##### Northeast Ohio Regional Library System

##### Minutes of the Board Meeting held via zoom on May 17, 2022 at 11:00 a.m.

##### President CJ Lynce called the meeting to order at 11:01 a.m.

##### Roll Call

Board members present: Michelle Alleman, Mariana Branch, Leslie Cade, Kris Carroll, Laura Leonard, Andrea Legg, CJ Lynce, Melissa Mallinak, Melanie McGurr, Trent Ross, William Rutger, Amy Switzer, Eric Taggart, Joy Walk and Teanna Weeks. Also in attendance were Betsy Lantz, Debbie Blair, Melissa Lattanzi and Ragan Snead.

**Agenda**

Melissa Mallinak moved and Eric Taggart seconded that the agenda be approved. The motion passed unanimously by voice vote.

**Minutes**

Leslie Cade moved and Melanie McGurr seconded that theminutes of the March 15, 2022 meeting be approved. The motion passed by unanimous voice vote.

Andrea Legg moved and Joy Walk seconded that the minutes of the April 26, 2022 special meeting be approved.

The motion passed by unanimous voice vote.

Eric Taggart moved and Trent Ross seconded that the minutes of the special April 29, 2022 special meeting be approved. The motion passed by unanimous voice vote.

Eric Taggart moved and Amy Switzer seconded that the minutes of the May 10, 2022 special meeting be approved. The motion passed by unanimous voice vote.

**Correspondence**

* Michelle Alleman’s letter of resignation and her appreciation for serving on the board.
* Jana from Westlake sent a letter of thanks to Betsy for the Building Project series.
* Danielle Kline of Kingsville was appreciative for the Building Empathy workshops.
* Pam Myers of Grafton-Midview is appreciative of the Circulation network.
* Mary Frankenfield was appreciative of the one-on-one management coaching sessions for Mansfield/Richland County Public Library’s new managers. They are time well spent.
* Jocelyn Ramos grateful for “Embracing Equity in Cataloging: Critical cataloging steps you can take.”
* Brock Hutchinson of Louisville appreciative of closed captioning on webinars.

**Fiscal Officer**

Debbie presented a written report, the financial reports for the months of March and April as well as a verbal report.

* Spent most of the month resecuring vendor agreements.
* Revenue is up 26%.
* Final transfers of the OELMA account were completed.
* We are on track to exceed the last 9 year’s revenue.
* There was a net gain in the Local Budget Year to Date.
* A local fund transfer under the Fiscal Officer’s level of control of $77 from Workers Comp to Unemployment and $26 from Legal and Auditor’s fees to Lecturers and Speakers.

**Fund Balances 04/30/2022**

Local $1,011,116.68

State 28,720.49

LSTA 10,664.50

Capital/Tech 10,942.04

Group Purchase 52.82

 $1,061,496.53

Teanna Weeks moved and Leslie Cade seconded to approve the financial reports. The motion passed unanimously by roll call vote.

**Executive Director**

Betsy submitted a written report and highlighted:

* Continued work on strategic plans for Baldwin Wallace University; Ritter Library; Barberton Public Library; Twinsburg Public Library; Heights Libraries; Mentor Public Library; North Canton Public Library and Lakewood Public Library.
* Made sure all revisions were made to By-Laws; policy manuals. The only document still to be reviewed is the staff handbook.
* Betsy and staff made move to One Drive.
* Asked board members to promote Awards.

**Continuing Education Coordinators**

Melissa submitted a written report and highlighted:

* She assisted three libraries in finding speakers and consultants.
* The Technology Conference will be October 25.
* Many archived webinars were used due to Warren-Trumbull being closed.
* In 2021, NEO-RLS held the Statewide Directors’ meeting which inflated 2021 attendance numbers.

Ragan submitted a written report and highlighted:

* Met on April 11th with the Marketing Advisory Group to finalize plan which will be presented later in meeting.
* Presented a Youth Tech Lab at Barberton.
* All Health Literacy kits are ready to circulate.

**Board Officers Reports**

**President C.J. Lynce** announced the mandatory DEIA board training which will take place after the July 19th meeting and presented Resolution #2022-26 in recognition of Michelle Alleman’s board service.

