

Northeast Ohio Regional Library System

Minutes of the Board Meeting held via Zoom Tuesday, January 19, 2021

Call to Order

Vice President/President-Elect CJ Lynce called the meeting to order at 11:02 am.

Roll Call

Board members present: Michelle Alleman, Leslie Cade, Kris Carroll, Kim Garrett, Valerie Kocin, Andrea Legg, Laura Leonard, CJ Lynce, Melissa Mallinak, Melanie McGurr, Trent Ross, Amy Switzer, Chuck Vesei, Teanna Weeks.

Absent (excused): William Rutger

Also in attendance were Betsy Lantz, Debbie Blair, Melissa Lattanzi and Holly Klinger.

Approval of the Agenda

Melissa Mallinak moved and Andrea Legg seconded that the agenda for the meeting be approved. The motion was approved by unanimous voice vote.

Minutes

Leslie Cade moved and Teanna Weeks seconded that the minutes of the October 20, 2020 meeting be approved. The motion passed by unanimous voice vote.

Correspondence

- Tracy Strobel expressed her excitement to be part of the NEO-RLS family again now that the CCPL levy has passed and is looking forward to taking advantage of the continuing education.
- Molly Carver sent her appreciation for all that NEO-RLS has done for their support of libraries, along with her letter of intent.
- Connie Sureck, the manager at the Brunswick Library, expressed appreciation for the Erin Turner webinar "Coping in a New World: How to continue to thrive and cope while providing public service."
- Holly Klinger received thanks for the Emerging Tech Symposium from Patrick Moran. He stated that the symposium and presentations has been helpful to the team at the Idea Lab makerspace in Erie PA.
- Frances Brawner of the Westlake Porter Public Library thanked Betsy and the rest of the team for the informative webinars.
- Patrick Culliton, Marketing and Communications Manager at Geauga County, sent appreciation for the work that NEO-RLS has done this past year.
- Marisha Sullivan of Stark County Library responded to Betsy's news to the salary survey with "the data nerd in me is VERY excited for the salary survey! Thank you so much for putting it together!"
- The Youngstown Library Staff Development Director, Diane Vicarel, sent the letter of intent for the Library and is looking forward to online and hopefully in person CE in the next cycle.

Fiscal Officer

Debbie presented a written report, the financial reports for the month of October, November, and December of 2020 as well as a verbal report.

- Revenue is down 18% in December 2020 as compared to December 2019. This is was anticipated.
- All dues revenue has been collected for the 2020-2021 year.
- Personnel Expenses were higher as there were three pays in December, but Fringe Benefits were lower as there was a premium holiday.
- Another payment from the State is expected in January.
- The LSTA carryover came in January.
- The rate of return of the Letters of Intent are higher than at this time in 2020.

Fund Balances	12/31/2020
Local	\$ 1,057,792.97
State	2,348.00
LSTA	9,998.00
Capital/Tech	16,859.17
Group Purchase	52.82
	<u>\$ 1,087,050.93</u>

OELMA 182,912.99

\$ 1,269,963.92

Kim Garret 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 also reported:

- There will be no in-person continuing education for all of 2021.
- She reviewed the hours spent by staff on OELMA, and the numbers are in line with what was spelled out in the contract.
- OELMA has not decided on what format the conferences will take for 2021.

Education and Events Coordinator

Melissa submitted a written report and highlighted:

- From October 1st to December 31st there were 30 events with 1,344 in attendance.
- There are seven signed up for the new writing class.
- The Statewide Director’s networking meeting was two hours and attended by 86.
- Twenty public libraries have registered directly through Melissa for the Staff Development Week which begins January 25.
- “The Role of Administration in Succession Planning,” webinar will take place on March 25, 2021.

Research and Innovation Coordinator

Holly submitted a written report and additionally reported:

- The Marketing Committee made recommendations to redo the homepage using data to see what people are choosing to view. Holly made the changes and showed them to the Board. The changeover will occur after the meeting.
- Holly is preparing a “virtual Tech Lab,” for the Westlake Porter Public Library.
- Resuming website maintenance for OELMA.
- The other three Regional Library Systems will be helping with the fall Emerging Tech Symposium.

C.J. Lynce inquired about the Big Ideas Advisory Group and Continuing Education Advisory Group. The group met shortly before Covid Pandemic in 2020. Their recommendations were put in place. Have not met since then. The Continuing Education Advisory Group has not yet met this year.

Board Officers Reports – No Reports

Committee Chairs

- **Bylaws and Policy Committee:** Laura Leonard presented the changes and additions to the Administrative Policy manual including a Code of Conduct and Communication Etiquette Policy that the committee discussed on Tuesday November 17, 2020. Board Members were provided with a copy of the changes. The committee recommended and Melissa Mallinak moved that the NEO-RLS Board resolves to make the proposed changes to the 2020-2022 Administrative Policy Manual. Changes will be effective January 19, 2021. During Discussion, Amy Switzer suggested that “and/or” be added to:

Sexual, and/or discriminatory language and imagery is not appropriate for any event venue including sessions and networking events.

