

Northeast Ohio Regional Library System

Minutes of the Board Meeting held via Zoom March 15, 2022, at 11:00 a.m.

President CJ Lynce called the meeting to order at 11:00 a.m.

Roll Call

Board members present: Michelle Alleman, Mariana Branch, Leslie Cade, Kris Carroll, Laura Leonard, Andrea Legg, CJ Lynce, Melissa Mallinak, Trent Ross, William Rutger, Amy Switzer, Eric Taggart, Joy Walk and Teanna Weeks.

Absent: Melanie McGurr. Also in attendance were Betsy Lantz and Debbie Blair

Agenda

Teanna Weeks motioned, and Melissa Mallinak seconded that the agenda be approved. The motion by unanimous voice vote.

Minutes

Leslie Cade moved, and Amy Switzer seconded that the minutes of the January 18, 2022, meeting be approved. The motion passed by unanimous voice vote.

Correspondence

- Kara Cervelli sent an appreciation for the Board's proclamation for the library's 100th anniversary.
- Rachel Mathie was grateful for NEO-RLS donation of two \$50 gift certificates off any program or service for the Ohio Library Support Staff Institute in July 2022.
- Patty Tribec of Kirtland was grateful for the recording of the continuing education program on book repair.
- Jamie Louver, Branch Manager at the Rockport Branch of Cleveland Public Library, was grateful for the Crash Course on Tik Tok webinar. Enjoyed webinar and the archived webinars.
- Kristen Schmidt, Branch Librarian at the Harvard-Lee Branch of CPL, was grateful for the flexibility in breakout rooms for live webinars.
- Molly Carver of Sandusky was grateful for the individual membership.
- Patty Marsh of Bellevue was glad to hear about individual memberships for the staff and herself.
- Marisha Sullivan (Stark); Kelly Boggs (North Canton) and Charlotte Blasier (Geauga West Branch) were grateful for bundled webinars.
- Betsy's letter of resignation was submitted with her official last day to be July 31st.

Fiscal Officer

Debbie presented a written report, the financial reports for the months October, November and December, as well as a verbal report.

- Dover Library was the only library not to return a letter of intent.
- Final transfers of the OELMA account were completed.
- The audit is part of the board packet.
- A local fund transfer under the Fiscal Officer's level of control of \$800 from Delivery to All Other Services; \$55 from Gas service to Trash Removal and \$10,000 workshops meals and fees to All Other Services for the Salary Survey.

Fund Balances 02/28/2022

Local	\$1,051,606.91
State	20,659.49
LSTA	2,950.00

Capital/Tech	10,942.04
Group Purchase	<u>52.82</u>
	\$1,086,208.76

Eric Taggart moved, and Mariana Branch seconded to approve the financial reports. The motion passed unanimously by roll call vote.

Executive Director

Betsy submitted a written report and highlighted:

- Lorain Public Library System has contracted for their next strategic plan
- Contracted with Stow-Munroe Falls Public Library and Kirtland Public Library for strategic planning
- 52 libraries have started or completed the Salary Survey. There were 162 participants in the first survey.
- Seeking nominations for the second academic board seat, Zone 1 and Zone 5 Board members

Continuing Education Coordinators

Melissa submitted a written report and highlighted:

- Melissa is working with Betsy on strategic planning and focus groups.
- Attendance is normalizing.
- The Director’s Retreat is July 28th and July 29th at Punderson Manor Lodge with speaker Elaina Norlin presenting on “Creating an Organizational Leadership Strategic Plan,” including a discussion of DEI initiatives.
- The November Membership meeting will have speaker Rachel Ivy Clark from Syracuse talking about reconceptualizing libraries as co-ops.

Ragan submitted a written report and highlighted:

- Continues to work on the creation of archived bundles.
- Marketing Plan Draft.
- Finishing the update of the Health Literacy kit and weeding other tech kits.

Board Officers Reports - None

Committee Chairs

Bylaws/Policy

Laura Leonard reported the proposed changes to the Bylaws and polices. Bylaws updates were posted for membership review from January 19 to February 19, 2022, as recommend by the Committee. No comments were received. The committee recommends that the Board adopt the following resolution.

