

Northeast Ohio Regional Library System

Minutes of the Board Meeting held via Zoom Tuesday, June 16, 2020

Call to Order

President Kim Garrett called the meeting to order at 11:06 am.

Roll Call

Board members present: Michelle Alleman, Leslie Cade, Kris Carroll, Kimberly Garrett, Laura Leonard, CJ Lynce, Melanie McGurr, Tracee Murphy, William Rutger, Amy Switzer, Chuck Vesei, Teanna Weeks and Jim Wilkins.

Absence (excused): Valerie Kocin

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

Approval of the Agenda: Leslie Cade moved, and William Rutger seconded that the agenda for the meeting be approved. The motion passed by unanimous voice vote.

Minutes: Amy Switzer moved, and Teanna Weeks seconded that the minutes of the May 19, 2020 meeting be approved. The motion passed by unanimous voice vote.

Correspondence

- Thank you from Celeste Baker, Fiscal Officer, from Tiffin Seneca Public Library to Melissa for the virtual Human Resource meetings.
- Thank you from Brandi Young, of OELMA, to Melissa for the negotiating the cancellation fee for the OELMA conference so well.

Fiscal Officer

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

- She pointed out that the negative balance of \$489.44 in the Local Revenues was due to refunds of \$2,710 to libraries for workshops that were cancelled due to the COVID-19 state of emergency. There will be additional refunds in the month of June.
- A budget transfer of \$2282.00 was made from clerical salaries to unemployment compensation. This was completed under the Fiscal Officer's level of control.
- SanClean USA was added to the vendor discount program.
- William Rutger asked about the negative unencumbered percentage in the Local Funds Insurance - Liability line. Debbie will follow up with William.

Fund Balances 5/31/2020

Local	\$ 969,595.72
State	8,935.48
LSTA	14,799.20
Capital/Tech	18,643.94
Group Purchase	52.82
	<u>\$1,012,027.16</u>
OELMA	<u>183,631.30</u>
	\$1,195,658.46

Tracee Murphy moved, and CJ Lynce seconded to approve the financial reports. The motion passed unanimously by roll call vote.

Executive Director

Betsy submitted a written report and also reported:

- Working with membership management issues with OELMA Board, in addition to helping with Board management and Board development and training.
- Keeping track of LSTA funds and how to use the carryover, as well as an additional \$2000 that will need to be expended in a meaningful way by the end of October.
- Through the experience with OELMA, Betsy recommended that the NEO-RLS Board develop a Code of Conduct.
- Sent emails welcoming new Board Members.

Education and Events Coordinator

Melissa submitted a written report and highlighted:

- All webinars and sessions have been posted through August except for “Working with Teens.”
- *Communicating with the Deaf Community* is a workshop that will be held July 16th.
- There were 590 views of archived webinars.
- In May, 26 live events were held with 1,181 participants.

Research and Innovation Coordinator

Holly submitted a written report and reported:

- Working on Emerging Technologies Symposium. It will take place the entire month of September. The guest speaker will be BLDG 61 from the Boulder Public Library. They are excited to participate. Currently eight speakers are set.
- NEO-RLS member libraries are encouraged to submit poster sessions for unique technology related projects they have done this year.
- The following numbers were reported for the New Web Pages. They list the four pages by name, date created, then total number of visits/views and then their placement or ranking on our pages list.

New Web Pages (3/16-6/11):

Resources Related to COVID-19	(3/18)	1,766 (9)
Online Programming Resources	(3/20)	2,450 (6)
Self-Care Resources During COVID	(4/8)	1,748 (10)
Resources for Re-Opening Our Libraries	(4/29)	3,108 (4)

Board Officers Reports

- Betsy reporting for President regarding Elections : Melissa Mallinak of Loudonville Public Library for Zone 4; Leslie Cade for Special Libraries; Michelle Alleman for Zone 3; Kris Carroll and Trent Ross for Zone 1 and Andrea Legg for Geographic Member Library.
- Kim Garrett thanked and recognized Tracee Murphy and Jim Wilkins for their service to the Board.

