

## Northeast Ohio Regional Library System

### Minutes of the Board Meeting held via Zoom Tuesday, June 15, 2021

#### Call to Order

President William Rutger called the meeting to order at 11:04 am.

#### Roll Call

Board members present: Michelle Alleman, Leslie Cade, Valerie Kocin, Laura Leonard, CJ Lynce, Melissa Mallinak, Melanie McGurr, William Rutger, Amy Switzer, Teanna Weeks.

Absent (excused): Kris Carroll, Kim Garrett, Andrea Legg, Trent Ross, Chuck Vesei

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

**Approval of the Agenda:** Melissa Mallinak moved, and Melanie McGurr seconded that the agenda for the meeting be approved. The motion was approved by unanimous voice vote.

#### Minutes

Leslie Cade moved, and CJ Lynce seconded that the minutes of the May 18, 2021 meeting be approved. The motion passed by unanimous voice vote.

#### Correspondence

Betsy and the Board received a note of appreciation from Kim Garrett for her time spent on the Board and stated that she will miss being part of the board.

Holly received a thank you from Ann Malthaner, Stow Munroe Falls Library, regarding her Zoom Alternatives webinar.

#### Fiscal Officer

Debbie presented a written report, the financial reports for May 2021, as well as a verbal report.

- PowerPoint presentation of revenue and expenses for 2020-21 and coming 21-2022 year.
- Dues overperformed compared to estimates, other revenue sources under performed. \$26,000 was saved in cost cutting measures. Overall, there is an anticipation of an \$8,000 loss.
- The forthcoming budget personnel line is lower even with health insurance and pay increases, as there were 27 pay periods in the 2020-21 year.
- A budget transfer of \$577 was made under the Fiscal Officer's level of control from Workers' compensation to unemployment compensation.

#### Fund Balances 04/30/2021

Local	\$	965,214.22
State		14,861.50
LSTA		9,558.00
Capital/Tech		16,859.17
Group Purchase		<u>52.18</u>
		\$1,006,545.71
<u>OELMA</u>		<u>184,403.98</u>
		\$1,190,949.69

Amy Switzer 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 highlighted:

- Confirmation of strategic planning for Warren-Trumbull County.
- Stark County Law Library has joined as a gold member.
- Conducted another one-on-one coaching session.

## **Continuing Education Coordinator**

Melissa submitted a written report and highlighted:

- Programs for October through December will be posted by the end of June 2021.
- For May 2021 there were 10 events, with 487 registrants plus 160 registrants for archived webinars.

## **Continuing and Education Coordinator**

Holly submitted a written report and highlighted:

- Launched Discord App with the Human Resources, Directors', and Book Discussion Networks.
- Presented webinar on Zoom alternatives which included 35 different platforms.
- Poster sessions were announced for the Emerging Technology Symposium in September.
- Connected with TRANSFRV to receive full access to job simulation products.

## **Board Officer Reports**

- Newly elected Board Members include Eric Taggart, Joy Walk, Mariana Branch and Melanie McGurr (returning.)
- OELMA was informed that NEO-RLS would not be offering a new contract for the 2022 year as NEO-RLS will be seeking a new director due to Betsy's retirement in June of 2022.

**Board Resolution #2021-23** recognizing Valerie Kocin with appreciation for her services to the NEO-RLS Board for 2018-21 was moved by Laura Leonard and seconded by CJ Lynce. The resolution passed with a voice vote.

**Board Resolution #2021-24** recognizing Charles Vesei for his services to the NEOL-RLS Board of Trustees for 2019-21 was moved by Melissa Mallinak and seconded by Amy Switzer. The resolution passed with a unanimous voice vote.

**Board Resolution #2021-25** recognizing Kim Garret for her years of services to the NEO-RLS Board of Trustees for 2017-2021 including terms as President Elect, President and Committee Chair was moved by Michelle Alleman and seconded by Amy Switzer.

## **Committee Chairs**

- **Personnel Committee:** Committee Chair Amy Switzer asked for an Executive Session to discuss the evaluations of the Executive Director and Fiscal Officer. Melanie McGurr moved, and Leslie Cade seconded to go into Executive Session at 11:39 a.m. The motion passed unanimously by roll call vote. The Board returned from Executive Session at 11:50 a.m. The evaluations will be gone over with Betsy and Debbie.

- **Finance Committee**

### **Board Resolution # 2021-26 2021-2022 Estimates of Revenue**

Michelle Alleman moved and Teanna Weeks seconded to approve the 2021-2022 Estimates of Revenue as presented. The motion passed unanimously by roll call vote.

