

Northeast Ohio Regional Library System

1580 Georgetown Road
Hudson, OH 44236

Minutes of the Board Meeting held Tuesday, July 17, 2018

Call to Order

President Jim Wilkins called the meeting to order at 11:06 am

Roll Call

Board members present: Leslie Cade, Aimee DeChambeau, Kimberly Garrett, Beth Hatch, Valerie Kocin, Laura Leonard, Tracee Murphy, William Rutger, James Tolbert, Chuck Vesei, Jim Wilkins, Anita Woods, and Joe Zappitello. Absent were: Michelle Alleman, Chris May.

Staff members present: Betsy Lantz, Debbie Blair, Melissa Lattanzi

Approval of Agenda

Kimberly Garrett made the motion, seconded by Anita Woods to approve the agenda as presented. Motion carried by voice vote.

Elections/Appointments/Oaths

Aimee DeChambeau (Academic); Beth Hatch (Zone 3), Valerie Kocin (Zone 2) and William Rutger (Zone 2) took the Oath of Office for their new terms.

The Nominating Committee announced the slate for Vice President/President Elect – Kim Garrett and Secretary - Laura Leonard.

Jim Wilkins asked if there were any nominations from the floor three times. By unanimous vote both Garrett and Leonard were elected to the positions and took their Oath of Office along with incoming President Anita Woods.

Anita Woods presented outgoing President Jim Wilkins with a gift of appreciation for his service to the Board.

Appointment of Staff

2019-1 Laura Leonard moved and William Rutger seconded that the NEO-RLS Board appoint Elizabeth Lantz as Executive Director/Deputy Fiscal Officer at a salary of \$85,527 and Deborah Blair as Fiscal Officer at a salary of \$48,945. The motion was unanimously approved by roll call vote.

Deborah Blair and Elizabeth Lantz took an oath of office for Fiscal Officer and Deputy Fiscal Officer respectively.

Minutes Leslie Cade moved and Anita Woods seconded that the minutes of the June 19, 2018 meeting be approved. The motion passed by unanimous voice vote.

Correspondence:

Brianna Carter from Warren Trumbull County Public Library thanked Betsy Lantz for the Continuing Education Guide hard copy, which has been helpful in finding continuing education for her staff. Toastmasters notified Betsy that Melissa Lattanzi is now an Advanced Communicator Bronze within the organization.

Cheryl Kuonen sent a thank you for the opportunity to serve on the NEO-RLS Board and as President.

Fiscal Officer

Debbie presented a written report and financial reports for June, 2018.

- She has been coordinating the book discussion and video game circuits.
- Revenue has increased by 23% compared to the previous fiscal year.
- The projected loss for the year was \$94,890, but the loss was cut by 58% and the year ended with a loss of \$39,236.
- She has also been assisting Betsy with details regarding the move to the new office.

The year end fund balances are as follows.

Local Fund	\$ 958,528.27
State Fund	0.00
LSTA Fund	0.00
Capital/Tech Fund	2,930.42
<u>Group Purchases</u>	<u>(432.00)</u>
	\$ 961,026.69

Jim Wilkins moved and Beth Hatch seconded to approve the financial reports. The motion passed unanimously by roll call vote.

Debbie reported that she made Local Budget Transfers that were under the Fiscal Officer’s level of control.

- \$32 from Marketing Services to Telephone Services
- \$69 from Workshop Meals and Fees to Lecturers & Speakers
- \$83 from Other Services to Maintenance Contracts

Executive Director

Betsy submitted a written report and also reported:

NEO-RLS was awarded \$19,996 in LSTA Excess Funds to be used before September 30, 2018. This will allow for Debbie to attend Fiscal Officers 102;

Melissa and Holly to attend the Social Media Marketing Conference in Cleveland; refresh the Tech Lab; create a Virtual Reality Kit; cover speakers’ costs for the Fall. In addition, research materials on management were purchased from HRDQ as well as Meyers Briggs materials.

An additional \$1,796 was received from the Leigh and Mary Carter Family Foundation.

The partnership with the SERLS and SWON Boards which recognizes their members as Bronze members of NEO-RLS has reaped some activity including Licking County contacting Betsy about strategic planning as well as increase in SERLS and SWON members attending webinars.

The move will take place the week of July 22, 2018. The move will take place in stages. Servers and computers will be transferred July 26, 2018.

Fiber optic lines will not be in place until July 2019. Mail will also be delayed due to new policies within the United States Post Office to hold mail for 7-10 days when a move is made. Furniture to be sold was offered to libraries first, and then posted on Craig's List. The only items left are the eight tables in the meeting room.

All Board Members received printed guides of the CE Brochure

Education and Events Coordinator

Melissa reviewed the Continuing Education Brochure and pointed out that there are sessions for every level of employee within the library. She is open to suggestions for additional workshops.

Staff Day is being finalized. 270 attendees are anticipated. There will be 21 breakout sessions.

An anti-discrimination webinar will be held in July that already has over 47 people registered.

Performance Documentation Webinar will be in August.

Thursday August 9 is the joint program on the Opioid Epidemic. There are currently 80 attendees, hoping for 20 more.

Research and Innovation Coordinator

There has been a surge in bookings for the Tech Lab and the e-Tech Kits. After the Emerging Tech Symposium, the Lab and kits were booked for almost \$1000 in multiple events from staff days to patron programming.

