

Northeast Ohio Regional Library System

1580 Georgetown Road

Hudson, OH 44236

Minutes of the Board Meeting held November 14, 2017

Call to Order

President Elect Anita Woods called the meeting to order at 11:00 am

Roll Call

Board members present: Michelle Alleman, Leslie Cade, Kim Garrett, Beth Hatch, Laura Leonard, Bill Martino, Chris May, Tracee Murphy, Lorena Williams, Anita Woods.

Board members absent: Jim Wilkins, Joe Zapitello, Cheryl Kuonen, Aimee DeChambeau.

Staff members present: Betsy Lantz, Debbie Blair, Melissa Lattanzi and Rachelle Perry.

Approval of Agenda

Lorena Williams made the motion, seconded by Kim Garrett to approve the agenda as presented.

Motion carried by voice vote.

Elections/Appointments/Oaths

Appointed Board Member Beth Hatch took the Oath of Office. Ms. Hatch was appointed as Zone 2 Representative-Term expires 2018.

Approval of Minutes

Michelle Alleman made a motion, seconded by Chris May to approve the minutes of the September 19, 2017. Minutes were approved by a voice vote.

Correspondence

Betsy shared several pieces of correspondence:

- Katie Kelly -ALAO
- Carrie Reed Thank you to Melissa for booking presenters for their staff day at the Newton Falls Public Library.
- Heather Tuck Mikala from the Rocky River Thank you to Holly for the virtual technology program-including a positive thank you from a Rocky River mom.
- Valerie Kocin from the Cuyahoga Falls Public Library sent a thank you for creation of the Construction and Facilities Management Network Group which included a presentation on project bidding.
- Beth Gasp from the Columbia City Library, Indiana thanked Holly for the NICCL presentation and asked her for help in preparing a presentation to the board.
- New to Libraries Network Board thank you to NEO for helping in planning their program.
- Thank you from the McKinley Library to Melissa for help in planning their staff training.
- Thank you from the McKinley Library to Betsy Lantz and Melissa for kicking off their staff day.

Financials

Debbie submitted a written report and financial reports from September and October.

- Audit is in progress.
- Letters of Intent were mailed October 2. 19 libraries have replied as of November 14, 2017.
- Revenue has increased 34% in comparison to this time last year.
- CE revenue YTD has increased 6% compared to last year. A graph was included in Debbie's report.

Debbie reviewed the financial reports. The October 31, 2017 fund balances including the prior year balances are as follows.

Local Fund	\$1,134,481.43
State Fund	20,509.00
LSTA Fund	0.00
Capital/Fund	4,514.23
<u>Group Purchases</u>	<u>(1,911.28)</u>
Total	\$1,157,593.38

Tracee Murphy moved and Lorena Williams seconded a motion to accept the financial reports. The motion passed unanimously by roll call vote.

Executive Director

Betsy submitted a written report.

NEO received an LSTA Open Grant to have Research Institute for Public Libraries present at the 2018 Director's Retreat. In addition, someone will be doing the academic piece for doing community assessment and data collection. The entire Director's retreat will revolve around data collection, analysis and presentation. The Director's Retreat will take place May 17 and 18, 2018 at the Twinsburg Hilton Garden Inn. Betsy is also writing a grant for the Emerging Tech Symposium, June 5, 2018. It is based on "Thinking outside the [Maker Space] Box," utilizing emerging technology in other ways to serve the community. Betsy reviewed the Strategic Plan. (It was included in the packet.) Items completed were not included on the update. Betsy used part of the LSTA funds to hire a social media consultant to create a plan. The plan was 47 pages long. The plan could also be used as a vehicle to promote libraries across Northeast Ohio.

Education and Events Coordinator

Melissa submitted a written report. She also reported that they had the "Day for Small Libraries," on October 26 in Medina- there were 18 in attendance and October 27 in Rodman- there were 9 in attendance. Both were very successful. Construction and Facilities Management Network was very well attended. She continues to help libraries find speakers, in particular for ALICE training. The New Supervisor's Academy will begin February 22nd. Melissa reviewed the Continuing Education reports which demonstrated an increase in attendance.

