

**CARNEGIE LIBRARY OF PITTSBURGH  
BOARD OF TRUSTEES MEETING MINUTES  
Monday, December 12, 2016 - 4 p.m.  
Carnegie Library of Pittsburgh, Guyaux Room, CLP-Main**

**Present:**

Russell Ayres  
Carolina Beyers  
Kim Berkeley Clark  
Jay Costa  
Samuel DeMarco  
Patrick Dowd  
Cindy Gerber  
Mary Alice Gorman  
Carolyn Hess Abraham  
Eric Kratsa  
Bruce Kraus  
Barbara Logan  
Lafe Metz  
Alice Mitinger  
Matthew Mohn  
Stephen Perkins  
Diane Powell  
Carol Robinson  
Percy Simpson  
Thomas Sumpter  
Lou Testoni  
LaShawnda Thomas  
Randy Vulakovich (phone)  
Gregory Zovko

**Absent:**

John DeFazio  
Roy Dorrance  
Tom Galante  
Deborah Gross  
Paul Harper  
Jacqui Fiske Lazo  
R. Daniel Lavelle  
Mary Murrin  
Raymond Robinson  
Natalia Rudiak  
Pat Siger

**Community Committee Members Present:**

Judy Gumash

**Trustee Emeriti Present:**

Frank Lucchino  
Sherman McLaughlin  
Betsy Watkins

**Present by Invitation:**

Susan Banks  
Linda Barsevich  
Molly Bennett  
Lisa Boyd  
Mary Frances Cooper  
Toby Greenwalt  
Tina LaMark

Holly McCullough  
Mary Monaghan  
Paul Vanderwiell  
Karlyn Voss  
Pat Winter  
Carolyn Marks (RAD)  
Rebecca Serey (eiNetwork)

The meeting was opened by the Chair of the Board of Trustees, Carol Robinson.

I. Welcome and Call to Order

Ms. Robinson welcomed the Board of Trustees and asked library staff present to introduce themselves to the board. The board thanked the staff for their service.

II. Approval of the October 17, 2016 Minutes

On a motion duly made and seconded, the minutes from the October 17, 2016 meeting were approved unanimously by the Board.

III. Chair's Report

The Chair thanked trustees for their participation in recent library events.

IV. President and Director's Report

Ms. Cooper introduced Mr. Toby Greenwalt, Director of Digital Strategy & Technology Integration, and Rebecca Serey, Executive Director at eiNetwork to give a special presentation on the eiNetwork Strategic Plan 2017-2020. They discussed the complex, intertwined nature of the core services that eiNetwork provides and the overarching principles guiding the strategic plan – defining the work, measuring and adjusting services, and finding better ways for further innovation – as well as the top priorities of core services, areas of system-wide impact, and facilitating the shared growth of client libraries through library-led experimentation. They also highlighted the desired outcomes, emphasizing transparency, reliability and resilience, and shared innovation and growth and identified next steps around improving network and help desk key performance indicators and new model partnerships.

Ms. Cooper presented 2016 statistics with a special focus on data literacy, programs and resources for immigrants, highlighting the six Welcome Center locations and the wide variety of programs available for new residents, new Americans, and non-English speakers. Ms. Cooper also updated the board on the Strategic Plan, noting that the current plan runs through 2017 and that work on the 2018-2022 strategic plan will begin in the new year. It is anticipated the new plan will build on progress made under the current plan and will not be a total overhaul of strategic objectives. Mr. Zovko has agreed to chair the board Strategic Plan committee. Ms. Cooper also shared highlights from the Retiree Luncheon, the Data Day and Dear Data events, the special events around Feeding the Dragon, presented in partnership with City Theatre, Alternative Homecoming, the National League of Cities mobile workshop, the MLA merit award for the libraries language and immigrant programming, and the recent pop-up concerts performed at several branches by musicians through the Youth Chamber Connection.

V. Committee Reports

A. Development Committee

The committee reported on progress on fundraising goals and the Realize Major Gifts Initiative. For annual fundraising goals, the committee shared that annual giving is at just over 80% of the goal, and the committee is cautiously optimistic that it will hit the annual goal as 2016 closes out. An update on board giving was provided; trustees were

reminded that achieving 100% board giving is an important community relations tool, and trustees were thanked for their contributions to date. The Endowment campaign is moving more slowly, which is not unexpected for a campaign of this nature. The Realize campaign is at about 50% of the goal, and the committee emphasized the need for assistance from the full board in hosting briefings and other outreach to help connect the library to a new audience and cultivate potential supporters. Year-end giving opportunities, final county-wide and CLP results from the Love Your Library campaign, and highlights of inspirational gifts were also shared.

#### B. Facilities Committee

The Board was briefed on the completed acquisition of the adjacent property for the CLP-Carrick renovation. A revised budget will be submitted for Board approval in February 2017. Timelines are to break ground in Spring 2017, with a projected opening of Spring 2018. The Board was also updated on the status of exploring options for the Downtown & Business branch. The draft report from Jackson Clark has been received and will be ready for internal distribution soon. The library is working with a leasing broker with the intention of starting a search in the first quarter 2017. The committee also reported that community outreach and planning for CLP-Mt. Washington will begin once work is underway on CLP-Carrick. Major considerations for the Mt. Washington renovation will be ADA compliance and historic register guidelines.

#### C. Finance Committee

The committee reported on the Operating Budget vs. Actual. As of October 31, 2016, the Library is anticipating a \$270,000 surplus at year-end, due primarily to lower-than-expected utilities and salary costs, combined with increases in certain revenue line items. The final 2017 Budget was presented to the board. Highlights include a 2% RAD increase, flat funding from the state and city library tax, a 2% increase in fundraising, a 3% salary increase and 5.6% health insurance increase. It was noted that while RAD is still the largest funding source in the library budget at 65%, it has decreased from around 80% as the library has diversified its revenues. On a motion duly made and seconded, the Board unanimously approved the library's 2017 budget.

The Board also received five-year budget projections for review. It was noted that capital maintenance will decrease over time as a result of recent investments. In response to questions, the committee clarified how the library budgets for special maintenance and noted that the library has accelerated maintenance and improvements in recent years, so the decrease is a reversion to "normal" levels. The board also briefly discussed the projected RAD funding increases of 3% for 2018-2022, noting that the 3% is a recommendation from a previous RAD audit of CLP, and that the library does prepare a variety of scenarios for budget planning.

#### D. External Relations Committee

The committee reported on the 2017 Annual Public meeting, scheduled for March 13, 2017. The committee is working on identifying a location and improving upon the format of the previous annual meeting to allow for more community focus while still providing necessary updates. The Board was also notified that the annual Harrisburg trip to meet with legislators is scheduled for March 20 - 21, 2017, and that the committee is seeking board member volunteers to attend. The committee also reported on the new library giving ad campaign.

E. Committee on Trusteeship

The committee reported on outreach to prospective trustees. There are up to five open slots that can be filled; the committee has set a target minimum of three. Trustees were asked to share any recommendations with the committee, especially for candidates with giving capacity or development experience. The committee also reported that the library has selected the Board Effect board portal, and rollout will commence in 2017.

VI. Adjournment to Executive Session

The Board adjourned to Executive Session at 5:10 p.m.