

## Northeast Ohio Regional Library System

### Minutes of the Board Meeting held Tuesday, June 11, 2019 at Cuyahoga Falls Library

#### Call to Order

President Jim Wilkins called the meeting to order at 9:38 am.

#### Roll Call

Board members present: Leslie Cade, Beth Hatch, Valerie Kocin, Laura Leonard, William Rutger, Amy Switzer, James Tolbert, Chuck Vesei, Jim Wilkins and Joe Zappitello. Absent were Michelle Alleman, Kris Carroll, Aimee DeChambeau, Kim Garrett, and Tracee Murphy

#### Approval of Agenda

Leslie Cade made the motion, seconded by Amy Switzer to approve the agenda as presented with the addition of **Resolution #2019-41** under Items Too Late for the Agenda. Motion carried by unanimous voice vote.

#### Minutes

Amy Switzer moved, and Joe Zappitello seconded that the minutes of the May 21, 2019 meeting be approved as corrected. The motion passed by unanimous voice vote.

#### Correspondence

No correspondence reported.

#### Fiscal Officer

Debbie presented a written report and distributed the financial reports for the month of May

Fund Balances	5/31/2019
Local	\$962,856.33
State	4,313.00
LSTA	4,184.46
Capital/Tech	18,643.94
<u>Group Purchase</u>	<u>-1,347.18</u>
	\$ 988,650.55

<u>OELMA</u>	<u>175,745.87</u>
	\$1,164,396.42

Debbie reported that overall revenue is up by 4% compared to last year. Also, the revenue projection was reached for the FY with one month remaining.

William Rutger moved, and Beth Hatch seconded to approve the financial reports. The motion passed unanimously by roll call vote.

#### Executive Director

Betsy submitted a written report and also reported:

- Evan Struble has agreed to attend the September Membership Meeting and Appreciation Breakfast
- She will be speaking with incoming OLC Board Chair, Cheryl Kuonen, regarding some sort of OLC meet and greet
- SWON's new Executive Director and Board are interested in our webinar proposal

### **Education and Events Coordinator**

Melissa submitted a written report and Betsy reported for Melissa:

- Directors' Retreat was a success
- Continued access of archives with 60 from May 1-28

William Rutger mentioned that he heard from three directors at the Lorain County Directors meeting who said they enjoyed the Retreat, especially the Relaxation presentation.

Jim Wilkins asked everyone to think about the location of the Retreat for next year.

### **Research and Innovation Coordinator**

Holly submitted a written report and Betsy reported for Holly:

- There were 81 attendees at the Emerging Technology Symposium. The evaluations were very positive.

### **Board Officers Reports:**

Jim Wilkins announced that Amy Switzer, Laura Leonard and CJ Lynce were elected to the three open At-Large Library Board seats for 2019-2022. Teanna Weeks was elected to the open School Library Board seat for 2019-2022.

Jim Wilkins said thank you to outgoing Board members Chuck Vesei and Joe Zappitello. **Resolution #2019-30** and **Resolution #2019-31** were presented to honor their service. William Rutger made the motion and Beth Hatch seconded the motion to approve the resolutions. Motion passed unanimously by voice vote.

### **Committee Reports:**

#### **Personnel Committee**

William Rutger reported that there was no need for an Executive Session. Reviews of Betsy and Debbie's performance were scheduled following the meeting.

The Personnel Committee recommended the approval of **Resolution #2019-32** covering the revised job description for the position of Fiscal Officer and the new job description for the part-time position of Administrative Assistant. James Tolbert asked regarding the feasibility of benefits at this time for the part-time position and the request was made to modify the Administrative Assistant job description to include "Other duties as assigned." The motion passed unanimously by voice vote.

#### **Finance Committee**

Jim Wilkins on behalf of the Finance Committee recommended the 2019-2020 fee adjustment of a \$30 surcharge for Special Events from the current \$25 surcharge based on increased pricing from the Hilton Garden Inn, Twinsburg. James Tolbert asked if staff had looked at other venues. **Resolution #2019-33** passed unanimously by roll call vote.

The Finance Committee recommended approval of the 2019-2020 Estimates of Revenue. **Resolution #2019-34** passed unanimously by roll call vote.

The Finance Committee recommended approval of the 2019-2020 Staff Wage Increases providing staff with a 3% increase except in the case of the Fiscal Officer who will receive a 7% increase as a reflection of increased responsibilities and to bring salary in line with other staff salaries. **Resolution #2019-35** passed unanimously by roll call vote.

The Finance Committee recommended approval of the 2019-2020 Annual Appropriations. The appropriations represent a cut of 2.29% after all amendments passed. **Resolution #2019-36** passed unanimously by roll call vote.

#### **Records Commission**

Jim Wilkins reported that the Records Commission met prior to the meeting and recommended acceptance of the proposed records for disposal. Discussion ensued regarding the process followed in determining records for disposal. Debbie said that the retention schedule had been approved by the Ohio Historical Society and by the State Auditor's office. **Resolution #2019-37** passed unanimously by voice vote.

#### **Nominating Committee**

Beth Hatch presented the results of the election and mentioned that they will have a slate to present to the Board at the July meeting.

#### **Current Business**

No current business reported.

#### **New Business**

Leslie Cade made the motion to approve the end of year transfer and Chuck Vesei seconded. **Resolution #2019-38** passed unanimously by roll call vote.

James Tolbert made the motion to approve property and general liability insurance change and Beth Hatch seconded. **Resolution #2019-39** passed unanimously by roll call vote.

Amy Switzer made the motion to authorize the payment of bills and Joe Zappitello seconded. **Resolution #2019-40** passed unanimously by roll call vote.

#### **Items Too Late for the Agenda**

William Rutger made the motion to accept the presentation of the Rising Star Award as the sole NEO-RLS award at the September 2019 Membership Meeting and Appreciation Breakfast. Valerie Kocin seconded the motion. **Resolution #2019-41** passed unanimously by voice vote.

#### **Public Comments**

No public comments.

#### **Upcoming Meetings**

***Board of Trustees Meeting, July 16, 2019 | 11:00 a.m., Twinsburg Public Library***

**Adjournment:** James Tolbert moved and Leslie Cade seconded that the meeting be adjourned at 10:22 am. The motion carried unanimously by voice vote.

Minutes respectfully submitted by Betsy Lantz, Executive Director

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Jim Wilkins, President

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Date

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Laura Leonard, Secretary

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Date