

Northeast Ohio Regional Library System

Minutes of the Board Meeting held Tuesday, November 19, 2019

Call to Order

President Kim Garrett called the meeting to order at 11:12 am.

Roll Call

Board members present: Leslie Cade, Kris Carroll, Kimberly Garrett, Valerie Kocin, Laura Leonard, William Rutger, Amy Switzer, CJ Lynce, Teanna Weeks, James Tolbert, Jim Wilkins. Absent: Aimee DeChambeau, Chuck Vesej, Michelle Alleman, Tracee Murphy

Minutes

Kris Carroll moved, and Teanna Weeks seconded that the minutes of the October 15, 2019 meeting be approved. The motion passed by unanimous voice vote.

Correspondence

Betsy Lantz received a letter of resignation from Aimee DeChambeau from the NEO-RLS Board. Her work commitments have increased, and she feels that by not being able to attend the Board meetings, she will not be able to give NEO-RLS the attention it needs. She has suggested that Melanie McGurr the head of Technical Services at the University of Akron take her place. Kim Garrett will reach out to Melanie.

Candy Dawe from Geauga County Public Library thanked Holly for her staff training on Body Language and Brainstorming & Critical Thinking.

Sam Lewis from Lorain County Public Library sent a thank you to Holly for her Brainstorming presentation. Keith Bellinger from LCPL sent note recognizing Holly's presentation also.

Melissa Mallinak, Director from Loudonville Public Library, sent a thank you to Melissa for Staff Development Conference.

John Cox thanked Melissa for presenting with him at "Presenting 101" on November 14 and expressed that Melissa no longer needed him to present as she did such an excellent job.

Financial Report

Debbie submitted a written narrative and reported that:

- As of today, 92 libraries have paid their 2019-20 dues.
- As of today, 40 letters of intent were received.
- Seven libraries dues were affected by debt service revenue and their dues were changed to reflect it.
- Debbie noted that expenses are in line with where NEO-RLS was at this time last year.

Fund Summary

Local	\$1,094,071.81
State	17,393.49
LSTA	0.00

Capital and Tech	18,643.94
Group Purchases	<u>52.82</u>
	\$1,130,162.06

OELMA	<u>167,960.91</u>
	\$1,298,122.97

Jim Wilkins motioned and Teanna Weeks seconded to approve the financial reports. The motioned passed unanimously by roll call vote.

Executive Directors Report

Betsy submitted a written report and in addition:

- Strategic Planning has been at the forefront this month, as have presentations
- OELMA was given the 90-day written notice of the termination of contract as requested by the Board and she worked on a proposal for a future contract

Education and Events Coordinator

Melissa submitted a written report and in addition Betsy reported:

- The staff development conference had 136 people in attendance serving six libraries
- She is finishing the continuing education calendar for January through June of 2020
- Helping Betsy with Strategic Planning on the east side of the region

Research and Innovation Coordinator

Holly submitted a written report and in addition Betsy reported:

- Holly has been helping with Strategic Planning on the west side of the region
- She has been doing many presentations and is developing more

Board Officer Reports

- President Kim Garrett has spoken with Melanie McGurr and she will be joining the Board as the Academic Representative at the January Board Meeting.

Committee Chairs

Bylaws/Policy Committee Chair, Jim Wilkins, reported that minor changes were made to the Bylaws. Part of the changes included making the Secretary serve as the chair of the Bylaws/Policy Committee. New Committees were added. Some wording changes were suggested. The Bylaws will be posted to the website and will receive full approval at the January meeting.

Finance Committee Chair, William Rutger, reported that the committee reviewed the proposed budget and made some small changes. This includes doing away with the Book Discussion Circuit for the year July 2020-June 2021. Libraries will be given the opportunity to take it over. There will be 27 pays in the July 2020-21 budget. In addition, the Executive Director has not been asking for reimbursement for her travel. The committee wants to make the correction in the budget to reflect that in the future this will be needed.

Current Business

OELMA Proposal and Contract-OELMA received the Board's decision to terminate the contract as well as a letter from the Board President explaining the situation. A proposal was prepared which increased the cost of the contract by \$3400. OELMA Board support was dropped from the proposal as well as some of the website support. Advisement will continue for the website for four free hours. After that they will be billed at the Gold Member consulting rate in 15- minute increments. Strict guidelines regarding contact times and the conference support were delineated.

Project requests will be submitted using a form and/or possibly online format. The new contract and conditions will begin 1/14/2020 if accepted. Clarification was required for the wording regarding the ability to withdraw from the contract with a 90 day notice.

Resolution #2020-9 OELMA Proposal

Jim Wilkins motioned, and CJ Lynce seconded to accept the proposal to OELMA with recommended changes. The motion passed unanimously by a roll call vote.

Salary Survey-NEO received a quote from ERC for \$7,000-\$12,500 depending on number of participants. Brad Stephens was contacted to see if he'd be able to help with the survey, but could only give NEO-RLS one hour to speak with a programmer. Software and analytics have been looked into.

A meeting was held to discuss job classifications. The concern regarding how often the survey would have to be done was discussed as it would be costly to maintain the contract with ERC on a yearly basis. A discussion was had on how to incentivize participation as well as how to share the cost of the survey with participants. Several concerns about how to fund and who to charge for access were shared.

New Business

Staff Development Conference -At Hilton this year. Easier flow, food better, but were limited to six breakouts. Friday was more relaxed than Monday. The possibility of holding a staff development twice a year was shared. Other options opposed to a Staff Development conference were proposed. Critical Conversations-Topics for the 2020 Critical Conversations were suggested.

Upcoming Meetings

Personnel Committee Tuesday, January 21, 2020 9:30 am

Twinsburg Public Library

Board of Trustees Meeting Tuesday, January 21, 2020 11:00 am.

Adjournment

CJ Lynce motioned to adjourn and Kris Carroll seconded. The meeting adjourned at 12:15 pm.