

Approved

**CARNEGIE LIBRARY OF PITTSBURGH  
BOARD OF TRUSTEES MEETING MINUTES  
Monday, December 11, 2023 - 4 p.m.  
Carnegie Library of Pittsburgh  
CLP-Main – South Wing Reading Room**

**Present:**

Molly Brean  
Marc Brown (remote)  
Kenyokee Crowell (remote)  
Patrick Dowd  
Amy Ericson  
Trish Gadson  
Deb Gross (remote)  
Carolyn Hess Abraham (remote)  
James Hill  
Sue Kirsch  
Bruce Kraus  
Lafe Metz (remote)  
Laura Miller  
Alice Mitinger  
Deborah Moss  
Carol Robinson  
Erika Strassburger (remote)  
Gia Tatone  
Lou Testoni  
LaShawnda Thomas  
Allegra Wiles  
Sylvia Wilson (remote)  
Greg Zovko

**Trustee Emeriti Present:**

Frank Lucchino (remote)  
Betsy Watkins

**Community Committee Members Present:**

Nick Certo  
John Rhoades  
Joyce Schlag (remote)

**Present by Invitation:**

Linda Barsevich  
Molly Bennett  
Hannah Brizzi  
Anita Greene-Jones (remote)  
Marta Honores  
Maggie Iddings  
Andrew Medlar

**Absent:**

Joel Bernard  
Jay Costa  
Sam DeMarco III  
Jim Galitsis  
Bethany Hallam  
Frances Jordan  
Theresa Kail-Smith  
Barbara Logan  
Andrew McEvoy  
Dan Miller  
Jake Pawlak  
Patricia Siger

I. Welcome and Call to Order

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

II. Approval of the October 9, 2023 Board Meeting Minutes

On a motion duly made and seconded, the minutes from the October 9, 2023 meeting were unanimously approved.

III. Chair's Report

Mr. Dowd recognized Mr. Bruce Kraus for his 16 years of Board service. He is finishing his tenure as City Councilman at the end of December 2023 and stepping down from the Board.

IV. President & Director's Report

Mr. Medlar opened his report by introducing Laura SanBoeuf Paris, the new Director, Development. Mr. Medlar reflected on what Carnegie Library of Pittsburgh (CLP) accomplished in 2023. This included but was not limited to: hiring Deborah Rogers (Director, Inclusion, Diversity, Equity, and Accessibility), Allegheny County Law Library joining CLP, and making CLP-Main more accessible to enter with the entry project and extended hours. Also, the portal entry was renovated with art from Christian Robinson. CLP-Main saw a research-based transformation of the children's room and the removal of the dated glass panels and digital displays. In March 2024, CLP will see the greatest expansion of public service hours in the history of the library.

Mr. Medlar shared the 2023 Stats Sheet with the Board. There was an increase in market penetration, an increase in active cardholders (up 26%), and an increase in library card signups. In 2024, the Stats Sheet will reflect progress on the Strategic Plan.

Mr. Medlar presented the Strategic Plan 2024-2028 Proposal for the Board's consideration. The year-long process has been a culmination of the hard work of the CLP Staff, Board, and important contributions from the community. Mr. Medlar reviewed the Strategic Plan with the Board, including the proposed mission, proposed foundational practices, proposed strategic priorities, and proposed vision. Some highlights included but were not limited to: the decision to use the singular form of literacy in the mission statement, proposed values changed to proposed foundational practices, and more clarity with the strategic priorities including their goals, desired outcomes, and how they will be accomplished.

The Board was presented with a Resolution to approve the 2024-2028 Strategic Plan. On a motion duly made and seconded, the Resolution to approve the 2024-2028 Strategic Plan was approved unanimously by the Board.

