

## **Northeast Ohio Regional Library System**

### **Minutes of the Board Meeting held Tuesday, July 16, 2019 at the Twinsburg Public Library**

#### **Call to Order**

President Jim Wilkins called the meeting to order at 11:00 am.

#### **Roll Call**

Board members present: Michelle Alleman, Leslie Cade, Kris Carroll, Kimberly Garrett, Beth Hatch, Laura Leonard, Tracee Murphy, William Rutger, Amy Switzer, CJ Lynce, Teanna Weeks and Jim Wilkins. Absent were Valerie Kocin, Aimee deChambeau, James Tolbert

#### **Approval of Agenda**

Leslie Cade made the motion, seconded by Amy Switzer to approve the agenda as presented. Motion carried by voice vote.

#### **Appointment/Oaths/Elections**

**Appointment of New Board Members:** Laura Leonard - At Large Library; CJ Lynce - At Large Library; Amy Switzer - At Large Library, and Teanna Weeks School Library took their oaths of office. Their terms all expire in 2022.

**Elections:** The slate of officers was presented by nominating committee chair Beth Hatch.

***Vice President/President Elect** William Rutger*

***Secretary** Laura Leonard*

President Jim Wilkins asked for nominations from the floor three times. None given. The officers were elected unanimously by those present.

**Oaths of Office** taken by the **President** Kim Garrett; **Vice President/President-Elect** William Rutger and **Secretary** Laura Leonard.

Outgoing **President** Jim Wilkins turned over the chairing of the meeting to **President** Kim Garrett.

#### **Appointment of NEO-RLS Staff for 2019-2020 Resolution 2020-1**

Jim Wilkins moved and Kris Carroll seconded that Elizabeth Lantz be reappointed as Executive Director/Deputy Fiscal Officer at a salary of \$88,101 for the 2019-2020 fiscal year and Deborah Blair be reappointed as Fiscal Officer at a salary of \$52,377 for the 2019-2020 fiscal year. The motion passed unanimously by roll call vote.

**Oaths of Office** taken by Betsy Lantz, Deputy Fiscal Officer and Debbie Blair, Fiscal Officer.

**Minutes** Tracee Murphy moved, and Beth Hatch seconded that the minutes of the June 11, 2019 meeting be approved as corrected. The motion passed by unanimous voice vote.

#### **Correspondence**

- Don Yarman of OPLIN sent an email kudos to Melissa for keeping her finger on the pulse of library professional development.
- Grafton Midview sent a thank you for the Tech Troubleshooting Webinar.
- William Rutger and the In-service Planning Committee from the Avon Lake Public Library sent a note of appreciation her help with their planning of their Staff In-Service Day.

## Fiscal Officer

Debbie presented a written report and financial reports for the month of June.

- NEO-RLS ended the year with a net gain of \$2,347.21 for the year.
- There was a \$25,000 transfer from the carryover fund to the Technology Fund
- OPLIN upgraded the Internet to Fiber Optic cable
- Revenue was up by 5% compared to the previous year
- Transfers were made in June within the Local Fund with authorization from the Board including:
  - \$1,900 from Lecturers and Speakers to Workshop Meals and Fees due to increased attendance
  - \$658 from All Other Services to Workshop Meals and Fees due to increased attendance.
  - \$734 from All Other Services to Temporary Contract Labor due to IT upgrades
- Additional Transfers were made with the LSTA Budget (which was completed in June) with authorization from the Board.
  - Most of these changes resulted from changes with speakers. NEO-RLS purchased projectors with the approval from the State Library. (see enclosure within packet.)

### Fund Balances 6/30/2019

Local	\$935,875.48
State	0.00
LSTA	0.00
Capital/Tech	18,643.94
<u>Group Purchase</u>	<u>52.82</u>
	954,572.24

<u>OELMA</u>	<u>175,873.40</u>
	\$1,130,445.64

Debbie reported that the work with OELMA is improving. Betsy noted that the staff was at 21.5 collective hours per week as of May 11<sup>th</sup>, however this past month it has go down to 14 collective hours per week.

