**Northeast Ohio Regional Library System**

**Minutes of the Board Meeting held via Zoom on June 21, 2022 at 11:00 a.m.**

**Call to Order**

The meeting was called to order at 11:03 a.m. by President C.J. Lynce

**Roll Call**

Board members present: Michelle Alleman, Mariana Branch (11:31 a.m.), Leslie Cade, Kris Carroll, Laura Leonard, Andrea Legg, CJ Lynce, Melissa Mallinak, Melanie McGurr, Trent Ross, William Rutger (11:10 a.m.), Amy Switzer, Teanna Weeks. Absent: Eric Taggart and Joy Walk.

Staff members present: Betsy Lantz, Debbie Blair, Melissa Lattanzi, and Ragan Snead.

**Approval of Agenda**

Leslie Cade moved, and Melissa Mallinak seconded a motion to approve the agenda. Motion carried unanimously by voice vote.

**Elections/Appointments/Oaths**

Michelle Alleman was appointed to Zone 4, term expiring June 30, 2023. The oath of office was given and notarized earlier.

**Approval of Minutes**

Andrea Legg moved, and Amy Switzer seconded a motion to accept the minutes as amended. (Michelle Alleman was not present at the May 17, 2022, meeting.) Motion carried unanimously by voice vote.

**Correspondence**

Betsy shared three pieces of correspondence.

* Joy Walk announced her resignation from the Board and was grateful for the time she was able to spend with the board and will continue to watch as NEO-RLS grows.
* Jennifer Starkey sent her appreciation for the development of the “Evaluating Managers” workshop to be held in November. This was a request that Jennifer had given to Melissa as a possible workshop.
* 2021 Advocacy Award winner Cynthia Hirtzel expressed her thanks for receiving the award and shared her experiences as an advocate. This was published in the NEO-RLS newsletter.

**Reports**

**Financial Report**

Debbie submitted a written report and financial reports for May 2022 and highlighted:

* Debbie is in process of transitioning to a new accounting system.
* Revenue is up 31.5% compared to last year and 2019/2020.
* A local budget transfer totaling $7,505 was made under the fiscal officer’s control to take care of in-state travel; trash removal and the balance of the 2022 salary survey. Details were included in the packet.
* Deposits into the local fund of $25,327.74 included $22,600.00 of consulting fees.
* 51 libraries purchased the salary survey amounting to $16,000.
* $100 in LSTA funds had to be returned to the State Library.

**Fund Balances as of 5/31/2022 (Enclosure 2)**

Local $1, 014,863.36
State 17,752.49
LSTA 9,564.50
Capital Tech 10,942.04
Group Purchases 52.82

 **$1,053,175.21**

**Executive Director**

Betsy submitted a written report and highlighted:

* Strategic Planning has been her main focus for the last two months.
* She discussed Strategic Planning with Kacie Armstrong at the Euclid Public Library.
* Working with Ragan Snead on transition.
* Made job offer to Jeff Laser for the position of Continuing Education Coordinator beginning August 1, 2022.
* Had positive conversation with Michelle Francis on how OLC may be of service to NEO for the Tech Conference in recognition of NEO-RLS allowing the e-tech to be used for OLC conferences. There may be some sort of OLC sponsorship of the conference.

**Continuing Education Coordinators**

Melissa submitted a written report and highlighted the following:

* All workshops have been posted through the end of December 2022.
* The Tech Conference is almost finalized.
* Assisted several libraries in finding speakers for their staff training.
* Webinars were attended by 50% of the registrants with the remainder using the archives.
* There were 12 programs with 410 in attendance. The slight difference in attendance was based on the different types of large programs being held in 2021.
* Between regular programs and archived webinars in May 2022 there were 743 registrations.
* The first in-person workshop-the New Supervisor’s Academy-in Twinsburg had 30 people in attendance.

Ragan submitted a written report and highlighted the following:

* 16 people were in attendance for the first network meeting for Circulation Supervisors.
* The two Health Literacy kits have been launched and there has been an increase in kit reservation.

**Board Officers**

CJ Lynce announced the recognition of service for three departing Board Members; Laura Leonard; William Rutger and Amy Switzer. Their accomplishments and service were included in enclosures 6,7 and 8.

**Board Resolution #2022-30** **Recognition of Service**

Melissa Mallinak moved, and Teanna Weeks seconded a motion to recognize Laura Leonard for her service to the Board from 2017-2022. The motion carried unanimously by voice vote.

**Board Resolution #2022-31 Recognition of Service**

Laura Leonard made, and Amy Switzer seconded a motion to recognize William Rutger for his service to the Board from 2018-2022. The motion carried unanimously by voice vote.

**Board Resolution #2022-32 Recognition of Service**

William Rutger made, and Michelle Alleman seconded a motion to recognize Amy Switzer for her service to the Board of Trustees from 2018-2022. The motion carried unanimously by voice vote.

**Personnel Committee**Amy Switzer asked the Board to entertain a motion to go into Executive Session to discuss the evaluations of Executive Director, Betsy Lantz and Fiscal Officer, Deborah Blair.

Michelle Alleman moved, and Leslie Cade seconded a motion to go into Executive Session in order to discuss the evaluations of employees. The motion carried unanimously by roll call vote.
The Board entered into Executive Session at 11:33 am and came back out at 11:37 a.m.

Michelle Alleman moved, and William Rutger seconded a motion to return to the regular session. The motion carried unanimously by roll call vote.

Amy Switzer, Chair of the personnel committee and CJ Lynce will meet with Debbie and Betsy prior to the end of June to go over the reviews and goals. Ragan will be met with in August to develop goals and will receive three- and six-month reviews in addition to her annual review for her first year.