There was a brief presentation from the Downtown Working Group, which was formed after the July 2023 Board meeting that discussed the rise of incidents at the downtown branch. They have met three times to discuss data, compare CLP systems with other library systems around the country, and to plan ahead. The group voiced that

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they found the meetings informative and were provided detailed spreadsheets that tracked incidents and gave a breadth of data. They felt confident that CLP was responding appropriately to those incidents and reiterated that the Board was willing to assist with anything if necessary. There was a question about where CLP-Downtown ranked in usage (that information will be retrieved for that Board member), and it was noted that the Board sees monitoring incidents as a risk management issue, and it is important to make sure the staff is protected.

## V. Committee Reports

### A. Finance Committee

The committee had a four-part agenda: walk through the 2023 forecasted year-end results, approve the 2024 budget, approve the Five-Year Operating Projections (to be included with Strategic Plan), and provide an update on the Investment Manager search.

Ms. Kirsch reviewed the 2023 projections. The projection is \$5.5M. The vast majority of this is the Employee Retention Credit. Built into the revenue is insurance proceeds that are projected to be received which will net out against the expenses incurred to remedy the damage caused by the CLP-Main fire. There will be a \$25K deductible from the fire. Savings yielded were redeployed in occupancy and maintenance items at CLP. The \$5.5M will go into the Fund Balance. The Board reviewed the 2024 budget. Highlights included but were not limited to: the revenues were higher by \$2.7M. The Development team has committed to increasing fundraising revenue by over \$2M. The endowment draw will be at 4% compared to the usual 3% rate to support the Strategic Plan and to support funders who want to see their money deployed. Expenses are \$2M higher than in 2023 due to inflationary costs and a \$1.6M investment in the Strategic Plan (salary and benefits). RAD has increased their commitment to 4% of the operating budget. With the excess cost over revenue, The CARES funding will be used for CALS (Cooperative Allegheny Libraries Support). A policy adopted in 2013 drove additions to the Fund Balance every year to meet the threshold of 50% of the operating budget for the year. CLP has met that threshold. This year, there will not be an addition to the Fund Balance because that expense is not needed to fund those dollars. RAD will provide a grant to EiNetwork this year to cover the full cost of computer replacement for all the libraries in the county.

The Board reviewed the Five-Year Operating Projections. Highlights included but were not limited to: RAD is being held at 4% support and the endowment draw at 4%, CLP is budgeting that the state funding will remain flat. CLP has always received \$1M for debt services and that has been acknowledged in the projections. There is a 3% wage increase and 6% benefits increase, and CARES funding will sustain CALS for the five-year period. For the future, there may be a need to utilize Fund Balance, and to continue pursuing higher levels of annual fundraising and ongoing conversations with RAD.

The Board was presented with a Resolution to approve the 2024 Budget and the Five-Year Operating Projections. On a motion duly made and seconded, the Resolution for the Library to approve the 2024 Budget and the Five-Year Operating Projections was approved unanimously by the Board.

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The Finance committee updated the Board about the Investment Manager search process. BilkeyKatz is managing the process, and the committee has narrowed it down to four managers. They include Bank of America, J.P. Morgan, Vanguard, and Marquette Association. On a motion duly made and seconded, the Board unanimously approved the Finance Committee, as supported by the investment working group and BilkeyKatz, to make the decision on CLP's next Investment Manager. The Board will approve the new investment policy statement at the March Board meeting.

#### B. Development Committee

The committee shared an update on the 2023 fundraising progress. The goal for 2023 was \$6M and year-to-date, the department has raised \$3,320,785. It was noted that there were limited capital projects and new initiatives due to the Strategic Planning process, so there were not many expenses to justify additional fundraising asks. For the 2023 operating budget, CLP is at 62% of the year goal. For 2023 projection-operating only, CLP is expected to raise \$1,498,783. The committee gave an update on Give Big Pittsburgh, in which CLP raised \$46,581 and ranked #5 in number of donors and #17 in money raised. The Board was updated on POTENTIAL with over \$3M raised since 2018 and a \$1M gift in 2023. The Board was encouraged to reach a 100% participation rate in giving. CLP Board is currently at a 65% participation rate.

