

## **Northeast Ohio Regional Library System**

### **Minutes of the Board Meeting held via Zoom Tuesday, July 21, 2020**

#### **Call to Order**

President Kim Garrett called the meeting to order at 11:02 am.

#### **Roll Call**

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

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

#### **Approval of the Agenda**

Leslie Cade moved, and Michelle Alleman seconded that the agenda for the meeting be approved. The motion passed by unanimous voice vote.

#### **Elections/Appointments/Oaths**

The following were the elected board members:

- Kris Carroll, Zone 1 Library – Term of Office expires 2023
- Trent Ross, Zone 1 Library – Term of Office expires 2023
- Michelle Alleman, Zone 3 Library – Term of Office expires 2023
- Melissa Mallinak, Zone 4 Library – Term of Office expires 2023
- Leslie Cade, Special Library – Term of Office expires 2023
- Andrea Legg, Geographic Member Library – Term of Office expires 2023

*Oaths administered by Notaries on an individual basis for all listed above due to pandemic restrictions regarding gatherings of more than 10 persons.*

The nominating committee chair, Laura Leonard, announced the slate for new board officers.

- CJ Lynce for Vice President/President Elect
- Laura Leonard for Secretary

The chair asked for nominations from the floor three times. Hearing none the slate was accepted, and Lynce was elected Vice President/President Elect and Leonard Secretary.

The 2020-21 Officers took the Oath of Office

- William Rutger President
- CJ Lynce Vice President/President Elect
- Laura Leonard Secretary

Exiting President Kim Garrett was presented with a gift of appreciation by President William Rutger.

President William Rutger commenced chairing the meeting.

#### **2020-2021 Resolution 2021-1 Appointment of NEO-RLS Staff**

Laura Leonard moved and CJ Lynce seconded that:

The NEO Board hereby resolve to appoint the following staff for the 2020-2021 fiscal year:

- Elizabeth Lantz Executive Director/Deputy Fiscal Officer Salary \$88,101 With 27th pay-period included \$91,490
- Deborah Blair Fiscal Officer Salary \$52,377 With 27th pay-period included \$54,392

The motion passed unanimously with a roll call vote.

Both Elizabeth Lantz and Deborah Blair took the oath of office for their respective offices. *Oaths administered by Notaries on an individual basis for both due to pandemic restrictions regarding gatherings of more than 10 persons.*

### **Minutes**

Kim Garrett moved, and Amy Switzer seconded that the minutes of the June 16, 2020 meeting be approved. The motion passed by unanimous voice vote.

### **Correspondence**

- Thank you from Michelle Alleman, from McKinley Library saying she is happy to continue their Gold Membership for the job that NEO-RLS has done during the pandemic.
- Thank you from Michelle Ramsell from Tuscarawas Public Library to Melissa for arranging spot-on training.
- Thank you from Tammy Gordon from the Tri-C East Library. In addition to being able to complete 40 hours of training, Melissa taught her by example on how to run meetings and webinars, which greatly helped Tammy when having to do the same work with her colleagues and assistant dean.

### **Reports**

#### **Fiscal Officer**

Debbie presented a written report, the financial reports for the month of June as well as a verbal report.

- Fiscal year 2019-20 ended with adding \$9,907.95 to the Local Fund Carryover.
- 50 out of 90 libraries have already paid their dues for 2020-21. No one has dropped or changed their membership level at this point.
- Down 3.8% in revenue compared to previous fiscal year. Workshop cancellation due to the pandemic is largely the reason for the decrease.
- A local fund transfer that was approved by the Board in June took place, \$2048 from Clerical Salaries to Health Insurance.
- A refund was made to a library who had mistakenly made a dues payment twice.
- \$3,178.20 was returned to the State Library to clear out the Critical Conversations Grant that could not be held.

**Fund Balances 6/30/2020**

Local	\$ 945,783.43
State	0.00
LSTA	7,488.75
Capital/Tech	17,728.94
<u>Group Purchase</u>	<u>52.82</u>
	\$971,053.90
<u>OELMA</u>	<u>175,873.40</u>
	1,144,208.91

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

**Executive Director**

Betsy submitted a written report and reported:

- Thanked Board for continued support and engagement.
- Salary Survey libraries supportive of delaying salary survey and using data from Spring 2021.
- Website Enhancements including archived webinars; registration pages completed. Using reservation system for technology kits.
- Annual Report to be finished week of 7/27/2020; 9728 registrations for CE last fiscal year. Registration numbers show that Gold Members take advantage of membership. 526 registrations came from outside of region, including some out of state users. Strategic planning for seven organizations last year.
- Put out a call for committee members.

**Education and Events Coordinator**

Melissa submitted a written report and highlighted:

- Held first 2-hour online workshops; utilized breakouts and polling. Speakers are quickly adapting.
- Holly and Melissa are reviewing a new format that would emulate a seminar.
- Working with summer reading committees.
- June statistics - 20 live events with 775 in attendance; 324 attended archived webinars.

**Research and Innovation Coordinator**

Holly submitted a written report and reported:

- Marketing committee met and implemented new ideas that were given. A demonstration will be given later in New Business
- Emerging Tech Symposium has 70 people already registered to attend. Dr. Lis Regula will be doing a poster session on 3D printing of human anatomy.
- The whole month of September will be relegated to Emerging Tech events.

