

## Northeast Ohio Regional Library System

### Minutes of the Board Meeting held Tuesday, November 20, 2018 at the Hilton Garden Inn Twinsburg, OH

#### Call to Order

President Jim Wilkins called the meeting to order at 10:32 am.

#### Roll Call

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

#### Approval of Agenda

Resolution 2019-20 Capital/Technology Fund Appropriation Amendment was added under "Items too late for the Agenda." Kimberly Garret made the motion, seconded by Laura Leonard to approve the amended agenda as presented. Motion carried by unanimous voice vote.

**Elections/Appointments/Oaths** Kris Carroll of Geauga County Library was appointed to fulfill the term of Anita Woods. Her term expires June 2020. Ms. Carroll took the oath of office.

#### Minutes

William Rutger moved, and Aimee DeChambeau seconded that the minutes of the October 16, 2018 meeting be approved. The motion passed by unanimous voice vote.

#### Correspondence

- Letter from President of State Library of Ohio Board congratulating NEO-RLS on its model of outreach, programs and service to residents of Ohio.
- Deborah Dubois, Outreach Manager of the Mansfield-Richland Public Library sent a thank you to Holly for use of the E-Health Kit which was presented to 189 people.

#### Fiscal Officer

Debbie presented a written report and financial reports for the months of September and October of 2018.

- All dues have been paid with the exception of one library by November 20, 2018.
- Mail service has improved.
- NEO-Think has been helping with server issues.
- Transfers were made under the Fiscal Officer's level of control, including:

II.				
(A)	(B)	(C)	(D)	(E)
REF #	AMOUNT	FROM ACCOUNT	TO ACCOUNT	EXPLANATION
T-5	\$639	X3725.101 Workshop Meals & Fees	X3750.101 Legal/Auditor Fees	Legal fees overage
T-6	\$1,625	X3510.101 Rent - Office Space	X3750.101 Legal/Auditor Fees	Legal fees/OELMA
T-7	\$1,177	X3350.101 Cleaning Contract	X3910.101 Temporary Contract Labor	IT Services

Fund Balances 10/31/2018

Local	\$1,091,607.66
State	19,393.00
LSTA	0.00
Capital & Tech	2,290.82
Group Purchasing Fund	<u>(432.00)</u>
Total:	\$1,112,894.30

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

**Executive Director**

Betsy submitted a written report and also reported:

- Continuing to working with the Warren Trumbull County Public Library Strategic Planning, which is going very well.
- Licking County Library has had 3 Strategic Planning Sessions. Licking County is a Bronze Member of NEO and they have also been utilizing our webinars.
- Collaboration Connection meeting at the Natural History Museum went very well. It will take place on May 2, 2019 with ALAO, SWON, NEO-RLS and CLC. Our meeting will be the pilot, and then in the fall it will be held in the Southwest region. There will be speakers on multi-type collaborations and breakouts on creating a Memorandum of Understanding and how collaborations increase your chances of getting funding. In the afternoon, there will be matching up of potential partners. An incentive of \$500 to \$1000 may be offered to the most viable project.
- Critical Conversations will focus on Mental Health issues, focusing on teens and elderly.

**Education and Events Coordinator**

Melissa submitted a written report, in addition, Betsy reported for her that:

- Melissa has been working on the Strategic Plan in Licking County.
- After January 1<sup>st</sup>, the January-June *CE Guide* will be available.
- She will be meeting with the Youth and Continuing Education Advisory Committees to establish the July through December calendar.
- An increased number of attendees are coming from around the state and out of state.

**Research and Innovation Coordinator**

Holly submitted a written report, in addition, Betsy reported for her that:

- The Tech Lab 's popularity has continued to increase. It has been booked for over \$4,000 since July.
- A press kit is being developed to help libraries promote the Tech Lab.
- VAR from California will hopefully be able to speak at the E-Tech Symposium.

**Board Officer Reports:** None

**Committee Reports:**

**Finance Committee:** The Finance Committee recommended that the Board approve **Board Resolution 2019-17** which adds to the fee structure for 2018-2019 and 2019-2020, \$100 (Gold, Silver & Bronze) and \$200 (Geo) for the VR Console Kits.

The resolution passed unanimously by roll call vote.

The committee also recommended the passage of **Board Resolution 2019-18** which allows the transfer of \$25,000 from the Local Fund 101 Carryover Funds to the Capital/Technology Fund #410. The Capital/Technology Fund has been depleted since its establishment in 2012. Staff computers, software and more has been upgraded. The Tech Lab items were also purchased from that Fund in the past. The General Fund is now used for the Tech Lab. The motion passed unanimously by roll call vote. The servers needed to be replaced.

### **New Business**

A proposal was made to serve as the management association company for OELMA. The proposal was accepted by OELMA, with a few changes to the agreement that was enclosed in the packet, that includes wording regarding signatures by the Fiscal Officer and a NEO-RLS Board Officer. This is a mutually beneficially agreement. This arrangement will function as a way that NEO can serve school libraries. Deborah Blair and Betsy Lantz are the main employees that will be impacted. After the initial transfer, they believe that it will take 9 hours a week.

### **Board Resolution 2019-19**

Aimee DeChambeau motioned and Valerie Kocin seconded that the NEO-RLS Board resolve to enter into a contractual agreement with the Ohio Educational Library Media Association (OELMA) to serve as their Management Association Company effective January 1, 2019 and continuing indefinitely or until notice is provided by either party in writing 90 days in advance for the yearly sum of \$18, 580.00 to be reviewed annually. The resolution passed unanimously by roll call vote.

### **Items too late for the Agenda:**

Deborah reported that NEOThink advised NEO-RLS regarding the replacement of servers and she asked the Board to appropriate the funds to accommodate server upgrades. A discussion was held regarding physical servers that are currently experiencing overheating issues and physical servers versus cloud-based file sharing.

### **Board Resolution 2019-20**

William Rutger moved and Beth Hatch seconded to amend the 2018-2019 Capital/Technology Fund appropriations to accommodate technology upgrades. The appropriation will be for \$10,000 for Furniture and Equipment within the Capital/Technology Fund. The resolution passed unanimously by roll call vote.

### **Upcoming Meetings**

The Personnel Committee will be meet Tuesday, January 15, 2019 at 9:30 am with the Board of Trustees Meeting to follow at 11:00 am.

Both meetings will take place at the Twinsburg Public Library.

Following this meeting (11/20/2018) the Board will meet with Nancy Currie for the purpose of working on the new NEO-RLS strategic plan.

### **Adjourn**

Kimberly Garrett moved and Michelle Alleman seconded that the meeting be adjourned at 11:15 am.  
Motion passed unanimously by voice vote.

---

Jim Wilkins, President

---

Date

---

Laura Leonard, Secretary

---

Date