

Northeast Ohio Regional Library System

Minutes of the Board Meeting held Tuesday, March 19, 2019 at the University of Akron, Bierce Library in

Akron, OH

Call to Order

President Jim Wilkins called the meeting to order at 11:06 am.

Roll Call

Board members present: Michelle Alleman, Leslie Cade, Aimee deChambeau, Kimberly Garrett, Beth Hatch, Valerie Kocin, Laura Leonard, Tracey Murphy, Amy Switzer, Chuck Vesei, Jim Wilkins. Absent were Kris Carroll, William Rutger, James Tolbert, and Joe Zapitello. Guest Bryce Zamecnik, NEO-RLS intern.

Approval of Agenda

Kimberly Garret made the motion, seconded by Chuck Vesei to approve the agenda as presented. Motion carried by unanimous voice vote.

Minutes

Michelle Alleman moved, and Leslie Cade seconded that the minutes of the January 15, 2019 meeting be approved as corrected. The motion passed by unanimous voice vote.

Correspondence

- The Kent State iSchool sent a note of thanks for the CE Guide being sent to the students.
- Talma Wilkinson at the Morley Library expressed thanks for the Human Trafficking 101 Webinar to Melissa Lattanzi.
- Marisha Sullivan from Stark Library sent appreciation for new color coding of the CE listings in the weekly e-newsletter.

Reports

Fiscal Officer

Debbie presented a written report and financial reports for the months of January and February and also reported:

- Added Vidcode as a new participant on vendor discount page.
- All membership dues were received for 2018-2019.
- Received Letters of Intent for 3 school libraries, 2 special libraries, 17 academic libraries and 64 public libraries for 2019-2022.
- Revenue is down by -\$2,794 compared to last year.
- Continuing Education is just slightly down from last year by -\$770.00.
- A transfer of \$2000 was made under the Fiscal Officer's level of control from electrical service to Temporary Contract Labor for IT services.
- The office was without access to the accounting server for two days, which included transactions that took place the last two days of February. Some of the amounts are not complete. Reports will be updated next month. OELMA's numbers are not included as they were received during the last two days of February.

Fund Balances 2/28/2019	
Local	\$1,010,524.92
State	4,095.00
LSTA	4,063.75
Capital/Tech	18,643.94
Group Purchase	52.82
OELMA	<u>164,442.75</u>
	\$1,201,823.18

Tracee Murphy moved and Valerie Kocin seconded to approve the financial reports. The motion passed unanimously by roll call vote.

Debbie reported on the issues surrounding the underlying network issues, which included the non-movement of the domain server. The issue should be resolved by the end of March. BlueBridge has been dealing with unanticipated issues and vulnerabilities. Laura questioned whether OPLIN could assist NEO-RLS as a fellow state agency.

Executive Director

Betsy submitted a written report and also reported:

- Definitely selected to do strategic planning for Avon Lake, Portage County, and a scaled back strategic planning for Lorain Public Library System.
- OELMA asked NEO-RLS as an organization to participate in planning a joint ALAO/OLC/OELMA event in June. NEO-RLS has decided that there is not staff time available to participate. Beverly Cain was notified.
- 2020 Critical Conversations will focus on Intellectual Freedom.
- 2020 E-Tech symposium will be the Innovation Mindset. Case withdrew from participating until 2021 due to ongoing renovations.
- OELMA work has been 21 hours per week, the proposal was based on nine hours a week. This may be due to the major transition. But the contract may have to be increased, as it is unlikely that it could be reduced to nine hours a week.

Education and Events Coordinator

Melissa submitted a written report and also reported:

- Critical Conversations (April 4) is sold out as of March 19.
- Melissa is helping two libraries plan their staff days.
- The July-December 2019 CE is being finalized.
- The April 16 and 17 Youth Service Program at Sawmill Creek still has openings.
- Several programs are being maxed out quickly.
- Attendance is down and part of that might be due to the saturation of the New Supervisors market for this year. There were also two large programs last February, while this year there was much more specialized training.
- Fifty-One Archived Webinars have been attended since posting them on February 2/25. Archived webinars will be posted on the CE calendar for Fridays and Mondays.

