

Northeast Ohio Regional Library System

Minutes of the Board Meeting held Tuesday, May 21, 2019 at the Avon Lake Public Library

Call to Order

President Jim Wilkins called the meeting to order at 11:00 am.

Roll Call

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

Approval of Agenda

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

Minutes Amy Switzer moved, and Kris Carroll seconded that the minutes of the January 15, 2019 meeting be approved as corrected. The motion passed by unanimous voice vote.

Correspondence

- Kent State Catalog Librarian shared link to “Cataloging is not neutral” with public services-oriented staff at Library. University Libraries Tech Services personnel and student workers watched the webinar.
- Megan Del Corso from Stark Library sent a note of thanks to Melissa for the Critical Conversations Conference saying that the staff who attended were very excited.
- Betsy was sent a thank you from Melissa Mallinak for her visit and sharing educational opportunities available through NEO-RLS during their staff day.

Fiscal Officer

Debbie presented a written report and financial reports for the months of February, March and April

- The book discussion circuit group met.
- Overall revenue is up by 3.7% compared to last year.
- We have received letters of intent, and membership now stands at 4 school libraries, 2 special 17 Academic and 66 public libraries. Several schools do not send their letters of intent, but do pay, so the number is actually higher.
- February reports were resubmitted. Expenses had been overstated by \$2000.

Fund Balances 4/30/2019

| | |
|----------------|----------------|
| Local | \$989,990.60 |
| State | 14,557.00 |
| LSTA | 8,018.68 |
| Capital/Tech | 18,643.94 |
| Group Purchase | <u>52.82</u> |
| | \$1,031,363.04 |

| | |
|--------------|-------------------|
| <u>OELMA</u> | <u>176,722.70</u> |
| | \$1,208,085.74 |

Debbie reported that the work with OELMA is improving. Betsy noted that the staff was at 21.5 collective hours per week as of May 11, however this past month it has gone down to 14 collective hours per week.

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

Debbie presented a power point budget report that was discussed at the Finance Committee meeting and will impact the budget proposals for the 2019-20 fiscal year. The entire report will be included at the June meeting when the resolution for the budget will be voted on.

Key Items included:

- The increase in memberships from 2015 to 2019-20 has greatly increased and improved revenue.
- The Local Revenue has been steadily increasing. Consulting and donations have aided as well as membership increases. OELMA is a large part of the consulting increase.
- In 2019-2020 dues revenue will be increased by 7.5%; circuit revenues have decreased 17%.
- CE revenues are trending down, due to the increase in Gold Memberships. But there will be an increase in CE revenue for 2019-2020.
- State Revenue will likely stay at \$125,000. The State Librarian asked for an increase, but it was not included in the House budget.
- Expenses will increase due to staff raises; the addition of a part-time administrative assistant. Employee benefits will increase by \$903 (Health Insurance). Travel costs will decrease.
- The Ohio Plan for liability, which includes cyber security, will cost NEO-RLS less.
- There will be savings in utility and rent costs and increases in audit costs and software support.
- Increased copier usage due to contract with OELMA.
- Furniture cost was decreased to its prior amount of \$1,000.
- An \$18,000 loss is projected for 2018-19 which is less than the anticipated \$47,087.00.
- Carryover forecasts were shared. The outlook is much better than anticipated three years ago.

Executive Director

Betsy submitted a written report and also reported:

- Membership/Customer Satisfaction survey will be sent out June 1.
- Cleveland Heights/University Heights has agreed to have NEO-RLS do their strategic planning.
- Canal Fulton is considering using NEO-RLS for strategic planning.
- Lorain decided to have NEO-RLS do entire Strategic Plan instead of the initial limited scope.
- Grafton Midview & Avon Lake will be starting soon. Baldwin Wallace is tentatively on the calendar for 2020.
- Betsy will meet with the directors of Ashland University and of Oberlin College and she met with the new Stark County Director.
- The Director's Retreat has new directors coming as well as directors outside our region.
- Things are improving with OELMA.
- Thermostat has corrected heating and cooling issues.