**Board Officers Reports**

- President William Rutger recommended approval of the Board Calendar. CJ Lynce moved and Leslie Cade seconded approval of the 2020-2021 Calendar. The motion was approved by voice vote.
- Board roster was reviewed, and members asked to make any corrections. Emergency numbers will

only be used for cancellations.

- Betsy Lantz shared her PowerPoint describing the purposes and charges for each committee. Amy Switzer will continue to be the head of the Personnel Committee. Laura Leonard will be chairing the By-Laws Committee. CJ Lynce will be chairing the Finance Committee. Looking for chairs for the Technology Committee; Nominating; Multi-type Libraries; Awards Committee; PR & Marketing Committee.
- An additional By-Laws Committee meeting will be added to the Board Calendar.

### **Current Business**

- Salary Survey - Periscope IQ is aware of new time frame and working on constructing survey. All information requested has been given to them.

### **New Business**

- Membership Meeting (November 17, 2020) - recommendation that if pandemic discussed it should be forward looking. Wendy Knapp is already confirmed. It was recommended that she was given more time than other speakers to introduce herself and share State Library vision. Other leaders will be invited; OhioNet; OhioLink; OLC; OPLIN. Awards will also be given out; Advocacy Award; Rising Star and Shooting Star. May have break-out rooms for discussion.
- Annual Report Format will be click through and will be part of the newsletter. The newsletter currently has a 33% open rate. This will also make it easier to share with other organizations that are not members of NEO-RLS.
- Staff Day for Gold Members - it was suggested that there should be something of benefit to Gold Members as the loss of in-person workshop has lowered their cost benefit. The Board recommended that the staff pursue it, while looking at the costs and concerns regarding the use of LSTA funds and the ability to limit it to Gold members.
- Board Portal on Website-this is something that can be offered. The Board agreed that it was not necessary at this time.
- Fourth Quarter Report to SLO goes to Evan Struble and Cindy Boyden. Betsy mentioned that she had a good conversation with the new State Librarian Wendy Knapp. Ms. Knapp has a lot of experience with regionals and a great appreciation and desire for continuing education.
- **2020-2021 Bond Amounts Resolution 2021-2**  
Amy Switzer moved, and Kris Carroll seconded that the NEO-RLS Board hereby resolve 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 2020-2021 bond amounts as follows:
  - Elizabeth Lantz Executive Director/Deputy Fiscal Officer \$ 25,000
  - Deborah Blair Fiscal Officer \$ 25,000

The motion passed unanimously by a roll call vote.

- **2020-2021 Petty Cash Fund Resolution 2021-3**  
Leslie Cade moved, and Melissa Mallinak seconded that the NEO-RLS Board resolve to set the amount of the petty cash fund for fiscal year 2020- 2021 at \$150.00.

The motion passed unanimously by a roll call vote.

- **2020-2021 Surplus Resolution 2021-4**  
Michelle Alleman moved and Teanna Weeks seconded that the NEO-RLS Board resolve 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 FY2020-2021. 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 a roll call vote.

- **2020-2021 Check Signers Resolution 2021-5**

Kim Garrett moved, and Amy Switzer seconded that the NEO-RLS Board resolve to authorize the following people to sign checks for the Northeast Ohio Regional Library System and Ohio Educational Library Media Association.

William Rutger, President, NEO-RLS Board of Trustees  
CJ Lynce, Vice-President/President-Elect, NEO-RLS Board of Trustees  
Laura Leonard, Secretary, NEO-RLS Board of Trustees  
Elizabeth Lantz, Executive Director/Deputy Fiscal Officer, NEO-RLS  
Deborah Blair, Fiscal Officer, NEO-RLS

All other individuals will be removed.

The motion passed unanimously by a roll call vote.

- **2020-2021 State Library of Ohio Contract Resolution 2021-6**

CJ Lynce moved, and Michelle Alleman seconded that the NEO-RLS Board resolve to accept the contract from the State Library of Ohio for funding at \$121,000.00 for FY2020-2021 personnel expenses.

The motion passed unanimously by a roll call vote.

- **2020-2021 Appreciation Gift Resolution 2021-7**

Teanna Weeks moved and Kim Garrett seconded that the NEO-RLS Board resolve to allow Northeast Ohio Regional Library System's personnel under the guidance of the Executive Director to purchase a year-end appreciation gift for the 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 a roll call vote.

## **UPCOMING MEETINGS**

BYLAWS/POLICY COMMITTEE

Tuesday, September 15, 2020 | 9:30 a.m.

Virtual Via Zoom

FULL BOARD MEETING

Tuesday, September 15, 2020 | 11:00 a.m.

Virtual Via Zoom

MULTI-TYPE LIBRARY COMMITTEE

Monday, September 21, 2020 | 9:30 a.m.  
Virtual Via Zoom

TECHNOLOGY COMMITTEE  
Monday, September 28, 2020 | 9:30 a.m.  
Virtual Via Zoom

**Adjournment**

CJ Lynce moved and William Rutger to adjourn at 12:38 pm.

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William Rutger, President

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Date

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Laura Leonard, Secretary

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Date