Research and Innovation Coordinator

Holly submitted a written report and also reported:

- The E-Health Kit is one of the most popular kits to be borrowed. The Mansfield-Richland County Library used

the kit at 6 events, showing it to 189 people. They are being used as outreach to Senior Centers and Community Centers.

- Creative technology is also being asked for-robotics is available including classroom kits for the Ozo Bots. Holly has been attending several Maker Fairs at libraries as well.
- A lot of work has been done for OELMA including letterhead, exhibitor prospectus and flyers.

Board Officers

Board President Jim Wilkins and Betsy Lantz addressed the need for an ad-hoc committee to help with the NEO-RLS awards. This will provide areas to grow in leadership and to help with the work load of the staff. Kim Garrett has offered to be in charge of the awards committee. It was also mentioned that the awards need to be expanded to include academic libraries.

Committee Reports

Finance Committee

The Finance Committee met prior to the regular meeting to accept the Personnel Committee recommendation of a 3% raise for all staff with the exception of Deborah Blair who will receive a 7% raise to bring her in line with other employees and to reflect her additional responsibilities. This will be reflected in the 2019-20 budget.

The committee also discussed the proposal for the NEO-RLS webinar packages for SWON, NORWELD, SERLS and the New Castle (PA) Library District.

The committee recommended that the Board approve **Board Resolution 2019-26** that raises the 2020-2021 public library membership dues by 2.5% and the academic, special and school library membership dues by 6%. The resolution passed unanimously by roll call vote.

Ad-Hoc Strategic Planning Committee

Kim reported on the outcomes of the meeting. Recommendations included creation of additional ad-hoc committees, and more involvement by members on the board. Ownership and planning of big events by members will provide meaningful leadership opportunities. The strategic plan is achievable and flexible. There will a vote at the May meeting.

New Business

Board Elections

A notice will go out on the first of April to notify members that there are three At-Large seats open, as well as the school trustee seat.

Laura Leonard, Amy Switzer and Chuck Vesei are all up for re-election. A library can designate someone else as their representative if another staff person is interested. Short biographies and interest statements will be required for those running. The Grand River Academy has chosen to close their library and Joe Zapitello will not be eligible to run for the school seat. Joe has been appointed to serve out his term until the end of June.

Board Resolution 2019-27

Leslie Cade motioned and Beth Hatch seconded to amend the 2018-2019 LSTA Grant Fund appropriations to account for funds awarded by the State Library of Ohio. These funds were awarded to help fund Critical Conversations, Directors' Retreat and Emerging Tech Symposium in the amount of \$14,183. \$12,208 will be designated for Lecturers and Speakers, and \$1,975 for Workshop Supplies. The motion passed unanimously by roll call vote.

Finding Your CE Survey results

Holly Klingler reported that there were 17 responses. Most people find the majority of their information via the newsletter, followed by the website and *CE @ a Glance*. Other than NEO-RLS, people first look for

continuing education at OLC. 58% of respondents want to look for workshops by competency. Most people like to plan for workshops weeks in advance. 100% of respondents are interested in topics outside of their specific position. 81% can find information easily on the website. The new *CE Guide* will be updated to reflect the suggested changes, including expanding the various ways the *Guide* can be searched.

IT Update

Debbie reported that her new computer was purchased as, a MAC computer was purchased for Holly and both are connected to the shared drive. Back-ups were not being processed but a disk to VHD process is in place until servers are moved to the cloud. Vulnerabilities that were discovered on the domain server are being addressed. Accounting server failed first attempt to transfer to cloud services. Google Drive was decommissioned.

Sales of Webinars to Ohio Regionals

PCI can no longer supply as many webinars as they used to as per their contract with the state of Florida. This will negatively affect the other regionals. They can only purchase two a month from PCI. Betsy reached out to the other regionals to see if they were interested in purchasing webinars from NEO-RLS.

Upcoming Meetings

The Finance Committee will be meet Tuesday, May 21, 2019 at 9:30 am with the Board of Trustees Meeting to follow at 11:00 am. Both meetings will take place at the Avon Lake Public Library.

Adjournment

Kimberly Garrett moved and Chuck Vesei seconded that the meeting be adjourned at 12:18 pm. The motion passed unanimously by voice vote.

Jim Wilkins, President

Date

Laura Leonard, Secretary

Date