Education and Events Coordinator

Melissa submitted a written report and Betsy reported for Melissa:

- Critical Conversations had 142 attendees and received great feedback.
- Putting archived webinars on calendars has been very successful.
- Melissa is working with OELMA on speakers for their conference.
- Emerging Tech sign-up is low currently, directors were encouraged to send employees.

Research and Innovation Coordinator

Holly submitted a written report and Betsy reported for Holly:

- Holly has been working very hard on OELMA's website. Both Holly and Debbie shouldered the responsibility for the final implementation of the website.
- Holly has also been assisting Betsy with strategic planning.

Board Officers Reports:

Board President Jim Wilkins and Betsy Lantz discussed the Board Elections. Currently 59 of the 84 eligible to vote for At-Large have voted, and 2 school libraries have voted. Next year's election will be done via the election's module of the website.

Committee Reports:

Personnel Committee: William Rutger reported that Debbie and Betsy have done their self-evaluations. It will be a narrative review. Committee members need to have their responses to William by May 31st. The committee will need to review by June 4.

Ad-Hoc Strategic Planning Committee: The Ad-Hoc Strategic Planning Committee recommended that **Resolution #2019-28** that the proposed Northeast Ohio Regional Library System FY 2019-2022 Strategic Plan be adopted. The resolution passed unanimously by roll call vote.

Current Business

Kim Garrett reported four people have reached out to join awards committee. The first meeting will be held in August. For 2019, the Rising Star Award will be kept, but the Pat Carterette and Life Long Friend of NEO-RLS Award will not be awarded this year.

New Business

IT UPDATE: The servers are now in the cloud and doing well and the Help Desk has been very responsive.

Regional Library Director's Meeting: SWON-Cassandra has stepped down and a replacement is expected to be named in June; Toni at NORWELD will be retiring. The RLS directors discussed why a Regional Executive Director needs an MLIS/MLS when it is a management position and limits the candidate pool. The requirement is in the Ohio Administrative Code. There was an ask for more non-monetary support from the State Library including having a presence on the website. It was suggested that the SLO create a brochure for legislators that inform them about what regionals do. There is a need for a stronger collaboration between the regionals for joint conferences. There was a discussion of a joint 2021 Staff Development Conference. Bill Morris and Beverly Cain attend the Regional Director's Meeting.

September Meeting: A discussion was held regarding having advisory group and committees meet after the membership meeting rather than a board meeting.

Resolution 2019-29 Local Fund Budget Transfers

Beth Hatch motioned and Amy Switzer seconded that the Board amend the 2018-2019 Local Fund Appropriations to account for the following budget fund transfers.

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|---------|--------------------------------|-----------------------------------|
| \$3,400 | X1610.101 Health Insurance | X3725.101 Workshop – Meals & Fees |
| \$1,200 | X3110.101 Travel – In State | X3725.101 Workshop – Meals & Fees |
| \$647 | X3750.101 Legal Auditors Fee | X3725.101 Workshop – Meals & Fees |
| \$615 | X1650.101 Workers Compensation | X3725.101 Workshop – Meals & Fees |
| \$500 | X2110.101 Office Supplies | X3725.101 Workshop – Meals & Fees |

The motion passed by unanimous roll call vote.

Upcoming Meetings: Personnel Committee meeting will be held on June 3, 2019 at Geauga County at 2:30 p.m.

A motion was made by Leslie Cade and seconded by William Rutger to change the Board meeting to be held at 9:30 a.m. on Tuesday, June 11, 2019 at the Cuyahoga Falls Public Library instead of 11:00 a.m. The motion passed unanimously by voice vote.

Adjournment: Kimberly Garrett moved and William Rutger seconded that the meeting be adjourned at 12:18 pm. The motion carried unanimously by voice vote.

Jim Wilkins, President

Date

Laura Leonard, Secretary

Date