**Resolution #2022-26 Recognition of Service**

Laura Leonard moved and Melissa Mallinak seconded that the Board recognize Michelle Alleman for her dedicated service to the NEO-RL Board of Trustees for 2017-2022. The motion passed unanimously by voice vote.

**Committee Chairs**

**ED Search Committee:** Amy Switzer moved and Joy Walk seconded to go into Executive Session. The motion carried unanimously. The Board entered into Executive Session 11: 40 am. The Board left Executive Session at 11:50 am.

Resumed regular business at 11:52 am.

William Rutger moved and Amy Switzer seconded to appoint Ragan Snead as Executive Director beginning August 1, 2022, at a salary of $80,000. The motion passed unanimously by roll call vote.

**Finance Committee:** Teanna Weeks reported that the committee met prior to the May 17, 2022 Board meeting. The committee recommends passage of Resolution #2022-27.

**Resolution #2022-27** **Fees**

The NEO-RLS Board resolves to make the following change to the fees effectively immediately. Surcharge per person: $20 Full day Workshops at Library; $35 Full-day Workshops at venues other than libraries. $15 Half-day Workshops; $15 Membership Meeting. All other fees will remain the same.

Mariana Branch seconded and the resolution passed unanimously by roll call vote.

**Personnel Committee:** Amy Switzer explained the evaluation process for the Executive Director and Fiscal Officer. Both will complete their self-evaluation on May 18, 2022.

**DEIA Strategies Committee:** Teanna Weeks gave details regarding the full-board training on DEIA provided by Kent State University. The committee will meet again after the board meeting on 5/17/2022.

**Advisory Group Chairs**

**Marketing/PR:** Mariana Branch reported that the group met on April 11, 2022. The page view has seen a 27% increase and the newsletter has an open rate of 36%. As part of the Marketing Plan, branding will be established and marketing resources will be added to the website including links to free images.

**Resolution #2022-28 Marketing Plan**

The committee recommends the approval of the Marketing Plan. Joy Walk seconded. The motion passed unanimously by voice vote.

**Technology:** Trent Ross reported that the group is working on the October Tech Conference. They reviewed the new Health Literacy kits and plan an Annual Survey on the technology needs of members.

**Special Libraries:** Leslie Cade reported that the group met in April to discuss how to market to and attract more special libraries. They are planning on an open forum network meeting.

**Current Business:**

**Statewide Salary Survey**

Betsy and Debbie reported that 113 libraries completed the 2022 Statewide Salary Survey with an additional 30 started but not completed. Periscope IQ data will be available in June. There were more academics responding than last year, and 31 **new** libraries.

**2022-2025 Strategic Plan**

Betsy reviewed the Strategic Plan that will be approved at the June meeting.

**New Business:**

**Resolution #2022-29 Local Fund Budget Transfer**

Mariana Branch moved and Melissa Mallinak seconded the Local Fund Budget transfers for the purpose of paying for the Salary Survey; $5,000 from Contingency to All Other Services; $1,500 from Special Learning Kits to All Other Services; and $347 from Furniture and Equipment to All Other Services. The resolution passed unanimously by roll call vote.

**Report from Regional Library System Directors’ Meeting:**

Wendy Knapp reported on the Statewide Delivery changes. The costs have gone up, but there is a now a new division of Priority that strictly serves libraries. There was an Open House where 50-60 people attended.

The Teaching Books Analysis Toolkit, an ARPA initiative from the SLO, has launched. The 1% increase for participating in the Ohio Digital Library will be subsidized by the SLO. The regionals will be able to request an additional $9,998 in July from remaining LSTA carryover funds.

**Adjournment**

As there was not any other new business, Melissa Mallinak moved to adjourn, and Andrea Legg seconded.

The meeting was adjourned at 12:24 pm.

**Next meetings:**

**RECORDS COMMISSION**

**Tuesday, June 21, 2022 | 9:00 a.m. via Zoom**

[**https://us02web.zoom.us/j/87232553094**](https://us02web.zoom.us/j/87232553094)

**PERSONNEL COMMITTEE**

**Tuesday, June 21, 2022 | 9:30 a.m. via Zoom**

[**https://us02web.zoom.us/j/87232553094**](https://us02web.zoom.us/j/87232553094)

**FULL BOARD MEETING**

**Tuesday, June 21, 2022 | 11:00 a.m. via Zoom**

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