Youth Services Education and Events Coordinator

Rachelle submitted a written report. She has been continuing her library visits. The Youth Services Advisory Group meeting was held. They expressed appreciation for the online webinars. Video Games were weeded and sold back to GameStop. Additional Video Games were purchased with LSTA funds. Additional mystery titles were also purchased for the Book Discussion circuit. The Summer Reading

workshops will be held February 21, 2018 (Children's) Hilton Garden Inn Twinsburg; Teen Workshop date will be announced.

Research and Innovation Coordinator There was a written report submitted by Holly. Betsy reported that Holly has been busy with presenting the E-Health Tech Lab. LSTA funds used to enhance STEAM kits. Holly made her non-verbal and body language presentation at ILEAD for the State Library of Ohio. The first visual identity assessment will be performed at the Dover Public Library. A visual identity assessment is a review of Public Relations material and the consistency of branding.

Board Officers- No reports.

Committee Chairs The By-Laws committee met at 9:00 am. They will bring their recommendations to the Board at the January meeting.

Board President –No reports.

Current Business Betsy gave an update on the OHIONET, State Library and Regionals partnership proposal. The groups will collaborate and the Opioid epidemic will be the theme. There will be a program that will travel to each of the regions plus one in Columbus. Regionals will help secure the venue. They are working on getting the author Sam Quinones of Dreamland as the keynote speaker. They are hoping to host these during one of the first two weeks of August.

New Business

Depository Agreements and Banking

Debbie explained advantages of moving our primary checking account to First National Bank including customer service, lower fees and 1% interest on a sweep account. In addition it was discussed in the By Laws Committee to eliminate the payroll account as it is no longer necessary due to technology.

Depository Agreement with First National Bank Resolution 2018-16

Leslie Cade made a motion and Kim Garrett seconded to enter into a depository agreement with First National Bank for five years. All present voted yes on a roll call vote.

2017-2018 Capital/Technology Budget Amendment

Michelle Alleman moved and Bill Martino seconded to amend the 2017-2018 Capital/Technology Fund appropriations to purchase antivirus software for the new laptops purchased with LSTA funds and for upgrades to the member management system. All present voted yes on a roll call vote.

Deficit Reduction

Besty informed the Board that after reviewing the deficit issue with Debbie it will be necessary to eliminate the Youth Services Education and Events Coordinator position in order to reach the planned deficit reduction plan. There are not sufficient duties and responsibilities to necessitate a full-time position. They may need part time administrative help hired to help with word processing, scheduling supplies, posting jobs and scheduling visits. Betsy addressed questions regarding how this would affect the workload of other staff and the structuring and balance of programming throughout the year.

Continuing Education

Betsy discussed the need for core courses that would cover areas such as safety; sunshine laws; technical services; adult services; youth services; circulation; information technology; reference; customer service; teambuilding; communication and leadership. There are 10 events that happen each year. Network groups are growing and the hope is that each group will facilitate themselves. Each network group will meet at least three times a year. The creation of a video of basic library history, skills, knowledge and topics was also discussed.

Director's Meetings

Betsy has visited 96 libraries thus far, plus two more in the coming week. She asked board members to consider to have her invited to their annual county library director's meetings to help save time and reduce time that she is out of the office.

Big Ideas Advisory Group

Ideas were generated that included negotiating author talks for Northeast Ohio; database for speakers and performers with a discount for NEO members; CIC Clearinghouse of live programs and equipment; help libraries to do radio advertising.

Upcoming Meetings

Finance Committee Tuesday, January 16, 2018 9:30 am

Board of Trustees Meeting Tuesday, January 16, 2018 11:00 am.

Both meetings at Georgetown Road Office.

Adjournment

Kim Garrett moved and Bill Martino seconded to adjourned. Voice vote unanimous.