

## **Northeast Ohio Regional Library System**

### **Minutes of the Board Meeting held October 15, 2019**

#### **Call to Order**

President Kim Garrett called the meeting to order at 11:03 am.

#### **Roll Call**

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

#### **Approval of Agenda**

Michelle Alleman made the motion, seconded by Amy Switzer to approve the agenda as presented. Motion carried by voice vote.

#### **Appointment/Oaths/Elections**

##### **Appointments New Board Members:**

Chuck Vesei was appointed to replace Beth Hatch. His term will expire in 2021.

#### **Minutes**

Leslie Cade moved, and Tracee Murphy seconded that the minutes of the September 17, 2109 meeting be approved as corrected. The motion passed by unanimous voice vote.

#### **Correspondence**

Betsy received several pieces of correspondence thanking staff, especially programming and continuing education.

The incoming President of OELMA gave flowers to the staff regarding their help on the OELMA Conference.

Melissa received a thank you from Kinsman Library for serving as a judge in their Chili Cook-Off. Youngstown University Library was especially grateful for their staff training day.

#### **Fiscal Officer**

Debbie presented a written report and financial reports for the months of July and August

- 90 members have already paid their membership dues for 2019-2020. This is the best response we have had in recent years
- Letters of Intent have been sent out, and have received 26 back
- Dues were based on operating revenue and the State Library report does not break out Debt Revenue anymore, so Debbie will have to contact the libraries who are affected
- 26.50 hours were spent on OELMA business
- Revenue is up by 27%
- The report to the State Auditor was included in the packet

Fund Balances	8/31/2019
Local	\$1,126,029.18
State	7,755.50
LSTA	15,745.00
Capital/Tech	18,643.94
Group Purchase	<u>52.82</u>
	\$1,031,363.04

<u>OELMA</u>	<u>184,667.65</u>
	\$1,352,894.09

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

#### **Executive Director**

Betsy submitted a written report and also reported:

- Betsy has been working on Strategic Planning
- She did a 3-hour workshop for the Canal Fulton Library
- She met with Oberlin College Libraries' Management Team on Strategic Planning. She will be returning to Oberlin in November and again in January
- 66.25 hours of the last month was spent on OELMA
- The staff has had difficulty taking vacations due to the need to be out of the office. The office will be closed for a 4-day period in January and July. These tend to be slower months, when webinars will be held.

#### **Education and Events Coordinator (July-October)**

Melissa submitted a written report and Betsy highlighted:

- *What's New in Storytime* had over 40 attendees
- The Collection Management Network Group was well attended
- Melissa spent approximately 103.8 hours for OELMA from July 18-October 4, 2019
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#### **Research and Innovation Coordinator (July-October)**

Holly submitted a written report and Betsy highlighted:

- Holly has been doing Meyers Briggs, Brainstorming and Critical Thinking presentations at Staff Days
- Kits are still trending up
- For OELMA Holly spent 67.5 hours including work on website issues, and an awards webpage

#### **Board Officers Reports**

None

#### **By-Laws Committee**

Jim Wilkins reported that the committee met earlier in the day. Ideas will be brought to the Board at another meeting.

#### **Finance**

No Report

### **Ad Hoc Awards**

Michelle Alleman reported that the committee recommended keeping the Rising Star Award and adding a Shooting Star Award for staff with 10 plus years of experience. This new award would require measurable and sustainable impact by the award winner.

The Committee recommended that the Pat Carterette and Lifelong Friend of NEO-RLS Awards, only be given in years that the Board feel there are viable candidates that met the criteria. There was also an Advocate Award for legislature recommended. They also recommended that nominations could be accepted throughout the year, possibly online nominations that include a thorough form.

### **Ad Hoc Marketing**

Holly reported that the group was interested in what analytics NEO-RLS has as well as a discussion of print vs. online.

### **Current Business**

#### **2019 Membership Meeting and Appreciation Breakfast**

Betsy reported feedback. The only negative seemed to do with having people sit with their zones. They enjoyed the speaker and representatives from the other state agencies. There are also thoughts of having Betsy and Debbie's reports done via video. Chuck appreciated the academic content.

#### **Management of OELMA**

Betsy reported on the management of OELMA including a report that outlined work that had been done. She asked the Board to give her clear direction on how to proceed with the OELMA contract. The amount of time and contact required is overwhelming. She feels that the amount that the previous management company was requiring was probably appropriate.

Jim Wilkins moved and James Tolbert seconded that NEO-RLS should give 90 day notice to OELMA to discontinue the current contract. A roll call vote was taken and passed unanimously. Betsy will report to OELMA at the November 9 board meeting what NEO-RLS would be able to offer in the future.

#### **Salary Survey**

How to approach the salary survey is being discussed. There will be a meeting on November 6, 2019 to discuss the salary survey job descriptions and how to help align them for a survey. Staff from Rocky River, Geauga County and Warren-Trumbull will meet with Betsy and Debbie. The next HR/Fiscal Officer network meeting will hear what progress has been made and discuss costs. ERC-a salary survey company will possibly be attending the meeting as well. The cost of having an outside firm do the survey was discussed and how it would impact members. All agreed that a salary survey is something that would be very beneficial to all libraries.

#### **Director's Retreat**

Betsy asked for feedback on the Director's Retreat for 2020. There is concern about funds and the time involved in planning. Board members suggested alternating years with a one-day retreat that is director-driven and the traditional two-day with speakers etc.

Betsy will get back to the Board regarding the plan for 2020.

### **Upcoming Meetings**

Finance Committee meeting will be held on November 19, 2019 at Avon Lake Public Library 32649 Electric Blvd. Avon Lake, Ohio 44012 at 9:30 a.m.

Board of Trustees Meeting will be held after at 11:00 a.m. at the same location.

**Adjournment**

Jim Wilkins moved and William Rutger seconded that the meeting be adjourned at 12:38 pm. The motion carried unanimously.