

Northeast Ohio Regional Library System

Minutes of the Board Meeting held at the Twinsburg Public Library 7/20/2021

Call to Order

President William Rutger called the meeting to order at 11:09 am.

Roll Call

Board members present: Michelle Alleman, Mariana Branch, Leslie Cade, Kris Carroll, Laura Leonard, CJ Lynce, Melissa Mallinak, Trent Ross, William Rutger, Amy Switzer, Eric Taggart, Joy Walk, Teanna Weeks.

Absent: Andrea Legg, Melanie McGurr.

Also, in attendance were Betsy Lantz and Debbie Blair.

Approval of the Agenda: CJ Lynce moved and Teanna Weeks seconded that the agenda for the meeting be approved. The motion was approved by unanimous voice vote.

New Board Members/Elections of Officers

The following Board Members were sworn in, and oaths notarized.

Mariana Branch, Zone 4 Library - Term expires June 30, 2024

Eric Taggart, Zone 2 Library - Term expires June 30, 2024

Joy Walk, Zone 3 Library – Term expires June 30, 2024

William Rutger announced the slate of officers for the nominating committee and asked for nominations from the floor three times. Hearing no nominations from the floor, the slate was as follows:

Teanna Weeks - Vice President/President-Elect

Laura Leonard- Secretary

The slate was accepted by ballot vote unanimously.

President CJ Lynce; Vice President/President-Elect Teanna Weeks; Secretary Laura Leonard all took the oaths of office and oaths were notarized.

CJ Lynce and Betsy Lantz presented William Rutger with a gift in appreciation of his service to the Board as President.

Board Resolution #2022-1 Appointment of NEO-RLS Staff for 2021-2022

Appointment of NEO-RLS Staff for 2021-22 - Melissa Mallinak moved and Eric Taggart seconded that Elizabeth Lantz be appointed as Executive Director/Deputy Fiscal Officer at a salary of \$89,427 and Deborah Blair be appointed Fiscal Officer at a salary of \$53,157 for the 2021-22 fiscal year. The motion passed unanimously by a roll call vote. Both took the oaths of office and oaths were notarized.

Minutes

Amy Switzer moved and Kris Carroll seconded that the minutes of the June 15, 2021 meeting be approved. The motion passed by unanimous voice vote.

Correspondence

NEO-RLS received a thank you from Andrew Mangels in appreciation of the salary survey.

Fiscal Officer

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

- Dues are coming in well. As of July 20, 2021, 70 libraries have paid their dues.

- 80 Libraries were invoiced for the Salary Survey.
- The Lakewood Public Library joined as a Gold Member for the 2021-2022 year.
- NEO-RLS ended the year with a deficit of \$5, 257.00

Fund Balances 06/30/2021

Local	\$	940,526.04
State		0.00
LSTA		7,380.50
Capital/Tech		14,818.21
Group Purchase		<u>52.82</u>
		962,777.57
<u>OELMA</u>		<u>190,934.54</u>
		\$1,153,712.11

Eric Taggart 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 highlighted:

- Medina County District Library changed their mind regarding NEO-RLS membership and are not joining
- Encouraged by high number of libraries that have already paid their dues

Continuing Education Coordinator

Melissa submitted a written report and Betsy highlighted:

- Attendance has remained high
- Calendar almost complete through December

Continuing and Education Coordinator

Holly submitted a written report and Betsy Emerging highlighted:

- Emerging Technology Symposium has over 100 registrants to date, many from out of state

Board Officers Reports

Approval of 2021-2022 Board Calendar

Teanna Weeks moved and Kris Carroll seconded to approve the board calendar as presented. The motion passed unanimously with a voice vote.

New Board Roster

The new board roster was passed out and members asked to make any corrections.

Committee Orientation and Sign-Up

The President asked members to consider serving on and signing up for the various committees. Betsy Lantz provided an orientation on committees and their responsibilities. The sign-up sheets were passed around at the end of the meeting.

