

Approved

**CARNEGIE LIBRARY OF PITTSBURGH  
BOARD OF TRUSTEES MEETING MINUTES  
Monday, March 4, 2024 - 4 p.m.  
Carnegie Library of Pittsburgh  
CLP-Main – South Wing Reading Room**

**Present:**

Joel Bernard  
Molly Brean  
Jay Costa (remote)  
Kenyokee Crowell (remote)  
Patrick Dowd  
Trish Gadson  
James Hill  
Sue Kirsch (remote)  
Andrew McEvoy  
Alice Mitinger  
Deborah Moss  
Jamie Piotrowski  
Carol Robinson  
Patricia Siger  
Erika Strassburger  
Gia Tatone  
Lou Testoni  
LaShawnda Thomas  
Allegra Wiles  
Greg Zovko (remote)

**Absent:**

Marc Brown  
Sam DeMarco III  
Amy Ericson  
Jim Galitsis  
Deb Gross  
Bethany Hallam  
Carolyn Hess Abraham  
Imtiaz Hussain  
Frances Jordan  
Barbara Logan  
Frank Lucchino  
Lafe Metz  
Laura Miller  
Dan Miller  
Jake Pawlak  
Joyce Schlag  
Betsy Watkins

**Community Committee Members Present:**

Nick Certo  
John Rhoades

**Present by Invitation:**

Linda Barsevich  
Sarah Beasley  
Molly Bennett  
Hannah Brizzi  
Anita Greene-Jones  
Marta Honores  
Maggie Iddings  
Andrew Medlar  
Mary Monaghan

Lauren O’Keeffe  
Deborah Rogers  
Laura SanBoeuf Paris  
Carlton Stout  
Jennifer Styran  
Paul Vanderwiell  
Karlyn Voss

I. Welcome and Call to Order

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

II. Approval of the December 11, 2023 Board Meeting Minutes

On a motion duly made and seconded, the minutes from the December 11, 2023 meeting were unanimously approved.

III. Chair's Report

Mr. Dowd recognized the newest members of the Board. Jamie Piotrowski, R. Daniel Lavelle, and Barbara Warwick will serve as public trustees. It was also noted that the Executive committee has met a few times since December 11<sup>th</sup> related to the Greater Pittsburgh Festival of Books. The Executive committee authorized CLP (Carnegie Library of Pittsburgh) to participate with an expenditure not to exceed \$180K.

IV. President & Director's Report

Mr. Medlar opened his report by sharing the 2023 Stats Sheet with the Board. Going forward, the Stats Sheet will be thematically based on Strategic Plan updates that will be provided at every meeting. The current Stats Sheet shows cumulative figures for 2023. It was noted that CLP is seeing a return to normal circulation numbers, post-pandemic. These numbers are slightly lower than the previous year. It was also noted that LAMP's lower circulation numbers could be associated with the rise in the greater availability of digital audiobooks, which can serve those with print disabilities. The Strategic Plan is currently being rolled out. Staff, the Board, RAD, and Elected Officials have received their copies, and the Strategic Plan will be introduced to the public at the March open houses. Regular updates will be given at Board and committee meetings. Mr. Medlar spoke about the meaning behind the logo used for the Strategic Plan. Two Q1 initiatives include a cybersecurity review with eiNetwork and the extension of public hours in March. On March 11<sup>th</sup>, CLP will increase public service hours to 10am-8pm, three to four days a week at most locations. CLP-Squirrel Hill will serve as the East-End location for the county election division's ballot drop-off program, leading up to the April 23<sup>rd</sup> primary. It was noted that two election staff members will staff the drop-off boxes and the ballot boxes will be their responsibility. No ballots will be stored at the library, and public service hours will not be extended (two CLP security officers will work overtime, and the overtime will be reimbursed by the county.) Mr. Medlar updated the Board on the RAD Countywide technology investment. RAD is giving \$3.1 million to eiNetwork to cover 100% of the pc hardware and support costs for libraries in the county. Purchasing the computers versus leasing them will result in savings of \$360K for CLP. Those savings will be reinvested into Strategic Plan activities. CLP received \$225K from the Eden Hall Foundation to fund a two-year paid internship program for teens to work in their neighborhood CLP location. The internship will be for 16 weeks for ten teens in 2024 and 16 weeks for twenty teens in 2025. With the grant, CLP plans to hire a program manager to oversee the project and teens will be paid \$12/hr. CLP is in the process of entering into a one-year contract with Mindful Kreative as CLP's new PR and Media consulting firm. The inaugural Vivian Ann Davidson Hewitt Lecture is on April 9<sup>th</sup>, and the 2024 Children's Literature Lecture with Rita Williams-Garcia is on April 17<sup>th</sup>. The theme for the 2024 Summer Reading Program is READ-A-PALOOZA BOOK BOWL centering around a sports theme and the Summer Olympics. This year, Summer Reading is

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partnering with CitiParks and Carnegie Science Center. CLP's Summer Reading Extravaganza is August 11<sup>th</sup>.

