

APPROVED

**CARNEGIE LIBRARY OF PITTSBURGH
BOARD OF TRUSTEES MEETING MINUTES
Monday, July 17, 2023 - 4 p.m.
Carnegie Library of Pittsburgh
South Wing Reading Room**

Present:

Joel Bernard
Marc Brown
Kenyokee Crowell (remote)
Sam DeMarco III
Patrick Dowd
Amy Ericson
Trish Gadson
Carolyn Hess Abraham (remote)
James Hill
Sue Kirsch
Bruce Kraus (remote)
Andrew McEvoy (remote)
Lafe Metz (remote)
Laura Miller
Alice Mitinger
Deborah Moss
Jake Pawlak
Carol Robinson (remote)
Patricia Siger
Ken Spruill
Erika Strassburger
Gia Tatone
Lou Testoni
LaShawnda Thomas
Allegra Wiles
Sylvia Wilson
Greg Zovko (remote)

Trustee Emeriti Present:

Frank Lucchino

Community Committee Members Present:

John Rhoades
Nick Certo

Present by Invitation:

Linda Barsevich
Sarah Beasley
Molly Bennett
Hannah Brizzi
Anita Greene-Jones (remote)
Marta Honores
Maggie Iddings (RAD)

Absent:

Molly Brean
Jay Costa
Jim Galitsis
Deb Gross
Bethany Hallam
Frances Jordan
Theresa Kail-Smith
Barbara Logan
Dan Miller
Betsy Watkins

Mary Monaghan (remote)
Deborah Rogers
Carlton Stout
Paul Vanderziel
Liz Veri
Karlyn Voss
Andrew Medlar

I. Welcome and Call to Order

Mr. Dowd welcomed the Board of Trustees and called the meeting to order.

II. Approval of the May 15, 2023 Board Meeting Minutes

On a motion duly made and seconded, the minutes from the May 15, 2023 meeting were unanimously approved.

III. Chair's Report

New Trustees were introduced to the full Board – Amy Ericson, James Hill, Andrew McEvoy, Deborah Moss, and Allegra Wiles. Nick Certo and John Rhoades were introduced as new community committee members.

IV. President & Director's Report

Mr. Medlar opened his report by introducing new Executive Assistant, Hannah Brizzi, and thanking Liz Veri for ably assisting during the transition.

Mr. Medlar shared the Q2 2023 Stats Sheet with the Board.

Mr. Medlar reported on the new management contract to operate the Allegheny County Law Library and thanked the Board for their support in approving this new opportunity. He noted CLP's desire to expand community access to the Law Library's services and resources. The current management contract began on July 1, 2023 and will run for two years through June 30, 2025. After the Board passed the resolution at the May 15 meeting authorizing the Library to negotiate a short-term agreement with Allegheny County, the Executive Committee granted permission to extend the initial contract period to two years. The library has strong protections in place, including the ability to exit the agreement if necessary. The library also has the ability to apply and enforce its own policies consistent with other CLP locations. Mr. Medlar took a moment to show appreciation to Jennifer Styran for her hard work leading this effort.

Mr. Medlar updated the Board on the strategic planning process. Input from the community was received through one-on-one interviews with key leaders; focus groups with partner organizations and donors; and community meetings in branches. The library is still working on developing a community-wide survey with consulting partner, the Alford Group, which is expected to be distributed later in July. The Executive Committee will continue to meet to guide development of the plan, and the Board Retreat following the October Board meeting will focus exclusively on the Strategic Plan. The final plan will be presented at the Board's December meeting.

Mr. Medlar updated the Board about CLP's participation in Vibrant Pittsburgh's "2023 Vibrant Index." Senior Staff will be meeting with representatives from Vibrant Pittsburgh soon to review the results.

He also announced that CLP has been chosen to host the Children's Literature Lecture by the American Library Association and Association for Library Service to Children. Author Rita Williams Garcia will present the lecture in spring 2024.

Mr. Medlar highlighted that the Summer Reading Program is going very well, with Extravaganza happening on August 13. He reported that registration is up 16% from this time last year and logging of books is up 89% compared to this time last year.

Mr. Medlar updated the Board on Shared Services, which will have a new name in the coming months. New shared services will include Facilities Management and Website Management programs. The first phase of the website management project is being supported by the Hillman Foundation.

The Board was reminded that September is Love Your Library month when all contributions to the library will be matched through a generous donation from the Buncher Foundation.

The Mission Moment was titled “Homeless Populations in Libraries: The Situation at CLP-Downtown” and was presented by Carlton Stout, Assistant Director, Neighborhood Libraries and Taylor Lee, Library Services Manager, CLP-Downtown. Ms. Lee spoke about how the COVID pandemic has changed patterns of use at the branch. They still are seeing large numbers of visitors, but fewer people working downtown has impacted circulation of materials, and there are more unhoused individuals and teenagers using the space. The branch experiences a high number of behavioral problems and reported incidents that require staff intervention or security. A number of partnerships have been established to help address the increased need for social services. CLP provides tools and training to help staff manage the difficult, stressful situations they encounter on a regular basis.

The Board engaged in a robust discussion about the challenging situations staff face. They complimented the staff’s empathy and passion for serving and helping all patrons. Mr. Pawlak extended his deep gratitude on behalf of the City of Pittsburgh Mayor’s Office. The Board expressed their desire to take some action to help address these issues and will convene additional time to formulate a plan.

