

Northeast Ohio Regional Library System

Minutes of the Board Meeting held Tuesday, October 18, 2018 at the Westlake Porter Public Library,

Westlake, OH

Call to Order

Vice President/President-Elect Kimberly Garret called the meeting to order at 11:03 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, Chuck Vesei, and Jim Wilkins. Absent were Chris May, Tracee Murphy, Joe Zappitello

Approval of Agenda

Leslie Cade made the motion, seconded by Aimee deChambeau to approve the agenda as presented. Motion carried by voice vote.

Elections/Appointments/Oaths Betsy Lantz received a letter from Chris May informing her that he is no longer able to serve on the NEO-RLS board due to additional responsibilities.

Laura Leonard motioned and Chuck Vesei seconded to regretfully accept Chris' resignation from the Board.

Amy Switzer, Director of the Shaker Heights Public Library was appointed to fulfill Chris May's term which expires June 2019. Ms. Switzer took the Oath of Office.

Beth Hatch of the Nominating Committee recommended Jim Wilkins for the slate as President to fulfill the term of Anita Woods, which expires June 30, 2019. Kimberly Garret will continue as Vice President/President-Elect. The Nominating Committee's recommendation was voted on and approved unanimously by voice vote. Jim Wilkins took the Oath of Office. The meeting Agenda was turned over to Jim Wilkins.

Minutes Kimberly Garret moved, and William Rutger seconded that the minutes of the September 18, 2018 meeting be approved. The motion passed by unanimous voice vote.

Correspondence

- Kathleen Webb of Marvin Memorial Library wrote of the value of the Gold Membership, especially the webinars, which allows staff to access training without being away from the Library
- Kimberly Garrett of the Kinsman Library sent note of appreciation to Besty, Melissa and whole staff for the Staff Day.
- Melissa was thanked for connecting Patty Tackett (Marvin Memorial) with Lynn from Ashtabula.
- Debbie received thanks from Meg Sterling from Mentor Public Library for help registering on the website.
- Melissa was thanked for the impact of the "Cord Cutting" class from a student from West Virginia, Evan Fisher.
- Anne Malthaner from Stow Munroe Falls expressed thanks for the Best Creative Marketing Plan Workshop and offered to serve as the head of the PR/Marketing Network Group.

Fiscal Officer

Debbie presented a written report and financial reports for the month of August, 2018. She was unable to complete the September report as the office did not have access to the internet until Monday, October 15, two weeks past the promised install.

- The Letters of Intent were mailed out October 1, 2018. Seventeen libraries have already returned their Letters of Intent.
- 87% of the libraries have paid their dues.
- Leetonia Community Public Library joined as a Gold Member.
- The revenue is down by 3.5% compared to last year but Debbie feels that this can be attributed to the continued mail service problems experienced since moving. (Willoughby Library’s check had been returned, even though they had the appropriate address.)

Fund Balances 8/31/2018

Local	\$1,076,819.78
State	8,831.00
LSTA	4,961.00
Capital & Tech	2,930.42
Group Purchasing Fund	<u>52.82</u>
Total:	\$1,093,595.02

Aimee deChambeau moved, and Valerie Kocin seconded to approve the financial reports. The motion passed unanimously by roll call vote.

Executive Director

Betsy submitted a written report and also reported:

- Working with Licking County Library on Strategic Planning
- ALAO is interested in working with NEO on “Collaboration Connection.” This will also include SWON and the Central Library Consortium.
ALAO would also like to have someone sit on the Continuing Education Advisory Committee.
- Betsy will be talking with a representative from NOTSL (Northern Ohio Technical Services Librarians) to collaborate on continuing education for Technical Services.
- The librarians from Mongolia were interested in the educational background of librarians in the states, benefits, the Tech Lab and how regionals work. They were surprised at the benefits and salaries, as theirs are funded by the government and are much higher than ours.

Education and Events Coordinator

- Staff Day had 322 people in attendance. 24 Breakout sessions. Day went well.
- Jim Wilkins thanked Melissa for finding him a fill-in speaker at the last minute for their staff day.
- November 2, 2018 Managing Remotely Workshop will feature CCPL Presenters.
- A comparison chart was presented demonstrating that there were fewer programs and thus slightly lower attendance, however GEO members attendance greatly increased.

Research and Innovation Coordinator

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

- Brainstorming and Innovation Workshop will be held October 23, 2018 at Stow-Munroe Falls.

Board Officers Reports: None.

Committee Reports:

- The Bylaws/Policy Committee met earlier. James Tolbert will now be the chair of the Bylaws Committee as Jim Wilkins is now Board President. Corrections and clarifications were made to the Bylaws. Most are minor changes. Others that are more important are:
 - Board Member Responsibilities #9. The Board does not review and give final approval to all programs, projects and services, this will be redacted.
 - Duties of the Secretary 3. (c) To monitor the Bylaws annually for conformity with law and practice will be changed to a responsibility for the entire Board.
 - The reference to Board Advisory Committees was deleted.

The Committee recommended that the changes be made and the Bylaws posted for the membership to review for 30 days. A resolution for Board approval of the Bylaws will be brought in January after the requisite membership review.

New Business

- The Strategic Planning Retreat will take place Tuesday, November 20, 2018 from 10:30 am to 3:00 pm. The facilitator, Nancy Currie, will be sending questions for us to answer ahead of the retreat.
- RLS State Budget Request. Betsy volunteer to write the State Budget Request for the regionals and focused on the reality of the impact of the cut, and to request that the budget be made whole. Getting only 90% of the budget would cause all of the regionals to go into a downward spiral. Some of the regionals would probably have to close or severely reduce staff if another budget cut was made.
- NEO-RLS is decommissioning the Ellison Die Exchange but has posted a link to SEO's service on the website.
- The Loan Period for AR/VR Kits was discussed. The kits would include a PS4, VR Head Set, TV and 13-14 games. Most agreed that a month loan made the most sense.
- Staff Development Conference. The results of the Staff Day were discussed. A discussion about the future of the Staff Day and how it could be presented in 2019, including offering it on Friday, offering a two-day event. No decisions were made.
- Possible topics and locations of the 2019 Directors' Retreat were discussed, including ways of making it applicable to both Academic and Public Libraries, and a balance of networking and learning.
- Possible topics for Critical Conversations 2019 were discussed including poverty, mental health first aid.

Board Resolution 2019-16 William Rutger motioned and Beth Hatch seconded that the NEO-RLS Board resolve to authorize the following people to sign checks for NEORLS.

James Wilkins, President, NEO-RLS Board of Trustees

Kimberly Garrett, Vice President/President-Elect, NEO-RLS Board of Trustees
Laura Leonard, Secretary, NEO-RLS Board of Trustees
Elizabeth Lantz, Executive Director/Deputy Fiscal Officer, NEO-RLS
Deborah Blair, Fiscal Officer, NEO-RLS
All other individuals will be removed.

Adjourn James Tolbert moved and Kimberly Garrett seconded that the meeting be adjourned at 12:28 pm.

Upcoming Meetings.

FINANCE COMMITTEE

Tuesday, November 20, 2018 | **9:30 a.m.**

Hilton Garden Inn

8971 Wilcox Drive

Twinsburg, Ohio 44087

BOARD OF TRUSTEES MEETING

Tuesday, November 20, 2018 | **10:30 a.m. – 3:00 PM**

Hilton Garden Inn

8971 Wilcox Drive

Twinsburg, Ohio 44087

Jim Wilkins, President

Date

Laura Leonard, Secretary

Date