

Northeast Ohio Regional Library System

Minutes of the Board Meeting held at Twinsburg Public Library Tuesday, January 18, 2022

Vice President/President-Elect Teanna Weeks called the meeting to order at 11:05 am.

Roll Call

Board members present: Mariana Branch, Leslie Cade, Kris Carroll, Laura Leonard, Melissa Mallinak (11:20), Melanie McGurr, Trent Ross, Amy Switzer, Joy Walk and Teanna Weeks.

Absent; Michelle Alleman, Andrea Legg, CJ Lynce, William Rutger, Eric Taggart. Also in attendance were Betsy Lantz, Debbie Blair and Ragan Snead.

Agenda

Mariana Branch motioned and Leslie Cade seconded that the agenda be approved. The motion passed unanimously by voice vote.

Minutes

Melanie McGurr moved, and Amy Switzer seconded that the minutes of the October 19, 2021 meeting be approved. The motion passed by unanimous voice vote.

Correspondence

Lori Lee, OELMA Director of Learning and Teaching, OELMA Board, sent a thank you to Betsy and staff for their support to the OELMA Board.

Michelle Alleman, Director, McKinley Memorial Library, informed Betsy that the Board-officially adopted first ever strategic plan.

Janice Beck, Fiscal Officer of the Ida Rupp Library, thanked Betsy for the information regarding individual memberships for NEO-RLS. She and other staff will be signing up.

Marcie Kaiser, Director of the Lepper Library wrote that she was glad to remain a member. NEO-RLS has helped new staff members get up to speed.

The OELMA President wrote confirming a partnership with discounts and Continuing Education and asked Betsy to continue posting continuing education opportunities on their list-serve.

Kara Cervelli, Director from Fairport Harbor Library, wrote asking the NEO-RLS Board to recognize the library's 100th anniversary.

Reports

Fiscal Officer

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

- Letters of intent update: received from thirteen academic; fifty-nine public; three school and 3 Special libraries
- End of year reporting: revenue up 25%. The only area that did not see an increase was in interest earnings.
- Workshop fees continue to be unsure due to Covid.
- Audit has been completed and filed with state auditor.

Fund Balances 12/31/2021

Local	\$1,089, 485.68
State	12,592. 49
LSTA	1900.50
Capital/Tech	14,818.21
Group Purchase	<u>52.82</u>
	\$1,118,849.70
<u>OELMA</u>	<u>40,320.19</u>
	1,159,169.89

Mariana Branch moved, and Trent Ross seconded to approve the financial reports. The motion passed unanimously by roll call vote.

Executive Director

Betsy submitted a written report and highlighted:

- Making a presentation on January 19th to the Medina County District Library's leadership team for facilitating Strategic Planning
- Meeting with Periscope IQ to discuss next survey and needed changes for the 2022. The survey will open in March and information will be distributed in June.

Continuing Education Coordinators

Melissa submitted a written report and highlighted:

- Worked with Ragan on Staff Development Week
- Attendance is increasing for workshops.

Ragan submitted a written report and highlighted:

- In process of contacting speakers for the January through June calendar
- Updating website changes to homepage
- Work with Canva software for PR
- Social Media Calendar created
- Marketing plan in progress with guidance from the Marketing/PR Advisory Group
- E-tech is starting to circulate again. In process of rebranding and refreshing kits along with curriculum

Board Officers Reports -none

Committee Chairs

- **Bylaws/Policy**

Laura Leonard reported the proposed changes to the Bylaws and polices.

- **Bylaws**

- A major change is the realignment of Zones to allow for the addition of Zone 1 which will encompass those libraries with budgets of \$17,500,000 and up. The other zones will maintain the same budget range but will be renumbered.
- Updated Mission and Value statements.
- Added the responsibility of presiding at Board meetings in the event of the absence of the Board President and the Vice President/President Elect to the office of Secretary.

- **Administrative Policy**

- Departing presidential recognition gift spelled out in the Administrative Policy Manual so that it will no longer put to a vote at the July Meeting.
- Adjustment of calendar.
- Pronoun/Grammar corrections.
- Addition of Juneteenth to list of closed holidays.
- The Board will review all recommended new services for any conflict of interest.
- Removal of references to OELMA.
- Other changes were shown in the draft policy given to the Board.

