

## **Northeast Ohio Regional Library System**

### **Minutes of the Board Meeting held via Zoom on Tuesday, April 21, 2020, 11:15 a.m.**

#### **Call to Order**

President Kim Garrett called the meeting to order at 11:15 am.

#### **Roll Call**

Board members present: Leslie Cade, Kris Carroll, Kimberly Garrett, Valerie Kocin, Laura Leonard, CJ Lynce, Melanie McGurr, Tracee Murphy, William Rutger, Amy Switzer, Chuck Vesei, Teanna Weeks and Jim Wilkins (arrived at 12:03). Absence (excused): Michelle Alleman

Also in attendance were Betsy Lantz, Debbie Blair, Melissa Lattanzi and Holly Klinger.

#### **Minutes**

Leslie Cade moved, and Chuck Vesei seconded that the minutes of the January 21, 2020 meeting be approved. The motion passed by unanimous voice vote.

#### **Correspondence**

Beth Slade of Twinsburg Public Library sent a thank you for the extra self-care, continuing education and network meetings during the stay at home order.

Alecia Pocatko of Ashtabula County District Library also appreciates the additional work that NEO-RLS employees have done to keep library staff busy during the stay at home order. She is especially grateful for the recordings sent after the "Zoominars."

Stacey Murray of the Cleveland Museum of Art, Ingalls Library (CE Advisory committee) expressed her appreciation for the webinars and their value. She has subscribed to at least 16.

Helena Richardson from ACDL said that ACDL staff have been taking advantage of webinars, and staff have written many positive comments to their supervisors. "We do better daily because of your programming."

Staff member from Hudson Library and Historical Society expressed appreciation for the networking meetings and will encourage their administration to consider joining NEO-RLS.

#### **Fiscal Officer**

Debbie presented a written report, the financial reports for the months of January, February and March 2020. In addition, Debbie reported the following:

- Worked on statewide salary survey
- The Local Fund for March included a payment of \$13,880.00 to PeriscopelQ the company contracted with for the salary survey.
- Anticipating fourth quarter payment from the State in April.
- A clean audit report was received from Charles E. Harris & Associates.

Fund Balances 3/31/2020

Local	\$1,071,838.90
State	(6,760.52)
LSTA	17,099.20
Capital/Tech	18,643.94
Group Purchase	<u>52.82</u>
	\$1,046,874.34

OELMA	<u>183,832.33</u>
	\$1,230,706.67

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

Debbie also shared the following:

- There is a projected decrease of 6% due to the lack of programs and circulating items during the stay-at-home-order. We will not be hitting our target revenue of \$352,606.
- Expenses are projected to decrease by just over 10%, with a total of \$326,583. Target was \$364,530.
- There is anticipated cutback from the State of \$2,000.
- If numbers stay as now projected, NEO-RLS will be adding \$3,484 to the carryover, unless changes needed to be made to the OELMA contract.
- Letters of Intent for 2020-2021: 64 letters of intent were received from public libraries; 18 from academic; 3 from school libraries; 2 received from special libraries.
- Figures from the last financial crisis in 2009 were shared with the number of libraries who discontinued their membership as well as the impact of a dues reduction. Dues fell 37.5% in 2009 and included a 33.3% dues reduction.
- Membership options that are now available may enable libraries to not completely withdraw their membership
- Dues revenue for 2020-2021 is projected at \$179,493 which is based on assuming all libraries might drop a level.
- There will be 27 pay periods in 2021.
- There is a projected loss of \$116,769 in 2020-2021.
- The deficit reduction plan will be affected.

#### **Executive Director**

Betsy submitted a written report and reported:

- The hard decisions made over the past four years helped us be in a better position to face this financial crisis.
- Dover did not renew their membership in order to bring up a new ILS system and have said they plan to renew for 2021-2022.

- Copley-Fairlawn school district is interested in joining.
- Thanked Holly, Melissa and Debbie for their creativity and initiative to help members get through the crisis, instead of focusing on how it effects NEO-RLS.
- Salary Survey put on hold.
- Reviewing use of LSTA funds.

**Education and Events Coordinator** (January 22, 2020-April 21, 2020)

Melissa submitted a written report and highlighted:

- In March NEO-RLS was on track for large attendance especially for the Leadership Academy. The *Return of the BookLook* was successful.
- In March there were 631 viewings of archived webinar. There were 746 viewings of archived webinars by April 21st.
- Most of Melissa's time has been spent on setting up Zoom Rooms and virtual networking meetings.
- The Youth Services Network meeting had 103 registrations.
- HR/FO Network meetings are long meetings with 70 active members.
- *Managing Change in Times of Uncertainty* had 123 in attendance.
- Trying to be timely in programs and webinars.

**Research and Innovation Coordinator** (January 22, 2020-April 21, 2020)

Holly submitted a written report and she highlighted:

- Three webpages created: Covid-19 Resources; Self Care; and Online Programming Resources.
- Archived webinars created on Adobe don't work on mobile devices. 83 webinars have been converted so far to MP4 files.
- Video tutorials are now available on Creating an Account and will soon include others such as How to Use Zoom.
- Creating Micro-Lessons such as Digital Escape Rooms.

**Board Officers Reports**

None

**Personnel Committee**

Amy Switzer reported that the committee met twice to review the Employee Handbook. The lengthy meetings were important to make sure the handbook reflected the change in size of the organization and that the organization is a public employer. The sexual harassment policy was also enhanced. Amy reviewed the most significant changes including the Social Media policy, and recording in the workplace. Changes were made to the holidays and floating holidays, vacation, sick leave and the scheduled paid time off. Leslie Cade made references to items to be linked in the Appendix.