V. Committee Reports

A. Finance Committee

The committee shared an update on long-term investments. As of May 31st, the long-term investment portfolio has gained back \$2.1 million (or 30%) of the unrealized market losses in 2022. Commonfund performance continues to lag benchmarks in the equity portion of the portfolio. The Finance Committee formed an investment working group that met at the end of June to determine the appropriate manager model (OCIO) for the Library’s \$41M long term investments. The group is being assisted by a local investment advisory firm – BilkeyKatz. An RFP and an RFP distribution list was reviewed and approved. The RFP has been sent to 11 investment firms, including incumbent. Evaluations will be held and BilkeyKatz will prepare a summary. This is expected to be completed by mid-September. The group will present final decisions in December.

The Board received an update on operating results. YTD Budget Surplus is \$2,257,301. YTD Actual Surplus is \$8,769,660. Revenue timing (Library Tax and State funding) and the receipt of the long-awaited \$5.5M Employee Retention Credit (ERC) stimulus funding is causing the \$8.8M surplus as of 5/31.

The 2023 Budgeted Deficit is (\$839,109), and the year-end Forecasted Surplus is \$5,223,048. Without the ERC revenue included, the Forecasted Deficit is (\$305,859). The ERC funding is currently the sole cause of the forecasted \$5.2M year-end surplus. This funding was not budgeted due to the uncertainty of the timing of the IRS payment. This is special, one-time funding that CLP was eligible for during the pandemic. The ultimate use of these funds will be informed by the Strategic Plan and the accompanying Five-Year Projections. By end of year, it is projected that most expense categories will align with their budgets with exceptions in Salaries and Benefits. Those savings are being purposefully redeployed to capital maintenance.

The Allegheny Regional Asset District (RAD) requires that we submit a budget request in late June/early July for the next calendar year. A 4% increase in RAD funding for operations was requested, which was in line with other contractual assets. This funding request still produces a deficit of (\$258K), but this deficit is getting smaller each year, and CLP now has the ERC funding in hand to plug the gap. Shared Services costs will increase by 18% in 2024 for existing services offered as well as for new services. The Finance Committee requested that the Library ask RAD for a 4% increase for Shared Services and utilize remaining CARES Act funding to cover the remaining difference.

The library is preparing Five-Year Projections that will be submitted to RAD along with the Strategic Plan. These will be reviewed by the Board prior to submitting to RAD.

B. Development Committee

The committee shared an update on fundraising progress. The library's fundraising goal for 2023 is \$6M, and approximately 40% has been raised through June (\$2.37M). The last quarter of the year is always the strongest of the year, and we anticipate reaching the goal. A \$1M endowment was recently received from a generous donor to support LAMP.

The committee also shared an update on POTENTIAL, the Board's Endowment Match initiative. POTENTIAL is a tool to grow our endowment, which strengthens CLP's long-term sustainability. \$3M has been raised since 2018 with \$1.1M in commitments in 2023. 38 new named funds have been created. The Matching Pool was exhausted in 2022.

The Board was presented with a Resolution to support the continuation of POTENTIAL: CLP – Board of Trustees Endowment Match Program with a \$250,000 allocation from the Board Futures Fund. On a motion duly made and seconded, the Resolution to allocate \$250,000 from the Board Futures Fund to the POTENTIAL Endowment m\Match Program was approved unanimously by the Board.

The Board was encouraged to participate in fundraising by making their own gift.

C. External Relations Committee

The committee reported that YTD RAD sales tax revenue is performing well and is up 12.4% ahead of last year. The YTD RAD Revenue through July is \$79.5M. The Commonwealth of PA is experiencing a 2023-2024 State Budget impasse. Stable

funding for the Public Library Subsidy is included in the proposed budget, but there is no increase included for LAMP as requested.

The Board was encouraged to sign up for Extravaganza Board Table shifts on August 13, 2023.

Brief updates were given on Shared Services and the Strategic Planning process. The strategic planning community conversations held on June 1st and June 6th went well, and the library received some thoughtful input from patrons. The Board tour of 4 county libraries happened on June 17th and was a good opportunity to see other libraries and get to know some of the ACLA Board Members. Another CLP branch tour will be scheduled sometime this fall.

D. Facilities Committee

The Board was briefed on the status of the 2nd floor East Liberty renovation. It is a \$1,966,000 project. The currently empty space is 6,500 square feet and will create office and cubicle space for nine Development employees; offices for two Neighborhood Library Services managers; and processing and distribution space for the Office of Programmatic Services.

The Board was presented with a Resolution to support the CLP-East Liberty 2nd Floor Renovation Capital Budget not exceeding \$1,966,000. On a motion duly made and seconded, the Resolution for the CLP-East Liberty 2nd Floor Renovation Capital Budget was approved unanimously by the Board.

E. IDEA Committee

The IDEA Committee co-chairs met with CLP's IDEA Director at the end of May to discuss next steps for the committee. After an upcoming discussion with Vibrant Pittsburgh on behalf of the committee (scheduled for July 21), the committee will explore board level resources that parallel the work initiated with staff. A review of the Vibrant Index assessment will happen at the IDEA Committee level. The committee will be prepared to offer an overview of those discussions in relation to the strategic planning process at the September board meeting.

F. Committee on Trusteeship

The committee chair welcomed new Trustees and informed the Board that committee assignments and mentors were being finalized. Board members were reminded to complete their conflict of interest forms and also to RSVP online for both Board and Committee meetings.

VI.Executive Session

An Executive Session was held.

VII.Adjournment

There being no further business, the meeting adjourned at 6:10 pm.