Committee Chairs

- **Bylaws/Policy Committee:** Committee Chair Laura Leonard review the necessary changes to the Bylaws which involved eliminating the Legislative Committee and making the Marketing/PR, Multi-type Libraries and Technology Committees into advisory groups.

Board Resolution # 2022-2 Bylaws Update

The Committee recommended and William Rutger seconded that The NEO-RLS Board resolves to make the proposed changes to the 2020-2022 Bylaws with the changes made effective following a 30 day posting for review by the membership from July 21 – August 21, 2021. Changes will be effective August 23, 2021. The motion passed unanimously by roll call vote.

Current Business

- **Salary Survey update.** The CODA program allowing members who paid for access to the survey to customize and analyze the data will be available soon. Usernames and links will be sent out. A discussion was held regarding allowing outside search firms to have access to the results.
- **Membership Survey:** Results were discussed. The idea of having a separate board seat for Metro libraries was discussed, as well as how to make board seats more accessible, and to consider if name recognition plays a part in election to seats.
- **Membership Meeting:** The board discussed whether the membership meeting should be in person, virtual or hybrid. Ideas for an attractive speaker were shared.

New Business

- **Committee and Advisory Group Orientation:** reviewed charges of each committee and advisory group.
- **Annual Report** was shared and reviewed.
- **Fourth Quarter Report to State Library of Ohio** was shared and reviewed.

Board Resolution #2022-3 2021-2022 Bond Amounts

Michelle Alleman moved and Melissa Mallinak 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 2021-2022 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.

Board Resolution #2022-4 2021-2022 Petty Cash Fund

Eric Taggart moved and CJ Lynce seconded to set the amount of the petty cash fund for fiscal year 2021-2022 at \$150.00. The motioned passed unanimously by roll call vote.

Board Resolution #2022-5 2021-2022 Surplus

Trent Ross moved and Joy Walk 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., as surplus during the course of FY2021-2022. 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 motioned passed unanimously by roll call vote.

Board Resolution #2022-6 2021-2022 Check Signers

William Rutger moved and Melissa Mallinak seconded to authorize the following people to sign checks for the Northeast Ohio Regional Library System and Ohio Educational Library Media Association.

CJ Lynce, President, NEO-RLS Board of Trustees
Teanna Weeks, 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 roll call vote.

Board Resolution #2022-7 2021-2022 State Library of Ohio Contract

Mariana Branch moved and Teanna Weeks seconded to accept the contract from the State Library of Ohio for funding at \$120,000.00 for FY2021-2022 personnel expenses. The motion passed unanimously by roll call vote.

Board Resolution #2022-8 2021-2022 Appreciation Gift

Joy Walk moved and Eric Taggart seconded 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 President 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.

Board Resolution #2022-9 LSTA Appropriations

Trent Ross moved and Melissa Mallinak seconded 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 \$7,438 from fund 216. Appropriations are listed in the board packet. The motion passed unanimously by roll call vote.

2021-2022 Advisory Group Calendar

The Advisory Group Calendar was discussed and sign-up sheet passed around at end of the meeting.

Upcoming Meetings:

AWARDS COMMITTEE MEETING

Thursday, July 29, 2021 | 10:00 a.m.

NEO-RLS Office
1737 Georgetown Road, Suite B
Hudson, OH 33236

FINANCE COMMITTEE MEETING

Tuesday, September 21, 2021 | 9:30 a.m.

Twinsburg Public Library
10050 Ravenna Rd.
Twinsburg, OH 44087

FULL BOARD MEETING

Tuesday, September 21, 2021 | 11:00 a.m.

Twinsburg Public Library
10050 Ravenna Rd.
Twinsburg, OH 44087

DEI STRATEGIES COMMITTEE MEETING

Tuesday, September 21, 2021 | 1:30 p.m.

Twinsburg Public Library
10050 Ravenna Rd.
Twinsburg, OH 44087

Adjournment

Teanna Weeks motioned and William Rutger seconded that the meeting be adjourned at 12:57 pm. The motion passed unanimously by voice vote.

CJ Lynce, President

Date

Laura Leonard, Secretary

Date