**Association of Connecticut Library Boards**

Connecticut State Library

P.O. Box 263

Ellington, CT 06029

Regular Meeting

Date: October 6, 2022, 9 a.m. via Zoom

Present: Wendy Berlind, Jan Glover, Carol Mikulski, Sue Philips, Denise Stankovics

Missing: Gail Richmond

Call to Order: Vice President Carol called the meeting to order at 9:04 a.m.

**Secretary’s Report:** It was moved (Jan) and seconded (Denise) that the minutes of the August 24, 2022 meeting be approved. The motion passed unanimously.

**Treasurer’s Report:** Sue reported at balance of 26,966.08. Recent payments have gone to Directors insurance, a Tech soup administrative fee, a subscription to Zoom Pro and the webinar add-on, and Bank fees. Our webpage support person, Wafaa Razeq and Sue have been working on setting up programs and registration in our website program, with success; and, Wafaa has figured out how to charge a registration fee.

**President’s Report**: In Gail’s absence, Carol reported that she and Gail are ready to present their new version of Board Basics via zoom or in person. If Gail is unavailable for the October 18 presentation at Russell Library, Wendy will assist Carol. Gail has contacted Jane, Deborah Schander’s administrative assistant, who has said the ACLB is not forgotten; they are working on getting a liaison to the State Library for the ACLB. There is a need to recruit new members to the ACLB.

**Old Business:** Status of Zoom Account: Sue reported that we now have a Zoom Pro account with the Webinar add-on. She has learned to use the Webinar registration system, which can collect registrants’ emails and send out a reminder about the presentation with a link to join the webinar.

There was a discussion of an honorarium to be paid to Maureen Sullivan for the Strategic Planning session on November 2. It was moved (Jan) and seconded (Carol) to offer $1,000. The motion was unanimously approved. Sue will set up the registration for Maureen’s session and Wendy will write up a notice that can be sent via ConnTech and also to our ACLB members through the website.

**New Business**: There was a discussion of how to host a Zoom Meeting; Carol has been learning how. We learned that in setting up a Webinar, registration can be done through the invitation to the meeting, and email with the Webinar link will automatically be sent out to registrants. We then switched to a practice Webinar session that Sue had set up and decided to use that format for the presentation on November 2 by Maureen Sullivan.

Denise is working on the next newsletter and has a good column from Deborah Schander, head of the Connecticut State Library. Upcoming webinars will be mentioned in general terms as we do not have dates for presentations on FOIA and Board Basics yet.

**Adjournment**  It was moved (Jan) and seconded (Denise) to adjourn the meeting at 10:04 a.m. The motion was unanimously approved.

Respectfully Submitted,

Wendy Berlind