William Rutger moved, and Michelle Alleman seconded to approve the financial reports. The motion passed unanimously by roll call vote.

## Executive Director

Betsy submitted a written report and also reported:

- There were 2 applications for the Administrative Assistant Position. Liz Berke has been hired for 520 hours a year.
  - Liz Berke started working July 6
- Ashland University became NEO-RLS's 94<sup>th</sup> member.
- Betsy completed the Final Narrative Report for the Emerging Tech LSTA Open Grant.
- Mansfield-Richland County Public Library has contracted with NEO-RLS for strategic planning.
- OELMA work increased in July due to elections, conferences, revising awards and changing their fiscal year.
- Betsy asked OELMA to share the low cost of NEO-RLS membership for schools and their access to workshops, after receiving thanks for sharing OELMA's conference on our website.
  - 10.25 hours per week were spent on work for OELMA

### **Education and Events Coordinator**

Melissa submitted a written report and also reported:

- Work on November 1<sup>st</sup> staff day, and arranging speakers.
- Work on updating OELMA Conference Website
- She expressed her thanks to Betsy and the Board for having her attend the ALA conference which resulted in contacts for speakers.
- There was an increase in attendance in 2019 versus 2018. Posting of archived webinars has increased attendance.
- For the month of June, 72 persons attended archived webinars.

### **Research and Innovation Coordinator**

Holly submitted a written report and also reported:

- Use of the Tech Lab has increased, especially for the Fall.
- Presented a full day workshop for "A Day for Circ" that focused on communication and team work.
- She has been assisting Betsy with Strategic Planning.
- She has been helping with OELMA's web pages; sponsorship logos and flyers.

### **Board Officer Reports:**

Board President Kim Garrett:

- Reviewed the Board Calendar and noted that there was not a site for the November 19, 2019 meeting.  
William will host the November 19, 2019 meeting at the Avon Lake Library.  
Beth Hatch **motioned** and Kris seconded to approve the calendar. The **motion** passed unanimously by voice vote.
- The Board Roster was updated and new copies will be sent to the Board Members.
- The Marketing and PR Ad-Hoc Committee will be chaired by Beth Hatch. It will meet after the Membership Breakfast.
- Board Committee sign-ups were distributed and members chose their desired committees.

### **Current Business:**

- Membership Meeting discussion. Special committees will meet after the Membership Meeting on September 17, 2019 at 8:30 a.m.
  - The board will take a more prominent role in the membership meeting.
  - Michelle Francis, the new director of OhioNet, Nancy Kirkpatrick, and Don Yarman, OPLIN will be invited.
  - Evan Struble will be attending the membership meeting in place of Beverly Cain.
- By-Laws and Policy: Betsy recommended looking at Board seats and reducing the number of At-Large seats and adding an academic seat due to the increase in membership by academic libraries.

### **New Business**

- Betsy mentioned the Board Orientation that was held earlier in the morning. It was suggested that new Library Directors receive a letter from the Board President introducing them to NEO-RLS in addition to Betsy's visit and/or call. There is a new director at Fairport Harbor and Carole Kowell is retiring from Medina.
- **2019-2020 Bond Amounts Resolution 2020-2**
  - Jim Wilkins moved and Teanna Weeks seconded that the Board hereby resolves to continue the errors and omissions insurance policy for \$1,000,00/\$3,000,000 and the crime policy for \$300,000 and set the 2019-2020 bond amounts at \$25,000 each for

Elizabeth Lantz, Executive Director/Deputy Fiscal Officer and Deborah Blair, Fiscal Officer.  
The motion passed unanimously by roll call vote.