**Board Resolution #2022-33 Employee Handbook Updates**

Chairperson Amy Switzer discussed the changes to the Employee Handbook. Highlights include the change in travel; hotspots included in equipment for remote work; telecommuting; electronic records retention schedule and representation of NEO-RLS.

Teanna Weeks seconded the motion coming out of committee to make the proposed changes to the 2022-2024 Employee Handbook. Changes will be effective July 1, 2022. The motion carried unanimously by roll call vote.

**FINANCE COMMITTEE**

Teanna Weeks, Chair, recommended the following resolutions to the Board.

**Board Resolution #2022-34 2022-23 Estimates of Revenue**

Mariana Branch seconded the motion that the Board accept the 2022-23 Estimates of Revenue as represented in Enclosure 10. The motion passed unanimously by roll call vote.

**Board Resolution #2022-35 Staff Wage Increases**

Amy Switzer seconded the motion that the Board accept the 3% wages increases recommended by the Personnel and Finance Committee beginning on June 25, 2022, as included in Enclosure 11.
The motion carried unanimously by roll call vote.

**Board Resolution #2022-36 2022-2023 Appropriations**

Mariana Branch seconded the recommendation of the Finance Committee that the Board accept the permanent appropriation for the Fiscal Year of July 2022-23 in order to provide for the current expenses and other expenditures of the organization. The motion carried unanimously by roll call vote.

**RECORDS COMMISSION**

**Board Resolution #2022-37 Records to be Disposed**

The records commission met prior to the regular meeting and recommended that the Board approve the disposal of non-permanent records as cited and following established disposal policies.

Leslie Cade seconded the motion and the motion carried unanimously by roll call vote.

**NOMINATING COMMITTEE**

The committee presented the following slate of officers for 2022-23. The vote will take place at the July 2023 meeting.

 Vice President/President Elect: Melanie McGurr

 Secretary: Melissa Mallinak

**CURRENT BUSINESS**

**Board Resolution #2022-38 2022-2025 Strategic Plan**

After a presentation on the strategic plan, Andrea Legg moved, and Teanna Weeks seconded that the Board resolve to approve the 2022-2025 Strategic Plan effective on July 1, 2022. The motion passed unanimously by roll call vote.

Betsy Lantz reviewed 2019-2022 Strategic Plan and how all goals were met and/or tabled.

**NEW BUSINESS**

* Kris Carroll reported on the available space that the Geauga County Library has at its administrative offices that may serve as storge and meeting space for NEO-RLS. Betsy and Debbie have been reviewing the idea and an official offer regarding rent will be made to the Board.

**Board Resolution #2022-39 End of the Year Transfers**

Mariana Branch moved, and Melanie McGurr seconded a motion to grant the Fiscal Officer authority to make year-end transfers to the Local, Capital/Technology, Group Purchasing, LSTA Grant and State funds, as needed in order to balance the budget prior to the end of the FY 2021-22. A list of transfers will be provided to the Board at the July Board meeting. The motion carried unanimously by roll call vote.

**Board Resolution #2022-40** **Authorization to Pay Bills**

Teanna Weeks made, and Trent Ross seconded a motion to authorize the Fiscal Officer or Deputy Fiscal Officer to pay bills for the 2022-2023 fiscal year in accordance with the appropriations as approved. The Board further authorizes the payments in the form of electronic funds for the vendors listed in Enclosure 17. The motion carried unanimously by the roll call vote.

**Board Resolution #2022-41 2021-2022 LSTA Grant Fund 2021-2022 Appropriation**Trent Ross moved, and Melanie McGurr seconded a motion to approve the use of fund 216 (LSTA Grant), to account for the LSTA carryover funds granted by the State Library of Ohio. The Board further resolves to appropriate $2,951 from fund 216 for FY 2021-2022. The funds will be appropriated to Lecturers and Speakers. The motion carried unanimously by roll call vote.

**Board Resolution #2022-42 Health Insurance**Michelle Alleman moved, and Mariana Branch seconded a motion to accept the health insurance renewal from Stark County Schools Council of Government for the coverage period July1, 2022 to June 30, 2023, at a 7.35% increase for medical/prescription and 0% increase for vision and dental. There is one premium holiday scheduled for this period. The motion passed unanimously by roll call vote.

**Board Resolution #2022-43 Liability Insurance Renewal**Laura Leonard moved, and Trent Ross seconded a motion to approve obtaining bonds for the Fiscal Officer and Deputy Fiscal Officer in the amount of $25,000 each from the Edward H. Sutton Insurance Agency Inc. for the period of August 1, 2022, through July 31, 2022. The Board further resolves to accept liability insurance renewal for the coverage period of July 1, 2022-June 30, 2023, from the Ohio Plan. The motion passed unanimously by roll call vote.

**Board Resolution #2022-44 Capital/Technology Grant Fund 2021-2022 Appropriation**Leslie Cade moved, and Teanna Weeks seconded a motion to appropriate $250 from Fund 410, Capital/Technology Fund for furniture and equipment. The motion passed unanimously by roll call vote.

**Public Comments**

* Michelle Alleman reported that there are very few award nominees, the deadline is June 30, 2022
* There are still openings for the Director’s Retreat on July 28th and 29th.

**Next Meetings**

**NEW BOARD MEMBER ORIENTATION**

Tuesday, July 19, 2022, | 9:30-10:45 a.m.

Cuyahoga Falls Library

2015 3rd St, Cuyahoga Falls, OH 44221

**FULL BOARD MEETING/LUNCH/DEIA TRAINING**

Tuesday, July 19, 2022, | 11:00 a.m. – 5:00 p.m.

Cuyahoga Falls Library,

2015 3rd St, Cuyahoga Falls, OH 44221

**Adjournment**

William Rutger moved, and Amy Switzer seconded the motion to adjourn the meeting. Meeting adjourned at 12:31 p.m.