## V. Committee Reports

### A. Finance Committee

Ms. Barsevich updated the Board on the Summary 2023 Budget vs. Actual document. It was noted CLP turned around a \$839,109 deficit into a \$5,813,833 surplus. This is due to unique, one-time situations like the \$5.5 million received from the Employee Retention Credit and the \$2.5 million in fire insurance proceeds. Also contributing to the favorable revenue variance were higher than expected revenues from annual fundraising and interest income. Expenses were higher than budgeted by \$2.1 million, solely because of fire-related expenses. CLP's external auditors have begun their work. More information will be provided at the May Board meeting related to the 2023 Audit. The Board reviewed the Long-Term Investments. Commonfund continues to underperform its composite benchmark and the S&P 500. For that reason, the Finance committee has hired a new investment manager, Marquette Associates. Marquette Associates was recommended by the Investment advisory committee, comprised of current and former Board members and outside experts, who worked with BilkeyKatz. After interviews, reference interviews, and strong vetting, the advisory committee unanimously agreed on Marquette Associates. Marquette Associates is a "boutique" consulting firm with 100% employee ownership, and they have an outsourced OCIO committee that reviews the investment decisions. Marquette Associates has a 99% client retention ratio and advises on over \$63 billion in non-profit assets. They are GIPS compliant and their OCIO fee is 25 basis points. Both Marquette Associates and Commonfund have been notified. The next key step will be to update the Investment Policy Statement, which will be approved by the Board in May. The Finance committee wants to form a sub-committee, the Investment Advisory Committee, that will be focused on investment monitoring and overseeing the relationship with the investment consultant. The Investment Advisory Committee will also update the existing Investment Policy Statement for review by the Finance committee and ultimate approval by the Board.

It was noted that the resolution should be amended so that the advisory committee is a sub-committee of the Finance committee. On a motion duly made and seconded, the Board approved amending the resolution to reflect the committee as a sub-committee of the Finance committee.

After a robust discussion, the Board was presented with an amended Resolution to form an Investment Advisory Committee. On a motion duly made and seconded, the amended Resolution for the Library to approve the formation of the Investment Advisory Committee was approved.

The Finance committee assured the Board that they are focused on future financial stability, especially with the future deficits projected, and are exploring expanded existing revenue sources or new ideas for funding.

### B. Development Committee

The committee shared an update on the 2023 fundraising results. CLP exceeded their end-of-year goals with \$6.4 million raised. CLP did not achieve 100% Board participation and expressed the importance of full participation going forward. In 2024 so far, CLP has received \$250K in donations. The Board reviewed a Year-To-Date comparison of Library fundraising numbers. Current fundraising efforts are on track

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compared to previous years. The Board was updated on planned giving impact, and CLP is currently searching for a Manager of Special and Planned Gifts to oversee that work. Donors will be receiving an educational mailer about ways they can give to the Library. There will also be a new donor newsletter, and in April, the Library will promote Library Giving Day. The Greater Pittsburgh Festival of Books Launch Party is an opportunity to connect with potential new donors. This year, there will also be a corporate cultivation event and an emerging leaders cultivation event. More details will be forthcoming about those events.

#### C. External Relations Committee

Ms. Tatone shared an update on the External Relations committee. RAD officers and RAD Library Committee members were just elected at last week's RAD Board meeting. Many are the same as the previous term. The YTD Sales Tax Revenue through February is \$22.6 million, which is 8% higher than YTD 2023. The 2023 Close Out Report has been submitted. It was recognized that RAD has granted \$3.1 million to purchase 2,464 new personal computers for all libraries in Allegheny County. March 18 & 19 is the Harrisburg Advocacy Trip. CLP Board members are welcome to attend. CLP is requesting a 4% increase in public library subsidies and a 5% increase for LAMP. The Elected Officials Breakfast Briefing was held on February 29, 2024, and was a great success. Updates about CALS (Cooperative Allegheny Libraries' Support) included progress made on the website project with consultant, Wall-To-Wall; Collection Boost program with ten libraries in distressed areas to help enhance their library collections; Facilities Management Pilot has ten libraries participating and will begin work in 2024; and two professional development sessions held for county library staff on navigating SOGIE (Sexual orientation gender identity and expression). The Board reviewed the 2024 Annual Public Meeting agenda, which will immediately follow the Board meeting. The committee's update ended with a review of upcoming events.

#### D. Facilities Committee

The Board was updated on facility projects throughout the CLP branches. The East Liberty Capital Project is complete, and the Development team has successfully moved into the building. The project came in under budget. The Board reviewed images of the completed work. The Facilities committee is waiting for the system-wide assessment of future projects as included in the Strategic Plan. More information is to come. The Master Builders Association for Renovation Construction gave CLP an award for Building Excellence for the front entrance project at CLP-Main.

#### E. IDEA Committee

The committee reviewed the Board Resolution, Board Equity Statement, and CLP Diversity Plan to make sure they are updated and aligned with the Strategic Plan. The CLP Diversity Plan was originally created by CLP staff and approved by the Board. Since the creation of the plan, CLP has hired an IDEA Director. Going forward, the work of the staff will focus on updating the Diversity Plan and identifying benchmarks for each department within the library. This will be in conjunction with the IDEA committee's work. The next steps will include training for the committee chairs to establish a common language around diversity, equity, inclusion, and accessibility. The Board, led by the IDEA committee, will discuss the book *Hopeful Visions*, after the May Board meeting.

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F. Committee on Trusteeship

The Committee on Trusteeship is currently working on Board recruitment. The Board reviewed the results of the Board Biennial Assessment Survey results, and it was noted that the committee chairs will review them with their committees. The Board expressed the importance of keeping the Board Biennial Assessment Survey results as an internal document. The Board was updated on the Trust Agreement review and the formal addition of the IDEA committee to the by-laws. The Board will be updated on any suggested changes to the by-laws.

VI. Executive Session

The Board entered Executive Session at 5:16 pm.

VII. Adjournment

There being no further business, the meeting adjourned at 5:28 pm.