

## **Northeast Ohio Regional Library System**

**Minutes of the Board Meeting held Tuesday, January 15, 2019 at the Twinsburg Public Library, Twinsburg,**

**OH**

### **Call to Order**

President Jim Wilkins called the meeting to order at 11:00 am.

### **Roll Call**

Board members present: Michelle Alleman, Leslie Cade, Kris Carroll, Aimee deChambeau, Kimberly Garrett, Beth Hatch, Laura Leonard, William Rutger, Amy Switzer, James Tolbert, Chuck Vesei, Jim Wilkins and Joe Zappitello (arrived at 11:27 a.m.)

Absent: Valerie Kocin, Tracee Murphy

### **Approval of Agenda**

Laura Leonard made the motion, seconded by William Rutger to approve the agenda as presented.

Motion carried by voice vote.

**Minutes** Kimberly Garrett moved, and Kris Carroll seconded that the minutes of the November 20, 2018 meeting be approved. **The motion passed by unanimous voice vote.**

### **Correspondence**

- Laura Poninkvar, Director of the Cleveland Institute of Art, congratulated NEO-RLS on taking on management services for OELMA and appreciation for services provided to all of the libraries in the region.
- Ann Malthaner, Marketing and Public Relations Manager, Stow Munroe Falls, thank you to Melissa for coordination of Inservice Day and expressed great appreciation for Holly Klinger's presentation and asked for copies of slides.
- Diane Wantz, President of the Mentor Public Library Board of Trustees, thank you to NEO-RLS for the facilitation of their strategic planning process.

### **Reports**

#### **Fiscal Officer**

Debbie presented a written report and financial reports for the months of November and December 2018.

- Worked with OELMA to get operating procedures and membership processes up to speed.
- Servers are being moved to BlueBridge. Having the servers offsite reduces maintenance costs. It was going to cost \$7500 for hardware upgrades and will now cost \$393/month, with no continued maintenance costs (which were normally \$3500/year.)
- Letters of Intent: 49 have been received. Herrick, Rodman and Loudonville have all joined at the Gold Level.
- Overall revenue down slightly, dues revenue has increased by 15%. The main reason for the difference is the miscellaneous revenue gift received from the Leigh and Mary Carter Family Foundation last year.

- The budget for 2019-20 is projecting only a loss of \$7500.00.

Fund Balances 12/31/2018

Local	\$1, 034,266.04
State	(1,295.00) -No revenue received in December.
LSTA	0.00
Capital & Tech	22,206.12
Group Purchasing Fund	<u>52.82</u>
Total:	\$1,055,229.98

Kris Carroll moved, and William Rutger seconded to approve the financial reports. The motion passed unanimously by roll call vote.

**Executive Director**

Betsy submitted a written report and also reported:

- The work with OELMA has been intense as both agencies gain familiarity with the different procedures and processes.
- Completed Licking County Strategic Plan; finishing up on Warren Trumbull County Strategic Plan; will be working with Chuck Vesei at Baldwin Wallace University for their Strategic Plan as well as with Grafton-Midview Public Library.
- Completed quarterly report for State Library-asked Board if wanted to see, and Board said yes.

**Education and Events Coordinator**

- 855 staff members served in the last quarter.
- Staff Day will be held on Friday November 1, 2019. Interested libraries must be registered by February 1. It will be held at the Twinsburg Hilton Garden Inn. NEO-RLS is considering the University of Akron in 2020. If 150 people are not registered it will probably not be hosted.
- Grants have been submitted to support Critical Conversations, Director’s Retreat and Emerging Technology Symposium.
- The topics covered at Critical Conversations (Mental Health); Director’s Retreat was shared (Stress Free Steps to Leadership) and Emerging Technology (AR & VR) and include statewide and national presenters.

**Research and Innovation Coordinator**

Holly submitted a written report, in addition, Betsy reported for her that:

- Last year \$5000 was booked in the tech lab. We are currently at \$4200 already.

**Board Officers Reports:**

- Jim Wilkins asked for an Ad-Hoc Committee to help streamline the strategic plan. James Tolbert, Leslie Cade, Beth Hatch and Kim Garrett will make up the committee. A tentative date was set for January 29, 2019 with Jim Wilkins also attending.

