

Northeast Ohio  
Regional  
Library System



School | Public | Academic | Special  
*Maximizing Library Potential Together*  
[www.neo-rls.org](http://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
- DEI Strategies may meet more frequently this year

# 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**

## DEI Strategies

Diversity, Equity and Inclusion

*The DEI Strategies Committee serves as a resource to the Executive Director in the areas of diversity, equity and inclusion in order to promote a diverse work force, foster DEI in policies, practices, programming and services, and ensure that the staff, Board members and member libraries and their employees understand that DEI work is everyone's responsibility. The Committee will also make recommendations for the recruitment of a diverse community of Board members, Committee members, program presenters and future staff members using a DEI lens.*

Work for 2021-2022 includes:

- Finalization of Committee charge
- Creation of guidelines for reviewing Bylaws/Policies
- Draft goals for inclusion in strategic plan

- Actively recruit volunteers for
- 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