**Resolution 2020-14**

Kris Carroll moved and CJ Lynce seconded that the NEO-RLS Board resolve to make the proposed changes to the 2020-2022 Employee Handbook. Changes will be effective July 1, 2020. The motion passed unanimously by roll call vote.

**Finance**

William Rutger reported the meeting that was held to review the changes in finances due to the Covid-19 Pandemic. He discussed Resolution 2020-15 which is recommended to ensure that libraries wanting to participate in the Salary Survey become members for a 12 month period. He also discussed the idea of fees for Staff Day Planning for multiple libraries. A resolution will be brought to the May 19<sup>th</sup> meeting.

**Resolution 2020-15**

The Finance Committee recommended that the NEO-RLS Board resolve to offer twelve-month memberships beginning in 2020-2021. This will allow invoicing for memberships in response to offering a salary survey dependent on being a member for twelve months. This acknowledges that new memberships may extend across the fiscal year. The resolution passed unanimously by roll call vote.

**Awards Committee**

**Resolution 2020-16**

Tracee Murphy moved and Amy Switzer seconded that the Shooting Star Award be awarded in recognition of a library employee who has more than 10 years of experience in libraries and has made a sustainable impact in their library and/or community over the years.

Nominations will take into account the following:

1. Library Affiliation/Work History.
2. Description of Nominee's program.
3. Description of the impact of Nominee's program on the library or community.
4. Quantitative support (e.g. names of programs/services initiated; attendance or number of people impacted).
5. Description of why Nominee deserves the award.
6. Description of the sustainability of the Nominee's impact on the library or community.

Selection of the recipient will be made by the State Librarian of Ohio and presented at the annual NEO-RLS Membership Meeting.

The motion passed by unanimous voice vote.

**Resolution 2020-17**

Leslie Cade moved and Kris Carroll seconded that the Advocacy Award be awarded in recognition of those who have supported the libraries of our region through their advocacy efforts. Nominees may be library staff, Board members, Friends of Library members, patrons, local, county or state officials, and legislators. The award may be given to an individual or to a group. Multiple Advocacy Awards may be presented in any given year.

Nominations will take into account the following:

1. Affiliation with the library.
2. Description of the advocacy action(s) undertaken by the Nominee.

3. Description of the impact of the advocacy action(s) on the library and/or community.
  4. Quantitative support as applicable (e.g. numbers of people impacted, services initiated, etc.).
  5. Description of why nominee deserves the award.
  6. Description of the sustainability of the nominee's impact on the library and/or community.
- Selection of the recipient(s) will be made by the NEO-RLS Awards Committee and presented at the annual NEO-RLS Membership Meeting.

The motion passed by unanimous voice vote.

#### **Resolution 2020-18**

Chuck Vesei moved and Tracee Murphy seconded that the Board resolves to discontinue the Carterette Award and the Lifelong Friend of NEO-RLS Award effective immediately.

The motion passed by unanimous voice vote.

#### **Current Business**

- **Salary Survey**  
Betsy reported that job descriptions and an FAQ were created and sent to the HR/FO group. Discussions were held on when to deploy and what period to collect data from. Betsy also had a conversation with Michelle Francis at OLC to keep her up to date.

#### **New Business**

- **Resolution 2020-19**  
Jim Wilkins moved and CJ Lynce seconded that the Board hereby approves the use of Fund 216 (LSTA Grant), to account for the LSTA funds granted by the State Library of Ohio for *Critical Conversations, Emerging Tech Symposium* and other continuing education programs. The Board further resolves to appropriate an additional \$14,994 from Fund 216.

The motion passed by unanimous roll call vote, with the exception of Melanie McGurr who had to leave the meeting.

- **Resolution 2020-20**  
Leslie Cade moved and William Rutger seconded that the Board hereby approves to amend the 2019-2020 Local Fund appropriations by \$20,820 to contract with a third party to perform a Statewide Salary Survey.

The motion carried with a unanimous roll call vote with the exception of Valerie Kocin, Melanie McGurr who had to leave the meeting.

- **Resolution 2020-2021**  
Laura Leonard moved and Chuck Vesei seconded the approval of a request for a budget transfer to move funds (\$2,000) from Clerical Salaries to Professional Salaries to cover a potential cut in

the State Grant.

The motion passed unanimously by roll call vote by the remaining members.

- **Resolution 2020-22**  
Teanna Weeks moved and Tracee Murphy seconded a commendation for Beverly Cain, retiring State Librarian. The motion passed by unanimous voice vote by the remaining members.
- **Workers Compensation**  
Debbie included information in the packet regarding Sheakley, a human resource company, who will be offering services to NEO-RLS members. This will provide an alternative to OLC or Comp Works.
- **Resolution 2020-2023**  
CJ Lynce moved and Amy Switzer seconded that the Board adopts the Families First Coronavirus Response Act Leave.  
The motion passed unanimously by voice vote by the remaining members.
- **Big Ideas Advisory Group**  
The Experts Registry was discussed with the group who suggested setting it up as a database and beginning with specific areas such as Legal and HR. The group suggested asking the Networks for recommendations. The group also suggested hosting an OPERS retirement meeting.
- **Events**  
Face to face events will be cancelled through December 2020.
- **OELMA 2020 Conference**  
Betsy is conferring with OELMA to see if they intend to conduct their 2020 Conference.
- **Upcoming NEO-RLS Board elections**  
There has been no one who has offered to run from Zone 4. Board members offered to reach out to various directors.

#### **UPCOMING MEETINGS**

**Finance Committee Meeting -Tuesday, May 19, 2020 9:30 a.m.**

**Board of Trustee Meeting Tuesday May 19, 2020 at 11:00 a.m.**

**Location TBD-most likely will take place via Zoom.**