Resolution #2022-15 Bylaws Update

At the recommendation of the Bylaws/Policy Committee the NEO-RLS Board resolves the posting of the proposed changes to the Bylaws for 30 days for review by the membership from January 19-February 19, 2022. The resolution passed unanimously by roll call vote.

Resolution #2022-16 Administrative Policy Manual Update

At the recommendation of the Bylaws/Policy Committee the NEO-RLS Board resolves to make the proposed changes to the Administrative Policy Manual and made effective immediately. The resolution passed unanimously by roll call vote.

- **Personnel**

Amy Switzer reported that the committee met prior to the regular board meeting and reviewed the Employee Handbook. Revisions to the draft and changes to the Executive Director’s job description will be brought to the full Board at a future meeting.

- **Diversity, Equity and Inclusion Committee**

Teanna Weeks reported that the committee will be meeting after the regular board meeting to discuss their charge and work on the DEIA resource pages for the website.

Advisory Groups

- **Technology**

Trent Ross reported that they met in November to review changes and will meet again in March.

- **Marketing and PR**

Mariana Branch reported that a Zoom meeting was held where they discussed the following:

- Reviewed website update
- Goals for presenting strategic plan once it is approved
- Newsletters will be released on Wednesday to see if there is higher reader rate
- Teanna’s message was pointed out as to what the committee hopes to see in future e-newsletters

Current Business

- **OELMA** contract ended December 31, 2021. The transition went smoothly, the final board report submitted. This will allow the staff to fully focus on NEO-RLS.
- **New Strategic Plan** - On December 20th the staff met and came up with objectives and outcome statements.

New Business

- **Current Strategic Plan update** - learning levels are being added into archives and new continuing education courses.
- **Webinars** are being bundled by topics such as a New Hire Archive Bundle; self-care; youth services.

- **OLC** - discussed the possibility of collaboration with OLC and the different purpose of both organizations.

Resolution #2022-17 Fund 410 Appropriation

Mariana Branch moved, and Joy Walk seconded that the Board resolves to appropriate \$5,000 from fund 410, Capital and Technology Fund to account x5510 Furniture and Equipment. The motion passed by roll call vote.

- **State Library Quarterly Report** was reviewed.
- **Board Members and Nominees** - a conversation was held regarding diversifying the Board. Informing directors that other library employees can be named as the representative. Encourage director’s during network meetings to suggest NEO-RLS committees as opportunities to grow professionally.

Resolution #2022-18 Proclamation for Fairport Harbor Public Library

Laura Leonard moved, and Melanie McGurr seconded the motion that the Board resolve to recognize the Centennial Anniversary of the Fairport Harbor Public Library. (Complete resolution in packet.) The motion passed unanimously by voice vote.

Resolution #2022-19 LSTA Fund Appropriation

Trent Ross moved, and Kris Carroll seconded that the board resolve to appropriate \$5,923 from fund 216, LSTA Fund for x 3270 Lecturers and Speakers. The motion passed unanimously by roll call vote.

Public Comments

- Laura Leonard offered congratulations on behalf of the Board to Kris Carroll who was named as the director of the Geauga County Public Library system.

Upcoming Meetings

Ad-Hoc Executive Director Search Committee

Friday, January 28, 2022, | 1:00 pm
Twinsburg Public Library Local History Room
10050 Ravenna Road Twinsburg, OH 44087

Finance/Personnel Committee

Tuesday, March 15, 2022, | 9:30 am
Twinsburg Public Library
10050 Ravenna Road Twinsburg, OH 44087

Full Board Meeting

Tuesday, March 15, 2022, | 11:00 am
Twinsburg Public Library
10050 Ravenna Road Twinsburg, OH 44087

ADJOURNMENT

Melissa Mallinak moved, and Kris Carroll seconded that the meeting be adjourned at 12:37 pm.

Teanna Weeks, Vice President

Laura Leonard, Secretary