**Association of Connecticut Library Boards**

Connecticut State Library

231 Capitol Avenue

Hartford, CT 06106

Date: December 12, 2019 at 10:00 a.m.

Location: MLSC

786 South Main St

Middletown CT

Present: Dawn LaValle, Gail Richmond, Denise Stankovics, Wendy Berlind, Sue Phillips, Jan Glover

Missing: Barbara Leonard, Carol Mikulski

**Call to Order:**  President Gail Richmond called the meeting to order at 10:03 a.m.

**Secretary’s Report:** It was moved (Wendy) and seconded (Jan) to accept the minutes of the October 10, 2019 meeting. The motion passed unanimously.

**Treasurer’s Report:** Sue Phillips reported a balance of $28,582. There were 93 registrants for the November conference. The total cost for the conference was about $8,000. The possibility of raising the registration fee from $35 to $40 was discussed.

**President’s Report:** Gail Richmond reported that she has just received documents and a thumb drive from Lynette Baisden, administrative assistant at the State Library DD, to help the Board take on more administrative tasks in the coming year,

**FOCL Report:** In the absence of Barbara Leonard, there was no FOCL report. It was suggested that we ask for an emailed report if Barbara cannot make it.

**State Library Report:** Dawn LaValle reported that a new state librarian has yet to be hired and that Ken Wiggin will be staying on part-time to ease the transition. She reported that budget deficits continue to hamper the activities of the state library; its funding has decreased 50% since 2009 and staffing is down from 100 to 55. That said, digitizing of historic newspaper is going ahead, Excite Transformation is in its 3rd year, and the DLD has three new staff members, bringing them to full staffing.

**Old Business:**

*Conference Feedback:* most of the reaction was complimentary with the majority of ratings as “very good.” Some suggestions for future conference topics are: overdue fines elimination; advocacy; cybersecurity; diversity and inclusion; cultural data analysis; demographic shift and income inequality; library marketing beyond Facebook; and incorporating new technology. Suggested keynote speakers were Author Ken Davies, and Susan Campbell, who gave a breakout session talk at this past conference.

*Website:* We need Jack Clonan’s help changing from Carole Stroud to Susan Phillips as treasurer, as Sue cannot get emails relating to finance at present. Sue needs admin rights for more elements of the site. Wendy will work with Jack to make these changes. Also it was noted that agendas and minutes should be posted on the site. Wendy will work on this.

**New Business:** Outgoing vice president Cyndi Sanders generated a document showing board members’ duties and ways to incorporate the added administrative tasks the board will be taking on. We will keep the state library phone # and address as official contacts for ACLB questions and registration checks. We will generate an operating budget for the board for the year, and a budget for the conference. We will develop a procedures manual for running the conference. For individual membership, it was moved (Jan) and seconded (Denise) to increase the annual fee from $25 to $35. The motion passed unanimously. Jan Glover offered to handle the membership renewal mailing if she obtains the required documents. It was moved (Wendy) and seconded (Denise) that a membership and conference committee be created to handle mailings and other tasks. The motion passed unanimously. Because of the new tasks being taken on, board members were asked to review the ACLB by-laws before the next meeting

**Adjournment:** It was moved (Jan) and seconded (Denise) to adjourn the meeting at 11:50 a.m. The motion passed unanimously.

The next meeting will be on January 9.

Respectfully submitted,

Wendy Berlind, Secretary