- **Resolution #2022-20:** The NEO-RLS Board resolves to make the proposed changes to the Bylaws with the changes made effective immediately. The resolution passed unanimously by roll call vote.
- A small change was made to the Administrative Policy Manual to bring all the organizational membership discounts in line. All will receive a 50% off the Geographic member price for live and archived webinars. The committee recommended that the Board adopt the changes.
Resolution #2022-21: The NEO-RLS Board resolves to make the proposed changes to the Administrative Policy Manual with the changes made effective immediately. The resolution passed unanimously by roll call vote.

ED Search Committee

William Rutger reported the job posting would be made today if there were no objections to the proposed language from the Board. It was mentioned that the insurance share should be reviewed. This is something for the Finance and Personnel committees to review. Membership was encouraged to promote the posting.

Timeline:

- April 6th Cover letter and resumes due.
- April 11th Search committee will narrow to smaller pool and develop questions that will be sent out to small pool to answer in writing.
- April 18th Review replies and narrow down to candidates for whole Board to meet and interview
- April 26 Full Board meets and interviews candidates at Stow-Munroe Falls Public Library

It is hoped that there will be a final vote at the May 17th meeting.

Written answers will be shared with full board.

The plan is for the new person to overlap with Betsy for a period of time. NEO-RLS staff will submit potential attributes and questions.

Finance Committee

Teanna Weeks reported that the committee recommends upon Debbie and Betsy’s report that the NEO-RLS staff work completely remotely beginning January 1, 2023. Records management: technical storage, copying etc. were all costed out.

- The committee also recommended the passage of **Resolution #2022-22**: The NEO-RLS Board resolves to raise the 2023-2024 public library membership dues by 2.5% and the academic, special and school library membership dues will remain the same. The resolution passed by a unanimous roll call vote.

Personnel Committee

Amy Switzer discussed the changes and updates to the job description changes for the Executive Director, Fiscal Officer and Continuing Education Coordinator as enclosed.

- The committee recommended the passage of **Resolution #2022-23**: The NEO-RLS Board resolves to make the proposed changes to the job descriptions for the positions of Executive Director, Fiscal Officer and Continuing Education Coordinator. Changes will be effective March 16, 2022. The resolution passed unanimously by roll call vote.

DEI Strategies Committee

Teanna Weeks reported that the committee will be adding A for Accessibility to the committee’s name and mission to correspond with the ALA language. The plan is to have training for members and the Board. The possibility of affinity groups was discussed.

Current Business:

- **Salary Survey.** 2021 questions from participants were used to revise instructions. Benefits will be able to be searched.
- **2022-25 Strategic Plan,** the plan was reviewed, some changes may be presented at the May meeting.

New Business

- **Resolution #2022-24** Kris Carroll moved and Teanna Weeks seconded that:
 - \$3,600 be moved from salaries to Travel and Conferences
 - \$2,000 be moved from Health Insurance to All Other Services

\$1,000 be moved from Professional Salaries to All Other Services
\$500 be moved from Furniture and Equipment to All Other Services
\$500 be moved from Special Learning Kits to All Other Services
\$153 from Furniture and Equipment to Dues and Memberships.
Except for the movement to Dues and Memberships, most were to accommodate expenses in relation to the ED search.

The motion passed unanimously by roll call vote.

- **Resolution #2022-25 Technology Plan**
Trent Ross explained the updated Technology Plan. Trent Ross moved, and Andrea Legg seconded that the NEO-RLS Board resolves to make the proposed changes to the Technology Plan with the changes made effective immediately. The motion passed unanimously by roll call vote.
- **2022 Technology Conference** will be held November 3, 2022, and will include vendors.
- **IMLS Planning Grant** Kendra Albright from the iSchool reached out to NEO-RLS about being involved in a grant for creating community portals. The board agreed that this was not an appropriate project for NEO-RLS to be involved in now.

Items too late for the agenda:

Board changes

Michelle Alleman will be resigning her board position. There will be an appointee to fulfill Michelle's position. Michelle was thanked for her contribution to the Board, especially the Awards committee.

Upcoming Meetings:

ED Search
April 26, 2022 | 9:15 – 4:00
Stow-Munroe Falls Public Library
3512 Darrow Rd., Stow, OH 44224

Finance Committee
Tuesday May 17, 2022 | 9:30 a.m. via Zoom

Full Board Meeting
Tuesday, May 17, 2022 | 11:00 a.m. via Zoom

DEIA Strategies Committee
Tuesday, May 17, 2022 | 1:30 p.m. via Zoom

Adjournment

Teanna Weeks moved, and Eric Taggart seconded that the meeting be adjourned at 12:25 pm.