

CSLP Board Minutes

Wednesday, February 07, 2024

2:00 p.m. EST

11:00 am PST/12:00 pm MST/1:00 CST/2:00 pm EST

2024 Board Members

President	Donna Throckmorton
President-elect	Kate Greene Smith
Secretary	Lysha Thompson
Treasurer	Deborah Dutcher
Past-President	Cathy Lancaster
At Large	Evan Michael Bush
At Large	Erin Groth
At Large	Katie Perkey
Vendor	Jasmine Rockwell
Membership	Susan La Paro
Manual Liaison	Angela Germany
Executive Director	Dawn Krause
Administrator Manager	Melissa Hooke
Manual Managing Editor	Alyssa Graybeal

1. Roll Call – Melissa Hooke

In attendance: Donna Throckmorton, Kate Greene Smith, Lysha Thompson, Cathy Lancaster, Evan Michael Bush, Erin Groth, Katie Perkey, Sue La Paro, Angela Germany
 Dawn Krause – Executive Director
 Melissa Hooke - Admin
 Alyssa Graybeal – Manual Managing Editor
 Not in attendance: Deborah Dutcher and Jasmine Rockwell

2. Call to Order – Donna Throckmorton at 1:03 pm CT

3. Welcome Guests

Carrie Sanders, Amy Olson, Kelly McCabe, Anna Foote, Susan Cordle, Janet Ingraham Dwyer, Jeni Schomber, Brian Greene, Bobbi deMontigny, Sharon Phillips, Sara White, Beth Yates, Letitia Bulic

4. Approval of the Consent Agenda

a. January 2024 Board minutes – Lysha Thompson

b. January 2024 CSLP Treasurer Report - Deborah Dutcher

Kate Smith moves to approve the consent agenda; Evan Bush seconds motion. Motion carries.

5. Executive Director Update – Dawn Krause

Executive Director Report in meeting file. She highlighted during the meeting, the new bookkeeper through The Foundation Group who is currently working on reconciling past years. Cash flow looks great. Sales are swift, \$560,000 since beginning of year. Seeing higher sales per order individual orders. Tshirts & hoodies are still high selling. The Love My Library design has been archived and working to transition to the new design Libraries are Life with beanies and caps currently available.

6. Treasurer Update – Deborah Dutcher
Treasurer report in meeting file.
7. Unfinished Business
 - a. Banking – Dawn Krause
Melissa has met with M&T Bank and is working on the paperwork needed. CSLP’s legal address is not the physical address. Because the organization was incorporated in Iowa, a physical address is required there. This and the address origination paperwork is also needed for the account. Transition should be completed soon.
8. New Business
 - a. Read with Jenna reading list – Dawn or Donna
Meeting was held with Kate Saunders. CBS would like to continue partnership for 2024. The team has asked for titles from CSLP’s recommended book lists that Jenna could highlight. Three age groups are high-lighted by Read with Jenna. Katie Perkey and Angela Germany will help Dawn with a list of titles.
 - b. Partnership Ad-Hoc Committee
Dawn receives many requests for partnerships from both for profit and non-profit entities. The organization does not have guidance in place. An ad-hoc committee would help develop parameters to guide the partnership process, and creating policy, procedures, a checklist and partnership agreement form. Kate Smith moves an Ad-Hoc Committee be created. Cathy Lancaster seconds motion. Motion carries.

Sue LaParo, Kate Smith, Sara White volunteer. Kate will head committee and recruit 3-4 additional members.
9. Committee Business
 - a. Committee Report – TBD
Kate Smith will be beginning work on summer symposium committee.

Alyssa Graybeal provided an update on the 2025 manual. The five manual committees have finished drafting. The program submission contest in September helped in getting ideas from the general membership. Committees are currently looking over the draft. Copyright work is happening right now. Alyssa pointed out that original material received has increased each year. In April/May, designers will begin creating printables. By June/July, Alyssa will start putting all together. The aim is for early fall availability but design layout sometimes takes longer.
10. Review Action Items – Lysha Thompson
Partnership ad-hoc committee – Kate and Sue

Book suggestions for Read with Jenna – Katie and Angela

11. Announcements & Other business
 - a. Reminder - Theme & Slogan Suggestion Timeline: Frontline staff suggestion to remain open through Friday, February 16.
527 survey submissions so far. Remind your members. Will also push out to Facebook groups (programming and summer food)
 - b. Tentative Annual Meeting August/September 2024 - Denver
Planning will begin soon. Tentative dates are the week of August 26th or week of September 23rd.
12. Comments from guests

Bobbi deMontigny introduced as the new youth service consultant from Montana.
Letitia Bulic introduced as the new youth services consultant from Wyoming.
Kelly McCabe reports she loves the Canva templates provided and is updating the roadtrip to be more NM specific.
Sharron Phillips asked if there is a possibility of an increase in membership fees. This will be discussed during board retreat.
Brian Greene complimented the orientation training received from Melissa.
13. Adjournment 1:47 pm Cathy Lancaster made the motion to adjourn - Next board meeting: **March 06, 2024**, at 2:00 pm EST via ZOOM

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