

## Northeast Ohio Regional Library System

### Minutes of the Board Meeting held via Zoom Tuesday October 20, 2020

#### Call to Order

President William Rutger called the meeting to order at 11:02 am.

#### Roll Call

Board members present: Michelle Alleman, Leslie Cade, Kris Carroll, Kim Garrett, Andrea Legg, Laura Leonard, CJ Lynce, Melissa Mallinak, Melanie McGurr, Trent Ross, William Rutger, Amy Switzer, Chuck Vesei, Teanna Weeks. Absence (excused): Valerie Kocin. Also in attendance were Betsy Lantz, Debbie Blair, Melissa Lattanzi and Holly Klinger.

**Approval of the Agenda:** Kris Carroll moved, and Melissa Mallinak seconded that the agenda for the meeting be approved. The motion was approved by unanimous voice vote.

#### Minutes

- Leslie Cade moved, and Michelle Alleman seconded that the minutes of the September 15, 2020 meeting be approved. The motion passed by unanimous voice vote.

#### Correspondence

- Retiring Librarian Virginia Wright of Tuscarawas County Public Library, wrote that she included NEO-RLS Contact information for the new person in her role and sent her thanks and gratitude.

#### Fiscal Officer

Debbie presented a written report, the financial reports for the month of September 2020, as well as a verbal report.

- There is only \$795 outstanding in dues pending for the 2020-21 year.
- Revenue is down 5.5% in a September 2019 to September 2020 comparison. This will probably be the pattern for the next few months.
- A budget transfer of \$500 was made under the Fiscal Officer's level of control from workshops-meals and fees to all other services to cover the Adobe Connect Contract.

#### Fund Balances 9/30/2020

Local	\$ 1,118,491.96
State	3,875.50
LSTA	1,078.23
Capital/Tech	16,859.17
Group Purchase	<u>52.82</u>
	1,140,357.68

<u>OELMA</u>	<u>179,602.33</u>
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1,319,960.01

CJ Lynce moved, and Kim Garrett seconded to approve the financial reports. The motion passed unanimously by roll call vote.

### **Executive Director**

Betsy submitted a written report as well as a verbal report:

- Spoke with Amy DeChambeau from the University of Akron. She misses being on such a competent board.
- The OELMA Executive Committee was given the executive summary for the OELMA Board Evaluation Survey. A proposal was developed to have NEO-RLS act as a consultant to help the Executive Committee with Board Development and another proposal developed to return OELMA website work to NEO-RLS management.
- Betsy discussed the cancellation of the Racism program in which Federal employees were not allowed to lead “diversity” workshops per executive order. Additional workshops will be held by other agencies in the future.

### **Education and Events Coordinator**

Melissa submitted a written report and highlighted:

- 383 staff from 13 libraries are attending the staff week as of today.
- The Children’s Summer Reading Program Committee met.
- TAPAS learning increased in conjunction with Summer Reading Club.
- A writing course for libraries was proposed.

### **Research and Innovation Coordinator**

Holly submitted a written report and additionally reported:

- 160 webinars were converted. Dropbox requires webinars over an hour to be downloaded.
- There were nine programs in the Emerging Tech Symposium.
- Created a Q and A video for the Westlake Library and then delivered the equipment.
- Surveys show that virtual formatting is liked.

### **Board Officers Reports – No Reports**

#### **Committee Chairs**

- **Multi-type Libraries Committee:** The committee met to discuss what NEO-RLS can offer to non-traditional library settings; what we can do to encourage participation in all programs and to provide training on soft skills and networking opportunities. It was also suggested that membership discounts should be offered to the employees and volunteers of historical societies and genealogical societies.
- **Technology Committee:** Trent Ross reported on the need for a technology strategic plan for NEO-RLS including a tech replacement schedule and the suggestion to consider leasing of equipment; contingencies for emergencies; evaluation of tech sources. Discussions were also had about the technology infrastructure of NEO-RLS; evaluation of what libraries are looking for in emerging tech; and decided that if libraries only wanted to use specific pieces of a kit would the cost be the same.