### **Board Resolution #2021-27 Staff Wage Increases and Bonus**

Amy Switzer moved, and Melissa Malinak seconded the resolution that based on the recommendation of the

Personnel Committee and Finance Committee, the Board hereby approves 1.5% wage increases and for all positions. The Board further approves \$1,000 bonus to all employees in recognition of work accomplished in 2020-2021 and payable in the first pay of the 2021-2022 fiscal year. The motion carried by unanimous roll call vote.

#### **Board Resolution #2021-28 2021-2022 Appropriations**

Leslie Cade moved and Melissa Malinak seconded based on the recommendation of the Finance Committee that, to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year, ending June 30, 2022, 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 for the Local and State Funds, as presented. See Enclosure 11. The motion passed by unanimous roll call vote.

- **Records Commission**

#### **Board Resolution #2021-29 Records to be Disposed**

Teanna Weeks moved, and CJ Lynce seconded that based on the recommendation of the Records Commission, the Board hereby approves the disposal of nonpermanent records as cited and following established disposal policies as presented. The motioned passed unanimously by roll call vote.

#### **Board Resolution #2021-30 Records Retention and Disposition Schedule Update**

CJ Lynce moved, and William Rutger seconded that based on the recommendation of the Records Commission, the Board hereby approves the updated Records Retention and Disposition Schedule as presented, including the addition of HR0 07.1/Employee Personnel Files-other/OPERS, retirement waivers, W-2's, service record and leave balances to be retained permanently. (Was not included in preliminary resolution included in packet).The motion passed unanimously by roll call vote.

- **Nominating Committee:** The nominating committee reported that the slate of officers for 2021-22 to be voted on at the July meeting is: CJ Lynce-President; Teanna Weeks-Vice-President/President Elect and Laura Leonard-Secretary.

#### **Current Business**

- **Salary Survey update.** It is anticipated that the report will still be released July 1. A few libraries did not comply with all the entry requirements, but they included some of their data. NEO-RLS provided the introduction.
- **Membership Meeting.** When taking a poll, 70% expressed interest in meeting in person. A discussion was held about the difficulty of having hybrid meetings. The date and time and location will be announced.
- **Strategic Plan update.** The strategic plan was discussed and updated.

#### **New Business**

- **Legislative Committee** A legislative committee was suggested in the Strategic Plan. The Board discussed the practicality of this. Betsy mentioned that the State Librarian has a seat on OLC's Government Relations Board.
- **TransfrVR .** Betsy and Holly presented the benefits of a work ready program through TransfrVR. It was decided it was too expensive for NEO-RLS to take on as a project.

#### **Board Resolution 2021-31 End of Year Transfers**

Michelle Alleman moved, and Leslie Cade seconded for the NEO-RLS Board to 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 FY2020-2021. A list of transfers will be provided to the Board at the July Board meeting. The motion passed unanimously by roll call vote.

**Board Resolution 2021-32 Authorization to Pay Bills**

CJ Lynce moved, and Teanna Weeks seconded to authorize the NEO-RLS Fiscal Officer, Deborah Blair and/or Deputy Fiscal Officer, Elizabeth Lantz, to pay bills for the 2021-2022 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); ComDoc, formerly, 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; BluePay (online payment processing); Bureau of Workers’ Compensation; Ohio Dept of Job & Family Services (unemployment); Treasurer of State/Ohio (state taxes); Ohio Plan Risk Management (liability/property insurance); Christopher C Vieth dba Vieth Consulting (member management software); BlueBridge (cloud services for servers); UPS (shipping services) The motion passed unanimously by roll call vote.

**Board Resolution 2021-33 LSTA Grant Fund 2020-2021 Appropriation**

Amy Switzer moved, and Michelle Alleman seconded for the Board to approve 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 \$1,099 from fund 216 for FY 2020-2021. The appropriations included \$1,022 to Lecturers and Speakers and \$77 to Special Learning Kits. The motion passed unanimously by roll call vote.

**Upcoming Meetings:**

**BOARD ORIENTATION FOR NEW MEMBERS**  
**Tuesday, July 20, 2021 | 9:30 am**  
**Location TBA**

**BOARD OF TRUSTEES MEETING**  
**Tuesday, July 20, 2021 | 11:00 am**  
**TBA**

**Adjournment**

Melissa Malinak motioned, and William Rutger seconded that the meeting be adjourned at 12:41 pm. The motion passed unanimously by voice vote.

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William Rutger, President

\_\_\_\_\_  
Date

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Laura Leonard, Secretary

\_\_\_\_\_  
Date