

Northeast Ohio Regional Library System

Minutes of the Board Meeting held via Zoom Tuesday, May 19, 2020

Call to Order

President-elect William Rutger called the meeting to order at 11:03 am.

Roll Call

Board members present: Michelle Alleman, Leslie Cade, Kris Carroll, Laura Leonard, CJ Lynce , Melanie McGurr, Tracy Murphy,

William Rutger, Amy Switzer, Chuck Vesei, Teanna Weeks and Jim Wilkins. Absent (excused): Kimberly Garrett, Valerie Kocin.

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

Approval of the Agenda

Leslie Cade moved, and Kris Carroll seconded that the agenda for the meeting be approved. The motion passed by unanimous voice vote.

Minutes

Teanna Weeks moved and Amy Switzer seconded that the minutes of the April 21, 2019 meeting be approved. The motion passed by unanimous voice vote.

Correspondence

- Pamela Spangler from the Kirtland Public Library sent a thank you to Melissa for the TAPAS learning on Escape Rooms.
- Victoria Kidd from Orville Public Library sent a thank you regarding Erin Turner's webinar on Managing Change and Worry in Time of Uncertainty.
- Stacey Hayman- Outreach Coordinator at Rocky River Public Library- sent a thank you for the variety of trainings. Asked about online meeting for outreach/homebound library staff. As of May 19 that had already occurred.
- Thank you to Holly form Paula Shivers at Salem Public Library for the webinars on body language.
- Val Kocin thank you to Melissa for the setting up of the group meetings. The Facilities Network Meeting was especially helpful. Gold Membership has proven an excellent value for the Cuyahoga Falls Library during the COVID-19 crisis.

Fiscal Officer

Debbie presented a written report and the financial reports for the month of April.

- Worked on several e-rate filings.
- Book discussions circuits
- IT/Database Cleanup.
- Budget
- OELMA
- Revenue has obviously taken a large hit due to the COVID-19 Pandemic.
- \$4,998 was returned to State as NEO-RLS was unable to host the Critical Conversations event.

Fund Balances 4/30/2020

Local	\$995,210.74
State	15,712.48
LSTA	15,249.20
Capital/Tech	18,643.94
<u>Group Purchase</u>	<u>52.82</u>
	1,044,869.18

<u>OELMA</u>	<u>181,882.32</u>
	\$1,226,751.50

Leslie Cade moved, and Jim Wilkins seconded to approve the financial reports. The motion passed unanimously by roll call vote.

Executive Director

Betsy submitted a written report and reported:

- She has been working on the elections for open board seats
- Salary Survey
- Oberlin and Lakeland Community College Libraries still want to go ahead with their strategic planning
- Other libraries have inquired about membership as they have been taking advantage of webinars and other resources during the pandemic.
- Working on classified job pages on website.
- Network Meetings are not being recorded.

Education and Events Coordinator

Melissa submitted a written report and highlighted:

- Was able to reduce cancellation fees for OELMA from \$24,000 to approximately \$8,000. OELMA will be holding a virtual conference that NEO-RLS will probably be assisting with.
- Fine-tuning archived webinars on website with Betsy.
- 401 views of archived webinars in the month of May as of May 19.
- 28 live events were held during the month of April with 1579 views.
- There were 1053 views of webinars.
- Assisting in setting up Zoom Meetings and Workshops
- Working on setting up late summer and fall workshops.
- Good Leaders/Bad Decisions will use breakout sessions with Zoom.

Research and Innovation Coordinator

Holly submitted a written report and highlighted:

- Continue to maintain COVID-19 Resources; Self Care; and Programming Resources Pages
- Re-opening of our libraries page just created in May
- 7149 views for those three pages
- Continuing to convert Webinars on Adobe

- Three Tapas Learnings have been created including Nancy Levin doing a “Creative Story-Times”
- Working on Emerging Tech Symposium virtually for the entire month of September. BLDG61 from Boulder Public Library will be partnering with NEO-RLS. This may include on-line poster sessions
- Helping Betsy with job ads page and technology side of Zoom meetings

Board Officers Reports

- Betsy reporting for President regarding Elections. There is someone running for every open seat. Andrea Legg, new director of the North Canton Public Library will be running for the Geographic position. Elections end on May 31st. Zone 1 has three people running.

Committee Reports

Personnel Committee

Amy Switzer reported that Betsy Lantz and Deborah Blair are working on their self-evaluations which are due May 22.

Finance

William Rutger reported on the meeting that was held prior to the regular meeting with updates on projections for 2020-21 and revisions to the current budget for this month. This will be discussed at the June meeting. The deficit reduction plan needs to be reviewed in light of the current economic climate. Discussed payment options for the 2020-21 dues for libraries.

Resolution 2020-24

The Finance Committee recommended that the NEO-RLS Board resolve to make the following additions to the fees for 2019 – 2020 and for 2020-2021. All other fees will remain the same.

The following fees will be charged for the Staff Day Planning for multiple libraries. Additionally, Gold Members will be able to contribute free hours in one- hour increments.
 Administrative fee \$100(Gold, Silver & Bronze)/\$200(Geo)
 Per site visit fee \$25(Gold, Silver & Bronze)/\$50(Geo)
 If mixed memberships participate, the lower cost will prevail.

The resolution passed unanimously by roll call vote.

Current Business

- Salary Survey update-progress halted due to closure of libraries. Surveyed libraries who were interested to get their feedback on deployment. Results not definitive. Libraries with larger staffs and who would bear more of the costs will be surveyed. PeriscopeIQ is working on job titles, demographics etc.
- No deployment earlier than the Fall, and possibly next Spring.

New Business

- Report from Regional Library System Director's Meeting. Discussed how regionals are responding. NEO is setting Gold Standard; NORWELD is teleworking; SWON is not going in and is going to vacate physical space. SWON is concerned about loss of memberships, and they only have \$80,000 in reserves. NORWELD hosts several Library Websites. SERLS is going in and working as they own the building.
- Membership Meeting will be held virtually. It was recommended to have leaders from the state organizations, and it would be a good time to introduce the new State Librarian. Potentially could have directors discuss the COVID-19 situation and how they dealt with it. A virtual meeting may encourage more libraries to attend.
- IT Updates: Debbie finished moving the servers to the cloud. BlueBridge is maintaining them. It is going well and updates are made bi-weekly. Moved to Microsoft Server 2016. Physical servers cleaned and recycled by NEOTHINK. VPN services have been in place for a while and have been working well for everyone. Anti-virus platform has been changed. BlueBridge has been a really good fit.
- **Resolution 2020-25** Amy Switzer moved and Teanna Weeks seconded that the Board resolve to appropriate an additional \$500 from fund 216. \$300 was appropriated for Lecturers and Speakers and \$200 for All Other Services. The motion passed unanimously by roll call vote.
- **Resolution 2020-26** Michelle Alleman moved and Jim Wilkins seconded to appropriate \$2500 from fund 410 (Capital and /Technology) to purchase a battery backup for general purposes and computer for the Executive Director. The motion passed unanimously by roll call vote.

Comments

- Board Member Tracy Murphy has been selected as part of the Leadership Ohio 2020 class
- Debbie explained that the delivery contract had to be discussed as there are still several kits outstanding due to the stoppage of delivery service

UPCOMING MEETINGS

Personnel Tuesday, June 16, 2020 at 9:30 a.m.

Board of Trustees Meeting Tuesday June 16, 2020 at 11:00 a.m.

Location TBD-most likely will take place via Zoom.

Adjournment

William Rutger moved to adjourn at 12:05 pm.