kickoff event, and Extravaganza at CLP-Main will be held on August 13 as an end-of-campaign celebration. The Book Sale at CLP-Main will be held on June 18 during Main Library's Summer Reading Program kick-off event.

V. Committee Reports

A. Finance Committee

The committee shared the library's Q1 operating results through March 31, 2023, noting a favorable variance driven primarily through timing of receipt of Library Tax and State Funding. On the expense side, there were savings in salaries and benefits due to delays in filling open positions.

With long-term investments lagging behind Commonfund's own benchmarks, the committee announced plans to issue an RFP to hire a new investment consultant.

The Board was presented with a Resolution to approve the execution of instruments in order to reflect changes in Board leadership roles. On a motion duly made and seconded, the Resolution granting specific individuals the authority to execute instruments for the library was approved unanimously by the Board.

The committee chair provided a detailed explanation about the library's balance sheet as a way to further educate the Board about the CLP's financial position.

B. Audit Committee

The committee announced an unmodified (clean) audit opinion with no management letter comments and no new accounting pronouncements. The audit firm is Maher Duessel, and the committee has been pleased with their service and fee.

On a motion duly made and seconded, a resolution to approve the 2022 audit was passed unanimously.

IRS Form 990 is required by the IRS for non-profits. There were no changes from the 2021 form, and financial information was derived from the audit. Trustees were encouraged to read the notes section as another way to learn about the library.

The committee asked all Trustees to fill out the annual conflict of interest forms and turn them in.

Information was shared about The Jack Buncher Charitable Fund. The Buncher Supporting Organization of Carnegie Library of Pittsburgh appears as an asset on the Library's balance sheet.

C. Development Committee

The committee provided a recap of 2023 fundraising through April 30. The 2023 goal is \$6 million. \$510,000 (9%) has been raised.

Since 2018, the POTENTIAL Campaign has inspired 36 new named funds. There is \$11,000 remaining in the match pool. The committee will discuss strategies for continuing this initiative.

Upcoming campaigns and events include the Spring Appeal, virtual and in-person strategic planning sessions for donors, and a Library Circle luncheon in the South Wing Reading Room at CLP-Main on June 8.

D. External Relations Committee

The committee reported that YTD RAD sales tax revenue is performing well and is up 5.6% through April. The chair thanked the Trustees who participated in the advocacy trip to Harrisburg in April. The request to the State was for stable funding for the public library subsidy and a 5% increase for LAMP. The State Legislature will vote on the budget before June 30.

The committee reported that shared services programs for HR, Fund Development, the Library App, and Collection Support that were launched in 2022 are continuing in 2023. New programs in 2023 will be Facilities Management, Professional Development, Website Development and Management, and a Shared Services Help Desk. Trustees were encouraged to review the 2022 Shared Services report included in the meeting materials.

The committee encouraged Trustees to attend the Strategic Planning Community Conversations scheduled for June 1 and June 6. The committee also announced that the Board Tour of several ACLA libraries has been scheduled for Saturday, June 3 and encouraged Trustees to sign up.

E. Facilities Committee

The Board was briefed on the status of the \$2.5 million Main Front Entrance and Accessibility project. This project made improvements to the front steps and vestibule. New custom wooden doors were installed and the original bronze doors were refinished. Other additions include new sidewalks, ramps, landscaping and a new ADA-accessible elevator. The committee announced plans for the Board to see the finished project after the meeting.

The next project will be renovating the unfinished space on the second floor at CLP-East Liberty to create additional office space.

F. IDEA Committee

The IDEA Committee co-chairs have scheduled a meeting with CLP's IDEA Director for the end of May to discuss next steps for the committee. Attendees at the Delta Authors on Tour Reception held on May 5 shared their enthusiasm about the success of the event.

G. Committee on Trusteeship

Before the presentation of the 2023 slate to the Board, Mr. Dowd provided a Life Trustee update, announcing the appointment of Mr. Marc Brown, elected by the Life Trustees as per the Trust Agreement. Mr. Dowd is stepping down as a Life Trustee and will be put forth as a nominee for Term Trustee.

The Committee on Trusteeship presented the 2023 Slate to the Board:

For Re-Election as Term Trustee, Term Expiring at the Annual Meeting 2026
Kenyokee Crowell

For Election as Term Trustees, Term Expiring at the Annual Meeting 2026
Patrick Dowd
Amy Ericson
James Hill
Andrew McEvoy
Deborah Moss
Allegra Wiles

For Election as Members of the Audit Committee, Term Expiring Annual Meeting 2024
Greg Zovko, Chair
Carolyn Hess Abraham
Lafe Metz

For Election as Members of the Executive Committee, Term Expiring Annual Meeting 2024
Patrick Dowd, Chair
LaShawnda Thomas, Vice Chair
Marc Brown, Vice Chair
Erika Strassburger, Secretary
Sue Kirsch, Treasurer and Chair of Finance Committee
Pat Siger, Co-Chair of Development Committee*
Molly Brean, Co-Chair of Development Committee*
Gia Tatone, Chair of External Relations Committee
Joel Bernard, Chair of Facilities Committee
Kenyokee Crowell, Co-Chair of IDEA Committee*
Trish Gadson, Co-Chair of IDEA Committee*
Laura Miller, Chair of Trusteeship Committee

*Co-Chairs have shared vote

On a motion duly made and seconded, the Board unanimously approved the candidate for re-election as Term Trustee.

On a motion duly made and seconded, the Board unanimously approved the slate of candidates for election as Term Trustees.

On a motion duly made and seconded, the Board unanimously approved the slate of candidates for election to the Audit Committee.

On a motion duly made and seconded, the Board unanimously approved the slate of candidates for election to the Executive Committee.

The Board recognized outgoing Term Trustees, Jeremy Kubica, Ebone Lockyer, Huma Mohiuddin, and Cary Reed.

VI. Executive Session

No Executive Session was held.

VII. Adjournment

There being no further business, the meeting adjourned at 6:15 pm.

Trustees proceeded to the front steps to view the new accessible entryway/ramp/elevator as well as to have a Board photo taken.