The Board accepted the addition.

RESOLUTION #2021-13 2020-2022 Administrative Policy Manual Update whereby the NEO-RLS Board resolves to make the proposed changes as amended to the 2020-2022 Administrative Policy Manual. Changes will be effective January 19, 2021. Resolution passed unanimously by roll call vote.

- **Personnel Committee** met January 19, 2021 prior to the regular board meeting to discuss the changes to the Employee Handbook as a result of changes to the Administrative Policy Manual and to review job descriptions for the Executive Director, Fiscal Officer and Education and Events Coordinator and Research and Innovation Coordinator. The job descriptions for the Education and Events Coordinator and Research and Innovation Coordinator were combined into one job description (Continuing Education Coordinator) to encompass the requirements and salary range for both positions.

RESOLUTION #2021-14 Employee Handbook Update - Based on the recommendation of the Personnel Committee, Laura Leonard moved and Teanna Weeks seconded that the NEO-RLS Board resolve to make the proposed changes to the 2020-2022 Employee Handbook. Changes to be effective January 19, 2021. The resolution passed unanimously by roll call vote.

Board Resolution #2021-15 Executive Director/Deputy Fiscal Officer and Fiscal Officer Job Description Update

The Personnel Committee recommended, and Leslie Cade moved that the NEO-RLS Board resolve to make the proposed changes to the job descriptions for the Executive Director/Deputy Fiscal Officer and the Fiscal Officer. Changes will be effective January 19, 2021. The resolution passed unanimously by voice vote.

Board Resolution #2021-16 Continuing Education Coordinator Job Description and Salary Range

The Personnel Committee recommended and Teanna Weeks moved that the NEO-RLS Board approve the job description and salary range for the position of Continuing Education Coordinator which supersedes the positions of Education and Events Coordinator and Research and Innovation Coordinator. Changes will be effective January 19, 2021. During discussion Kim Garrett pointed out that the specific types of software for graphic use should be changed to “current” tools. Kim Garrett moved, and Amy Switzer seconded to amend the resolution to include the rewording. The resolution passed unanimously by roll call vote.

Current Business

- Salary Survey Update - The survey will begin in March of 2021 and results should be available early summer 2021.
- OELMA - The OELMA contract was renewed and included the additional services of website management, monthly board reports from NEO-RLS staff. On January 23rd, the OELMA Board will meet to discuss potential conference formats.

New Business

- NEO-RLS Strategic Plan Update. Most items have been achieved and/or tabled. It was decided that Goal 3 to create an online expert registry as a Membership benefit to connect member libraries with specialized resources and expertise was to be tabled. It was felt that the development and increased meetings of network groups and concerns regarding the legal and practical aspects of the registry made the goal non-viable. The Board agreed that the goal should be considered no longer necessary.
- One -on-One management Coaching. Betsy discussed the positive experience she had conducting a one-on-one management coaching session with a Mentor Library employee and asked the Board for their feelings regarding offering it as a service. The Board felt that it might be too time consuming for Betsy when activities get back to full swing after the pandemic. They suggested setting it up as a one-time session as a trial if Betsy would like to pursue it. Betsy is also considering using a curriculum for supervisors that she had developed.

Board Resolution #2021-17 Leslie Cade moved and Amy Switzer seconded that The Board hereby approves 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 \$9,998 from fund 216. The appropriations are outlined below.

PROJECT NAME: NEO-RLS Fund 216 - LSTA Grant
 R-8 \$9,998 X3720 Lecturers and Speakers

The motion passed unanimously by roll call vote.

Board Resolution #2021-18 Andrea Legg moved and Valerie Kocin seconded that the Board resolve to appropriate \$3,000 from local fund 101. The monies were received through an LSTA CARES Act Mini-Grant from the State Library of Ohio. The appropriations are outlined below.

PROJECT NAME: NEO-RLS Fund 101 - Local

R-5	\$2,452	X3995 All Other Services
R-6	\$548	X2110 Office Supplies

The motioned passed unanimously by roll call vote.

Upcoming Meetings:

MARKETING/PR COMMITTEE

Monday, February 8, 2021 | 9:30 a.m.

Via Zoom <https://us02web.zoom.us/j/81292090757>

FINANCE/ PERSONNEL COMMITTEE

Tuesday, March 16, 2021 | 9:30 a.m.

Via Zoom <https://us02web.zoom.us/j/88278282014>

BOARD OF TRUSTEES MEETING

Tuesday, March 16, 2021 | 11:00 a.m.

Via Zoom <https://us02web.zoom.us/j/88278282014>

ADJOURNMENT

Kim Garrett moved and Chuck Vesei seconded that the meeting be adjourned at 12:25 pm. The motion passed unanimously by voice vote.