- **2019-2020 Petty Cash Fund Resolution 2020-3**
  - Leslie Cade moved and Beth Hatch seconded that the Board resolve to set the amount of the petty cash fund for fiscal year 2019-2020 at \$150.00. The motion passed unanimously by roll call vote.
- **2019-2020 Surplus Resolution 2020-4**
  - Amy Switzer moved and Michelle Alleman seconded that the Board resolves to allow the Executive Director or Fiscal Officer to declare items (supplies, equipment, books, etc.) that are no longer needed, no longer serviceable, etc. surplus during the course of FY2019-2020. Surplus property may be sold or donated to another library or agency. Items deemed to be in such poor condition that they are not considered usable may be discarded. Notification of surplus items will be posted to NEO-RLS members as deemed appropriate by the Executive Director and Fiscal Officer. The motion passed unanimously by roll call vote.
- **2019-2020 Check Signers Resolution 2020-5**
  - William Rutger moved and Kris Carroll seconded that the Board resolves to authorize the following people to sign checks for the Northeast Ohio Regional Library System and Ohio Educational Library Media Association. The motion passed unanimously by roll call vote.
    - Kimberly Garrett, President, NEO-RLS Board of Trustees
    - William Rutger, Vice-President/President-Elect, NEO-RLS Board of Trustees
    - Laura Leonard, Secretary, NEO-RLS Board of Trustees
    - Elizabeth Lantz, Executive Director/Deputy Fiscal Officer, NEO-RLS
    - Deborah Blair, Fiscal Officer, NEO-RLS
- **2019-2020 State Library of Ohio Contract Resolution 2020-6**
  - Jim Wilkins moved and Tracee Murphy seconded that the Board resolves to accept the contract form the State Library of Ohio for funding at \$125,000.00 for FY 2019-2020 personnel expenses. The motion passed unanimously by roll call vote.
- **2019-2020 Appreciation Gift Resolution 2020-7**
  - Laura Leonard moved and Teanna Weeks seconded that the Board resolves to allow Northeast Ohio Regional Library System's personnel under the guidance of the Executive Director to purchase a year-end appreciation gift for the Board President who served this current fiscal year and the previous fiscal year. The appreciation gifts will not exceed \$95.00 each and will be purchased with budgeted local non-restricted funds. The motion passed unanimously by roll call vote
- The results of the Membership Satisfaction Survey were discussed.
  - Continuing education and consulting received the highest percentage of the value.
  - The return of the Salary Survey was ranked highly as a desired new service.
  - Members would like a strong board orientation for library boards.
  - There is a desire for additional HR training, difficult situations, relationships with Friends and Foundation groups etc.
  - Critical Conversations and a Day for Circ staff are valued.
  - Networking is seen as important and functional network groups such as Tech Services, Reference, Teen/YA group were mentioned.
  - Overall the survey was a good tool to see what NEO-RLS is doing right and what other offerings can be made.

#### **Upcoming Meetings**

- 2019 MEMBERSHIP MEETING AND APPRECIATION BREAKFAST  
Tuesday, September 17, 2019, 8:30 a.m. Hilton Garden Inn 8971 Wilcox Drive Twinsburg, Ohio 44087
- BOARD COMMITTEE MEETINGS (Ad Hoc Awards, Ad Hoc Marketing, Finance)  
Tuesday, September 17, 2019, 11:15 a.m. – 1:00 p.m. (with lunch) Hilton Garden Inn 8971 Wilcox Drive

Twinsburg, Ohio 44087

- BYLAWS/POLICY COMMITTEE MEETING Tuesday, October 15, 2019 | 9:30 a.m. Twinsburg Public Library 10050 Ravenna Road Twinsburg, Ohio 44087
- FULL BOARD MEETING Tuesday, October 15, 2019 | 11:00 a.m. Twinsburg Public Library 10050 Ravenna Road Twinsburg, Ohio 44087

**Adjournment**

Tracee Murphy moved and Kris Carroll seconded the meeting be adjourned at 12:00 pm.

\_\_\_\_\_  
Kim Garrett, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Laura Leonard, Secretary

\_\_\_\_\_  
Date