## Committee Reports:

*(Joe Zapitello arrived)*

### ByLaws/Policy Committee

- The ByLaws/Policy Committee recommended that the NEO-RLS Board resolve to make the proposed changes to the Bylaws which were made available to the membership for review during the period of October 19 – November 23, 2018. Changes will be effective July 1, 2019. **Board Resolution #2019-21 passed unanimously by a roll call vote.**
- Administrative Policy Manual was discussed. Jim Wilkins asked about the strategic plans being included in the administrative policy manual. Laura Leonard questioned whether titles or names could be used in the Credit Card Policy. It was decided that titles could be used and changes will be made accordingly to section 3.2.3. Corrections were made to section 2.17.2 *Attendees will be expected to pay for program attendance at the time of registration. If the original attendee cannot attend, a substitute may attend instead. Fees may be reimbursed if no one attends or if they give notice before the event.*
- The ByLaws/Policy Committee recommended that the NEO-RLS Board resolve to make the proposed changes to the 2019-2020 Administrative Policy Manual. Changes will be effective July 1, 2019. **Board Resolution #2019-22 passed unanimously by a roll call vote.**

### Personnel Committee

- William Rutger reported that the main changes included the signing out of equipment that belongs to NEO-RLS and changes to the wording throughout the document where references are made to equal opportunity, discrimination and work-place harassment. The wording was changed from “...as well as sex...” to “...as well as gender and sexual orientation...” A discussion was held on the topic of how to charge for the costs for damaged items. The wording in Appendix A under Mobile Technology Policy was changed to “Employees will be required to pay for lost or damaged items at the discretion of the Fiscal Officer.”

The Personnel Committee recommended that the NEO-RLS Board resolve to make the proposed changes to the 2019-2020 Employee Handbook with corrections. Changes will be effective July 1, 2019. **Board Resolution #2019-23 passed unanimously by a roll call vote.**

- William Rutger also reported that the Personnel Committee recommended that staff receive a 3% pay increase, with the exception of Deborah Blair who should receive a 7% increase to reflect her added responsibilities of taking care of the server, managing interns as well as keeping her in line with the rest of the staff. This would take place beginning in July. The recommendation will be forwarded to the Finance Committee.
- The Personnel Committee recommended that the NEO-RLS Board resolve to give the staff the Wednesday before Thanksgiving as a paid day off for 2019-2020. **Board Resolution #2019-24 passed unanimously.**

### New Business

- Aimee deChambeau moved and Kimberly Garrett seconded that Board amend the 2018-2019 Local Fund appropriations to expend the funds received by the Leigh and Mary Carter Family Foundation. This would increase the Lecturer’s and Speaker’s Budget Line by \$21,183. **Board Resolution #2019-25 passed unanimously by roll call vote.**
- **OELMA UPDATE:** began as management company on January 1, 2019. OELMA is moving to a new member management system, new website and new logo. Phone message at NEO-RLS now also includes Ohio Educational Library Media Association Management Company. Board meetings are on Saturday’s five times a year in Columbus. Betsy and Debbie will both attend or alternate attending the Board meetings. Melissa has been assigned to the Strategic Conference Committee and Holly has been assigned to the Strategic Communications Committee. This is providing NEO-RLS a way to really serve school libraries. Betsy asked them to provide a mid-year evaluation.
- Status of current Strategic Plan: Betsy was concerned that we hadn’t focused on NEO-RLS and our strengths and did not include multi-type libraries. Betsy and Debbie will be meeting with Nancy Currie to further discuss, and the Ad-Hoc committee will further streamline.
- The date of the June 2019 meeting has been changed to June 11, 2019 and will be held at the Cuyahoga Falls Library. There will be a need for a substitute librarian that day.
- Discussion was held regarding organizing the *CE Guide* around competencies instead of departments. This will make it more inclusive for academic and school libraries. The idea met with approval. Also considering structuring CE with beginning, intermediate and advanced classes. Expanding academic offerings has given us access to other speakers.

**Upcoming Meetings:**

**Finance Committee** Tuesday, March 19, 2019 9:30 am University of Akron, Bierce Library Room 154; 354 Buchtel Mall, Akron, Ohio 44325

**Board of Trustees Meeting** Tuesday, March 19, 2019 11:00 am University of Akron, Bierce Library Room 154; 354 Buchtel Mall, Akron, Ohio 44325

**Adjourn**

William Rutger moved and Beth Hatch seconded that the meeting be adjourned at 12:11 pm. Motion passed unanimously by voice vote.

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Jim Wilkins, President

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Date

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Laura Leonard, Secretary

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Date