RESOLUTION 2020-27

It is with much appreciation that the Board recognizes Jim Wilkins for his dedicated service to the NEO-RLS Board of Trustees for 2009-2020. William Rutger moved, and Laura Leonard seconded to approve the recognition of service. The resolution passed unanimously by voice vote.

RESOLUTION 2020-28

It is with much appreciation that the Board recognizes Tracee Murphy for her dedicated service to the NEO-RLS Board of Trustees for 2017-2020. William Rutger moved, and Laura Leonard seconded to approve the recognition of service. The resolution passed unanimously by voice vote.

Committee Reports

Personnel Committee

- Amy Switzer asked to go into Executive Session. Jim Wilkins moved, and Laura Leonard seconded to go into Executive Session for the purpose of discussing the evaluations of the Director and Fiscal Officer. The motion passed unanimously by roll call vote and the Board went into Executive Session at 11:51 am. The Board came out of Executive Session at 12:15 pm.
- New evaluation forms will be sent to the Board for review. Board officers will be asked to comment and evaluate the Director and Fiscal Officer. Officers are asked to have their drafts by June 22. The Personnel Committee also revised job descriptions to incorporate OELMA references and remove any inconsistencies.

RESOLUTION 2020-29

The Personnel Committee recommended that the Board accept the proposed job description updates for the positions of Executive Director, Fiscal Officer, Education and Events Coordinator and the position of Research and Innovation Coordinator. The motion passed unanimously.

RESOLUTION 2020-30

The Personnel Committee recommended that the NEO-RLS Board acknowledge that every eleven years or so, employers with biweekly pay periods experience twenty-seven pays in a year. Therefore, in FY 2020-2021 all employees will receive an additional two-week paycheck. The motion passed by a unanimous roll call vote.

Finance

William Rutger reported that a PowerPoint Presentation was shared with the committee by Debbie Blair to help them see the figures and challenges for the upcoming budget year.

FY 2019-2020 Budget

- Debbie reported that the NEO-RLS is projecting to end FY 2019-2020 with \$328,000 in Total Revenue for the Local Fund. The target was \$352,000. This a decrease in revenue from the prior year of 7%. Most, if not all, of that can be attributed to the COVID-19 pandemic closings.
- Expenses trended down. Projecting to end FY 2019-2020 with \$317,000 in local fund expenses. The original budget was \$385,350.
- The FY 2019-2020 end of year should see an addition to the carryover of \$11,000.

FY 2020-2021 Budget

- There is an anticipation of a loss of revenue for the 2020-21 Local Fund due to the current financial crisis for member libraries; reduction in fee from OELMA; circuits reduced due to less demand and workshops reduced to history of libraries not sending staff to workshops during previous downturn and social distancing requirements.
- It is also anticipated the State revenue will be down by \$ 4,000.
- All other miscellaneous revenue was increased by \$27,760 to account for the Statewide Salary Survey.
- Expenses for 2020-21 will assume no pay increase but does have to account for 27 pay periods.

Health Insurance rates were received at 3.85%. The administrative assistant position was eliminated. Other line items will be decreased or remain the same. The contractual line has over \$14,000 in savings including a decrease in workshop meals and fees but also adding the half of the salary survey expense. There is an anticipation of a loss of \$97,279 dollars for FY 2020-21. As a result, the deficit reduction plan will need to be revisited.

