

Northeast Ohio Regional Library System

Minutes of the Board Meeting held via Zoom Tuesday, May 18, 2021

Call to Order

President-Elect CJ Lynce called the meeting to order at 11:02 am.

Roll Call

Board members present: Michelle Alleman, Leslie Cade, Kris Carroll, Andrea Legg, Laura Leonard, CJ Lynce, Melissa Mallinak, Melanie McGurr, Trent Ross, William Rutger, Amy Switzer, Chuck Vesei, Teanna Weeks.

Absent (excused): Valerie Kocin. William Rutger left the meeting at 11:26 am. Amy Switzer left the meeting at 11:54 am.

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

Approval of the Agenda

Melanie McGurr moved, and Chuck Vesei seconded that the agenda for the meeting be approved. The motion was approved by unanimous voice vote.

Minutes

Amy Switzer moved, and Kim Garrett seconded that the minutes of the March 16, 2021 meeting be approved. The motion passed by unanimous voice vote.

Correspondence

No report

Fiscal Officer

Debbie presented a written report, the financial reports for the months of March and April 2021, as well as a verbal report.

- Attended CPIM as part of her continuing certification and continuing education
- Revenue is down 17.5 % compared to April of 2020
- 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	\$	982,222.62
State		25,667.50
LSTA		1,498.00
Capital/Tech		16,859.17
Group Purchase		(1,982.18)
		\$1,024,265.11
<u>OELMA</u>		<u>184,890.41</u>
		\$1,209,155.52

Leslie Cade 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 highlighted:

- Ballots were sent out for the open Board Seats using new voting platform
- Continued work with DEI and Technology Committees
- Remaining LSTA money \$1553.00 may be used for equipment for hybrid programming

Continuing Education Coordinator

Melissa submitted a written report and highlighted:

- Facilitation of all day staff development day for Beaver County Public Library System (PA)
- Programming is being mapped out through Fall with July, August, and September completed
- Earliest in-person programming potentially November

Continuing and Education Coordinator

Holly submitted a written report and highlighted:

- Ongoing work with Emerging Tech Symposium
- Preparing to launch Discord App for Network Groups

Board Officers Reports

President William Rutger announced that Betsy Lantz will be retiring in June of 2022. The early announcement is further evidence of the transparency and professionalism that has been Betsy's practice. Amy Switzer, CJ Lynce, William Rutger, Laura Leonard and the incoming President-Elect will be on the search committee.

Committee Chairs

- **Personnel Committee:** Amy Switzer explained the evaluation process. Betsy and Debbie finished their self-evaluations, which will be shared with the Board Officers. Board Officers will send their evaluations to the Personnel Committee, and the evaluations will be completed by the Personnel Committee by June 15, 2021.
- **Finance Committee:** CJ Lynce reported that Debbie presented a five-year projection. The committee discussed staff bonuses that will be discussed at the June meeting. The committee recommends the passage of Board Resolution #2021-19 for a change in fees for 2022-2023.

Kris Carroll moved and Teanna Weeks seconded:

#2021-19 The NEO-RLS Board resolves to make the following additions to the fees for 2022 – 2023. All other fees will remain the same.

STEAM and e-Tech Kits \$45(Gold, Silver & Bronze)/\$80(Geo)

iPad Kits \$60(Gold, Silver & Bronze)/\$110(Geo)

Classroom Kits \$110(Gold, Silver & Bronze)/\$210(Geo)

The motion passed unanimously by roll call vote. (W.Rutger had left the meeting before this vote.)

- **Technology Committee:** Trent Ross reported that the committee reviewed Emerging Technology evaluation forms from users. The committee is recommending a new marketing strategy for Tech Kits.
The committee completed the Technology Plan which was included in the packet.

Andrea Legg motioned and Kim Garrett seconded:

#2021-20 The NEO-RLS Board resolves to approve the NEO-RLS Technology Plan effective May 18, 2021.
After discussion regarding information security, the motion carried unanimously by roll call vote.

- **Multi-type Libraries Committee:** Leslie Cade reported that the committee met and there will be a network group meeting on June 23 to discuss collaborations between multi-type libraries and other organizations. There will be a presentation on the management of special collections on August 19. They are marketing the discounts on the Cleveland Archival Roundtable.
- **DEI Strategies Committee:** Teanna Weeks reported that the committee met on April 26 and May 17. The committee recommended that it become a standing committee rather than an ad-hoc committee. The committee is working on defining itself; creating a strategic plan and mission statement. They have also constructed questions for the membership survey. The current committee members will continue through next year. The next meeting is June 21st.
- **Bylaws/Policy Committee:** Laura Leonard and Betsy Lantz reported that there will need to be an update to the Bylaws to make the Ad Hoc DEI Strategies committee a standing committee and a resolution to update the Administrative Policy manual to reflect the use of Discord for the networking groups. Both updates are included in the packet

The committee recommended and Michelle Alleman seconded:

#2021-21 Bylaws Update The NEO-RLS Board resolves to make the proposed changes to the 2020-2022 Bylaws which were made available to the membership for review during the period of May 24 – June 25, 2021. Changes will be effective July 1, 2021.
The motion carried unanimously by roll call vote. Amy Switzer was not present at this time in the meeting.

The committee recommended and Leslie Cade seconded. The motion carried by unanimous voice vote.

#2021-22 Administrative Policy Manual Update. The NEO-RLS Board resolves to make the proposed changes to the 2020-2022 Administrative Policy Manual. Changes will be effective May 19, 2021.

Current Business

- **Salary Survey Update:** 137 libraries participated. 35 only participated in the benefits portion. Two did not report correctly. Information will be available July 1. There will be previews and teasers for the information. There will be a CODA program to create special reports for individual libraries.
- **OELMA Update and Discussion:** OELMA requested a contract review on June 9th, as per the contract. Betsy reported that the continued changes in the composition of the board and leadership make it difficult to keep the organization informed of what NEO's role is. Discussion was held as to whether

the revenue was worth the drain on NEO-RLS time and talent resources. Board members were also concerned that a new Executive Director would be burdened by taking on the role of service provider or management company for OELMA. The current contract goes thru December 2021. Betsy will report the result of the June 9th meeting at the June 15th meeting.

- **Membership Survey:** Survey questions were shared with the Board. The survey will go out no later than June 15th.
- **Consulting Services Update:** Several libraries have expressed interest in strategic planning. One-on-One management coaching has been going well.

New Business

- **Regional Library Systems Director’s Meeting.** The State Librarian is asking that the \$125,000 per regional be restored. Each regional submitted budgets for \$120,000 and \$125,000. There will be a metadata mini-grant. NEO-RLS is currently the only regional offering close captioning and transcription for their webinars.
- **Summary of Board meetings and Committee work in Newsletter.** Betsy asked for individual committee chairs and Board Members to submit reports for the Newsletter.
- **Discord Rollout.** The Academic Libraries and HR and Fiscal Officers received tutorials for using Discord.

Upcoming Meetings:

PERSONNEL COMMITTEE
Tuesday, June 15, 2021 | 9:30 a.m.
Via Zoom
BOARD OF TRUSTEES MEETING
Tuesday, June 15, 2021 | 11:00 a.m
Via Zoom

ADJOURNMENT

Kim Garrett moved and Leslie Cade seconded that the meeting be adjourned at 12:28 pm. The motion passed unanimously by voice vote.

William Rutger, President

Date

Laura Leonard, Secretary

Date