

Northeast Ohio
Regional
Library System



School | Public | Academic | Special
Maximizing Library Potential Together
www.neo-rls.org

NEO-RLS Committees

Betsy Lantz, Executive Director

Debbie Blair, Fiscal Officer

Committee Meetings

- Committees meet per the posted Board Calendar and must meet in-person
- Committee meetings are generally held at 9:30 a.m. before the Full Board meetings or 1:30 p.m. after Full Board meetings
- Committee meetings last 1-1.5 hours
- Most Committees meet two times per year except Finance and Personnel which meet 4 and 3 respectively

Committee Meetings

- Additional committee meetings may be called as needed
- Agendas and Committee packets are sent out to Chair for approval two weeks in advance
- Committee packets are sent to members one week in advance
- Minutes for committee meetings must be kept per Bylaws and Ohio Sunshine Laws
- Motions coming to the Board from Committees do not need a second

- As a Committee member
 - Regular Committee attendance and participation
 - Note meeting dates on calendar
 - Review packet in advance of meeting
 - Let Chair know if unable to attend
 - Ask questions and provide input

Your Leadership Responsibilities

LEADERSHIP

- As a Committee Chair
 - Meet with Executive Director prior to first meeting
 - Reach out to your Committee members
 - Review packet in advance and note questions, changes needed
 - Assign someone to take minutes
 - Take recommendations to the Board
 - Serve as a bridge (Past Chair) to the next Chair

Your Leadership Responsibilities

LEADERSHIP

Bylaws/Policy

The Board's Bylaws and Administrative Policy Manual include all policies pertaining to the general operation of NEO-RLS. The Committee reviews them for their current implementation. Sections will be referred to staff, Board and committees to recommend needed changes. The Bylaws must be amended by two-thirds vote of the NEO-RLS Board, after notifying all Membership Council representatives of the complete proposed alteration or amendment(s) at least 30 days in advance.

- The Committee is chaired by the Secretary.

Bylaws/Policy

Work for 2021-2022 includes:

- Creation of a policy regarding the NEO-RLS staff serving on regional library boards
- Consideration of a Metro Library seat on the Board
- Review of Bylaws and policies through a Diversity, Equity and Inclusion (DEI) lens

- Actively recruit volunteers
- Create and maintain rosters
- Set up distribution lists and SharePoint sites
- Schedule and attend meetings
- Connect new Chairs with past Chairs
- Meet with Chairs individually as needed

NEO-RLS Staff Responsibilities

- Alert Chairs to potential issues/ideas for discussion
- Prepare recommendations for review and consideration
- Prepare agendas and packet information
- Distribute packets in a timely manner to Chairs and then to members after approval
- Provide relevant information as requested (e.g. analytics, financial reports, etc.)
- Maintain minutes as needed
- Follow up with creation and/or revision of deliverables

NEO-RLS Staff Responsibilities