RESOLUTION 2020-31

The Finance Committee recommended that the NEO-RLS Board resolve to approve the 2020-2021 Estimates of Revenue as indicated below:

R2310-101	Local Gov't Contributions (Dues)	181,000
R3100-101	Consulting Service (Strategic Planning, Tech Lab, E-Rate & Speaker Fees)	27,200
R3160-101	Circuits (Book Discussion, e-Tech & Classroom Kits)	745
R3199-101	Workshop Fees	12,513
R4130-101	Earnings on Investments	3,000
R8220-101	Sale of Materials	-
R8999-101	All other Misc. Revenue	27,760
	Total Local Fund 101 Revenue	252,218
R2200-202	State Grant - Restricted	121,000.00
	Total State Fund 202 Revenue	121,000.00

The resolution passed unanimously by roll call vote.

RESOLUTION 2020-32

The Finance Committee recommended the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Northeast Ohio Regional Library System, Summit County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year, ending June 30, 2021, the following sums be and the same hereby, set aside and appropriated at the object level for the several purposes for which expenditures are to be made for and during said fiscal year, as follows: (SEE APPENDIX) The resolution passed unanimously by roll call vote.

Records Commission

RESOLUTION 2020-33

The Records Commission recommends that the Board hereby approves the disposal of non-permanent records for years 2018-19 and 2019-20 as cited in the record retention schedule and following established disposal policies. The motion was passed unanimously.

Nominating Committee

- Laura Leonard reported that the slate of candidates for Board Offices for the 2020-21 FY is:
 - William Rutger-President
 - C.J. Lynce-Vice President/President Elect

- Laura Leonard-Secretary
- The Nominating Committee reached out to other Board members via email to see if they had interest in running for the seats but received no reply.

CURRENT BUSINESS

- Salary Survey deployment discussion. Betsy reported the results of the conversations with the larger libraries who had a desire to deploy the survey in the late winter/early spring of 2021 and to have the data reflect what is happening at that time, rather than February 2020 data.
- Sheakley Partnership Update. Sheakley is part of the vendor discount program. NEO-RLS will receive a small fee if a library switches. NEO-RLS is not serving as a competitor to other agencies that offer services similar to Sheakley.
- Wendy Knapp, the new State Librarian, will be having individual meetings with the regionals.

NEW BUSINESS

RESOLUTION 2020-34

Amy Switzer moved, and Chuck Vesei seconded that The NEO-RLS Board grant the Fiscal Officer authority to make year-end transfers to the Local, Capital/Technology, Group Purchasing, LSTA Grant, OELMA and State funds, as needed in order to balance the budget prior to the end of the FY2019-2020. A list of transfers will be provided to the Board at the July Board meeting. The motion passed unanimously by roll call vote.

RESOLUTION 2020-35

Leslie Cade moved and Teanna Weeks seconded that the Board authorize the NEO-RLS Fiscal Officer, Deborah Blair, and/or Deputy Fiscal Officer, Elizabeth Lantz, to pay bills for the 2020-2021 fiscal year in accordance with the appropriations as approved. The Board hereby further authorizes the payments in the form of electronic funds transfers for the following vendors: Ohio Edison (electric); Dominion Gas (natural gas); MT Business Technologies, Inc. (copier maintenance); Ohio Public Employees (deferred compensation); R.I.T.A. (city taxes); Internal Revenue Service (federal taxes); US Bank (credit cards) ALL PAYMENTS TO BE REVIEWED AND APPROVED BY AUTHORIZED SIGNER; Public Employees – OPERS; Blue Pay (online payment processing); Bureau of Workers’ Compensation; Ohio Dept of Job & Family Services (unemployment); Treasurer of State/Ohio (state taxes); CNA Surety (bonds); Ohio Plan Risk Management (liability/property insurance); Vieth Consulting (member management software); MT Business Technologies (copier maintenance); BlueBridge (cloud services for servers)

UPCOMING MEETINGS

- New Board Member Orientation July 21, 2020 9:45 a.m.**
- Board of Trustee Meeting Tuesday June 21, 2020 at 11:00 a.m.**
- Meeting will take place via Zoom.**

Adjournment

Jim Wilkins moved to adjourn at 1:15 pm.

Kim Garrett, President

Date

Laura Leonard, Secretary

Date