- **Awards Committee:** Wendy Knapp selected the Rising and Shooting Stars; further discussion of what the awards will be and that the recognition of nominees be kept to two to three sentences. Future nominations will have word count limits on the nomination form itself. The group will promote and market the awards and nominations throughout the year. Cynthia Hirtzel, Friend and Patron of the Hubbard Public Library was selected for the Advocacy Award.
- **Finance Committee:** The committee met on October 20, 2020. There was a discussion regarding projected state funding and revenue projections for libraries and how that could affect NEO-RLS. Academic Libraries are already seeing cuts to their funding. The committee also discussed the addition of organizational discounts; the delay in sending Letters of Intent; a discussion of 2021-22 budget projects and office space. The Finance Committee recommended the passage of:

**BOARD RESOLUTION #2021-10**

Teanna Weeks moved and Leslie Cade seconded that the NEO-RLS Board resolves to approve a 50% discount for webinars and for half-day and full-day workshops (including on-line workshops) for current members and volunteers of CAR (Cleveland Archival Roundtable), and employees and volunteers of historical societies and genealogical societies effective November 1, 2020.

The motion passed unanimously by roll-call vote.

The Finance Committee also recommended the passage of:

**Board Resolution #2021-11**

Amy Switzer moved, and Andrea Legg seconded that:

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

Online Workshops (per person):	Free (Gold Members) \$25 (Silver Members) \$40 (Bronze Members) \$55 (Geographic Members)
Archived Online Workshops (per person)	Free (Gold Members) \$5 (Silver Members) \$10 (Bronze Members) \$30 (Geographic Members)

The motion passed unanimously by roll call vote.

**Current Business**

- Membership Meeting Update: OhioLink will be represented by Amy Pawlowski; Evan Struble will step in for Cindy Boyden. A Zoom Rehearsal will be held.
- Letters of Intent will be sent the week of October 26, 2020

## New Business

- Discussion regarding office space options. Some concern was voiced that while the virtual work is going well right now and productivity has not been affected, what if a staff member leaves and the team dynamic changes. Payroll taxes and a central location for copying etc. were also discussed. No action will be taken, and the soonest it would be looked at is at the end of the next fiscal year. The staff is doing due diligence.
- **Board Resolution #2021-12**  
Kim Garrett moved and Teanna Weeks seconded that:  
The Board resolves to appropriate LSTA carryover funds for \$7,489 from fund 216. The appropriations are outlined below.

### **Northeast Ohio Regional Library System Appropriations – October 20, 2020**

I. **PROJECT NAME:** NEO-RLS Fund 216 - LSTA Grant

The following is a request for appropriation from Fund 216:

R-5	\$6,854	X3720 Lecturers and Speakers
R-6	\$485	X3725 Workshop Meals & Fees
R-7	\$150	X3995 All Other Services

The motion passed unanimously by roll call vote.

## Upcoming Meetings:

### **MARKETING/PR COMMITTEE**

Monday, October 26, 2020 | 9:30 a.m.

<https://us02web.zoom.us/j/88180153084>

### **FINANCE COMMITTEE**

Tuesday, November 17, 2020 | 9:30 a.m.

<https://us02web.zoom.us/j/88009564156>

### **MEMBERSHIP AND APPRECIATION MEETING**

Tuesday, November 17, 2020 | 10:45 a.m. – 12:45 p.m.

<https://us02web.zoom.us/j/88009564156>

### **BYLAWS/POLICY COMMITTEE**

Tuesday, November 17, 2020 | 1:00 p.m.

<https://us02web.zoom.us/j/88009564156>

### **PERSONNEL COMMITTEE**

Tuesday, January 19, 2021 | 9:30 a.m.

<https://us02web.zoom.us/j/88278282014>

### **FULL BOARD MEETING**

Tuesday, January 19, 2021 | 11:00 a.m.

<https://us02web.zoom.us/j/88278282014>

## **ADJOURNMENT**

Michelle Alleman motioned, and Kim Garrett seconded that the meeting be adjourned at 12:16 pm. The motion passed unanimously by voice vote.