Holly will be taking the Emerging Tech Lab to the State Library of Indiana on July 20.

Several of the other regionals have contacted Holly for information on how the kits were compiled.

Board Officer Reports – None

Committee Reports

The Finance Committee met prior to the Board Meeting and has a resolution.

2019-2 Resolution The Committee recommended that the Board amend the 2018-19 Local Fund appropriations to accommodate furniture for the new office space. The resolution was passed by a unanimous roll call vote.

Board President

Board Calendar A motion was made by William Rutger and seconded by Kimberly Garrett to approve the 2018-19 Board Calendar. The motion passed by voice vote.

Board Roster The Board Roster was distributed.

Board Committees: With the exception of two departing members, the Finance Committee will remain the same. It was felt that Geographic Members should be represented on the committee and Kelly Kroll will be joining and representing Medina. Laura Ponikvar- Library Director at the Cleveland Institute of Art, will serve on the By-Laws Committee. Board members were asked to sign up for a committee and to consider serving as a chair.

Current Business:

Strategic Planning Update: Betsy approached Nancy Currie, retired director of the Madison Public Library, about being a consultant for the NEO-RLS Board's Strategic Plan. Nancy uses the Affirmative Inquiry method, which she has done with her own library, an arts organization and churches.

The charge will be \$750. This will include the Board Retreat, a meeting with the staff and Nancy will present the plan to the Board at the March meeting.

New Business:

Board Orientation

Betsy and Debbie reviewed materials; policy and operations; the finances and budget and the Ohio Ethics Law.

2019-3 Resolution –Errors and Omissions

Jim Wilkins moved and Aimee DeChambeau seconded to continue the errors and omissions insurance policy for \$1,000,000/\$3,000,000 and the crime policy for \$300,000 and set the 2018-19 bond amounts as follows:

Elizabeth Lantz Executive Director/Deputy Fiscal Officer \$25,000

Deborah Blair Fiscal Officer \$25,000

The motion passed unanimously by roll call vote.

2019-4 Resolution-Authorization to Pay Bills

Joe Zappitello moved and Beth Hatch seconded to authorize Deborah Blair and/or Elizabeth Lantz to pay bills for the 2018-19 fiscal year in accordance with the appropriations as approved. EFT Fund transfers for specific vendors was included in the resolution (see Enclosure 10).

The motion passed unanimously by roll call vote.

2019-5 Resolution-Petty Cash

Kimberly Garrett moved and William Rutger seconded to set the amount of the petty cash fund for fiscal year 2018-2019 at \$150.00.

The motion passed unanimously by roll call vote.

2019-6 Resolution -Surplus

Valerie Kocin moved and Beth Hatch seconded to allow the Executive Director or Fiscal Officer to declare items (supplies, equipment, books, etc.) that are no longer needed, no longer serviceable, etc. surplus during the course of FY 2018-19. Surplus property may be sold or donated to another library or agency. Items deemed to be in such poor condition that they are not considered usable may be discarded. Notification of surplus items will be posted to NEO-RLS members as deemed appropriate by the Executive Director and Fiscal Officer.

The motion passed unanimously by roll call vote.

2019-7 Check Signers

Leslie Cade motioned and Tracee Murphy seconded that Anita Woods; Kimberly Garrett; Laura Leonard; Elizabeth Lantz and Deborah Blair are authorized to sign checks for NEO-RLS. All other signers' names will be removed.

The motion passed unanimously by roll call vote.

2019-8 State Library Contract

Aimee deChambeau moved and Tracee Murphy seconded to accept the contract from the State Library of Ohio for funding at \$125,000.00 for personnel expenses.
The motion passed unanimously by roll call vote.

2019-9 (2018-2019) Property, General Liability Insurance Change

Jim Wilkins moved and Aimee deChambeau seconded to retain the 2018-19 property and general liability insurance with Chubb Insurance Company due to a possible claim.
The motion passed unanimously by roll call vote.

2019-10 Salary Pick up Plan

Laura Leonard moved and William Rutger seconded that NEO-RLS shall continue the practice to withhold the amount of statutorily required contributions to OPERS from the gross pay of each person employed by NEO-RLS and that NEO-RLS will assume and pay the amount to OPERS. Employees will be able to defer the federal and state income taxes on a portion of their wages. (See Enclosure 15)
The motion passed unanimously by roll call vote.

2019-11 Appreciation Gift

Aimee deChambeau moved and Kimberly Garrett seconded to allow NEO-RLS personnel under the guidance of the Executive Director to purchase a year-end appreciation gift for Board Presidents who served this current fiscal year and the previous fiscal year. The appreciation gifts will not exceed \$95.00 each and will be purchased with budgeted local non-restricted funds.
The motion passed unanimously by roll call vote.

Adjournment Jim Wilkins moved and James Tolbert seconded to adjourn the meeting at 12:48 pm.

Upcoming Meetings:**2018 Membership Meeting and Appreciation Breakfast**

Tuesday, September 18, 2018 8:30 am, Hilton Garden Inn, 8971 Wilcox Drive, Twinsburg, OH.

Full Board Meeting

Tuesday, September 18, 2018 11:15 am, Hilton Garden Inn, 8971 Wilcox Drive, Twinsburg, OH.