

**Northeast Ohio Regional Library System**

**Minutes of the Board Meeting held January 21, 2020**

**Call to Order**

President Kim Garrett called the meeting to order at 11:03 am.

**Roll Call**

Board members present: Michelle Alleman, Leslie Cade, Kris Carroll, Kimberly Garrett, Valerie Kocin, Laura Leonard, CJ Lynce , Melanie McGurr, Tracee Murphy, Amy Switzer, Teanna Weeks and Jim Wilkins. Absent (excused): William Rutger, Chuck Vesei.

**Appointments/Oath for New Board Member**

Melanie McGurr took the Oath of Office to replace Aimee DeChambeau's Academic Library seat. Term to expire 2021.

**Minutes**

CJ Lynce moved, and Leslie Cade seconded that the minutes of the November 21, 2019 meeting be approved as corrected. The motion passed by unanimous voice vote.

**Correspondence**

Administrative Assistant Liz Berke has resigned and her last day was January 17, 2020.

James Tolbert has had to resign from the Board for personal reasons.

Kim Garrett sent a note of thanks for Holly's presentation at the Kinsman Public Library's Staff Day. Their Gold Membership allowed them to cover Holly's fee.

**Fiscal Officer**

Debbie presented a written report, the financial reports for the months of November and December 2019, and the following:

- By eliminating the Book Discussion Group Circuits, NEO-RLS will no longer have to pay a State Delivery Fee. The cost of shipping the Tech Kits will be approximately \$21.00 each time. The total for the year should still amount to less than the state delivery costs.
- Revenue was up 11% from December 2018. Much of this is due to increased membership and consulting fees.
- As of 1/20/2020, 75 letters of intent were received for 2020-21.
- A Local Fund Budget transfer took place under the Fiscal Officer's level of control. One dollar was transferred from x3370.101 Security and Monitoring to x3999.101 to cover an overage.
- The 2<sup>nd</sup> Quarter report was submitted to the State Library of Ohio.

Fund Balances	12/31/2019
Local	\$1, 072,612.05
State	(9,621.51)
LSTA	15,745.00
Capital/Tech	18,643.94
Group Purchase	(647.18)
	<u>\$1,096,741.30</u>

OELMA      170,413.75  
\$1,268,228.67

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

**Executive Director**

Betsy submitted a written report and reported:

- She’s awaiting approval from Portage County District Library to complete their Strategic Planning process.
- She will be working with Oberlin College Libraries beginning February 11.
- She may be working with the Shaker Heights Schools on their Strategic Plan for the technology and library portion.
- Baldwin Wallace’s strategic planning is still pending.
- Proposals for LSTA funds were submitted for four webinars and three face-to-face events.
- NEO-RLS will not be applying for the H.W Wilson Staff Development Award due to the fact that the Customer Service Academy programs have already been funded through LSTA funds.
- Information on books to be deaccessioned will go out to members and then to all of those in the state following the model that SEO has been employing.

**Education and Events Coordinator** (November 20, 2019-January 21, 2020)

Melissa submitted a written report and Betsy highlighted:

- The Director’s Retreat will be held May 7 and 8 at Mohican and will focus on advocacy and organizational wellness.
- There have been multiple sign ups for the Customer Service Academy.
- Twelve are signed up for the Leadership Academy.
- Critical Conversations will be about empathy and will include a break out session on The Human Library.

**Research and Innovation Coordinator** (November 29, 2019-January 21, 2020)

Holly submitted a written report and Betsy highlighted:

- The new AR/VR kits are ready and circulating.
- 27 hours were spent working on the OELMA website with a focus on the awards module.
- The Emerging Tech Symposium will focus on the “Maker Mind Set without equipment but more programming.”
  - FAB Institute of Pittsburgh may be presenting.
- Toby Greenwalt, Carnegie Library of Pittsburgh, will be presenting on “digital empathy” at Critical Conversations.

**Board Officers Reports**

None

**Committee Reports**

**By-Laws Committee**

Jim Wilkins reported that the committee recommends the passage of the following resolutions.

**Board Resolution #2020-10** 2020-2022 Administrative Policy Manual Update

The NEO-RLS Board resolves to make the proposed changes to the 2020-2022 Administrative Policy Manual.

Changes will be effective July 1, 2020.

The resolution passed by unanimous roll call vote.

**Board Resolution #2020-11** 2020-2022 Bylaws Update

The NEO-RLS Board resolves to make the proposed changes to the Bylaws which were made available to the membership for review during the period for November 22, 2019-December 23, 2019. Changes will be effective July 1, 2020.

The resolution passed by unanimous roll call vote.

**Personnel Committee**

Amy Switzer reported that the committee is reviewing the Employee Handbook and is recommending to the Finance

Committee that a 3% staff salary increase be given for the 2020-21 year. They also reminded everyone that next year has

27 pay periods.

**Finance**

No Report

**Current Business**

**Salary Survey**

- 59 people attended the Salary Survey meeting. ERC made a presentation.
- All present agreed having a third-party involved was a good idea.
- The consensus was that most are very interested and would be willing to pay for it.
- Several options for payment and the length of time a library would have to be a member to qualify for the membership rate were discussed.
- This could possibly be a "group purchase."
- Academic Libraries would probably not be interested at this point.
- The hope is to have a deliverable by the end of June.

**OELMA Update**

- The new contract went into effect on January 14, 2020
- Hours are now more in-line with the original intent.
- New project requests are adhering to procedures and deadlines.

**New Business**

**Strategic Plan**

- The strategic plan was reviewed and an update given regarding completed and in progress activities.

**LSTA Grant Fund Appropriation**

**Board Resolution #2020-12**

Jim Wilkins moved and Teanna Weeks seconded that the Board approve the use of fund 216 (LSTA

Grant) for the LSTA funds granted by the State Library of Ohio. The Board further resolves to appropriate an additional \$4,998 from fund 216. The appropriation is for \$4,498 to be appropriated for x3720 Lecturers and Speakers account.

The motion passed unanimously by roll call vote.

**Local Fund Budget Transfer-January 21, 2020**

**Board Resolution #2020-13**

CJ Lynce moved, and Kris Carroll seconded to transfer \$2,000 from Lecturers and Speakers (Local Fund) to Special Learning Kits. This was possible due to the LSTA grant that was allocated to Lecturers and Speakers.

The motion passed unanimously by roll call vote.

**Upcoming Meetings**

Finance Committee meeting will be held on Tuesday, March 17, 2020 at 9:30 a.m. at the Twinsburg Public Library. The

Board of Trustees Meeting will be held at 11:00 a.m. at the same location.

**Adjournment**

CJ Lynce moved, and Kris Carroll seconded that the meeting be adjourned at 11:50 am. The motion carried unanimously.