#### C. External Relations Committee

The committee welcomed new Community Committee Member Joyce Schlag, who has joined the External Relations committee. The Board was briefed on the status of the RAD sales tax revenue performance. YTD revenue through December is \$134M and is 8.4% higher than YTD 2022. The 2024 Budget includes a 4% increase, including the special capital allocation for EiNetwork to pay for computer replacement for all Allegheny County libraries. The 2023/2024 State Budget is still not passed, and the Board is encouraged to contact their legislators to pass the budget. CALS was granted a \$400K grant from the Hillman Foundation for phases 2 and 3 of the website management project. CALS has begun its collection boost that will enhance the collections for ten under-resourced libraries. The Facilities Management initiative has begun with nine libraries participating. The 2024 Board Annual Public meeting is scheduled for Monday, March 4, immediately following the regular Board meeting. CLP will seek nominations for the 2023 Advocate of the Year Awards. The External Relations committee is responsible for selecting the recipients for the Advocate of the Year awards, which are given to an adult advocate, a teen advocate, a community partner, and a corporate/philanthropic partner. The committee celebrated the Board Branch Tour, held on November 11. The group visited the Library Support Center and CLP-West End, CLP-Beechview, and CLP-Brookline. The Board was encouraged to join future tours.

#### D. Facilities Committee

The Board was updated on the CLP-Main fire that occurred on September 17<sup>th</sup>. In under three months, 90% of the work is complete in relation to the HVAC controls, ductwork, fire panels, PA systems, and badge access. That work should be completed by the new year. In 2024, new IT cabling will be run throughout the building. The Board was updated on CLP-East Liberty's 2<sup>nd</sup>-floor renovation project. The work is on schedule for the Development team to move in early February. There have been a few minor change orders, but the project is on budget. The Board was updated on the CLP-

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Homewood masonry project and the replacement of the arch outside of the building. The work is complete, and the scaffolding has been removed. There were change orders necessary for structural integrity that added costs to the budget. The vinyl flooring still needs to be placed. Future projects include a system-wide facilities needs assessment.

E. IDEA Committee

The committee met in November and discussed the Board of Trustee matrix survey and offered their input. The meeting was attended by the IDEA Steering committee to share updates and promote alignment. An additional meeting has been scheduled for January to review CLP's historical documents including the Diversity Plan, Anti-Racism Statement, and the Committee Formation Statement. The committee wants to increase learning opportunities for the Board, skill building for the committee chairs, and development of an Equity Matrix for each committee. The committee will recommend resources to enhance the Board's collective knowledge and skills. This includes reading recommendations (*Hopeful Visions: Practical Actions: Cultural Humility in Library Work* will be ordered for the Board). A book discussion will follow the May 13<sup>th</sup> Board meeting.

F. Committee on Trusteeship

The committee report began by welcoming new Community Committee Members Joyce Schlag (External Relations committee) and Imtiaz Hussain (Finance committee). The committee is planning for 2024 recruitment. Ken Spruill has relocated and resigned from the Board. The committee discussed the idea of amending the bylaws to provide an option for a third term for select Term Trustees and updating the language of the bylaws to be more inclusive. The IDEA committee of the Board is not yet reflected in the bylaws. It was noted that any significant bylaw changes must go through Orphan's Court. The committee spoke with an attorney who submitted a proposal to engage in this work. On a motion duly made and seconded, the Board unanimously approved to engage the attorney (Hayley Haldeman) to look at the Trust Agreement and make recommendations that would be brought before the Board. Ms. Mitinger will abstain from the vote due to her professional relationship with the firm. The Board was reminded to complete the Demographics & Skills Survey, Conflict of Interest Forms, and the Board Biennial Board Assessment Survey. These surveys allow accurate data to assist in Board recruitment. The Board was reminded to RSVP for Board and committee meetings.

VI. Executive Session

An Executive Session was not held.

VII. Adjournment

There being no further business, the meeting adjourned at 6:02 pm.