

## **Northeast Ohio Regional Library System**

### **Minutes of the Board Meeting held via Zoom Tuesday, September 15, 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, Valerie Kocin (arrived Andrea Legg, Laura Leonard, CJ Lynce (arrived 10:15 am)), Melissa Mallinak, Melanie McGurr, Trent Ross, William Rutger, Amy Switzer, Chuck Vesei, Teanna Weeks. Absent (excused): Kim Garrett  
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 including Board Resolution 2021-9 was added to the agenda as "Items too late for the agenda." The motion passed by unanimous voice vote.

#### **Minutes**

- Leslie Cade moved, and Chuck Vesei seconded that the minutes of the July 21, 2020 meeting be approved. The motion passed by unanimous voice vote.

#### **Correspondence**

- Thank you from Heather Miller, from the Ashland Public Library, to Betsy in appreciation for the effort of her and the NEO-RLS Team. She has been taking advantage of the on-line webinars.
- Thank you from Marisha Sullivan, Stark Library, congratulating NEO-RLS for the increase in number of archived webinar views and for keeping library staff informed.
- Margaret Simon from Shaker Heights Public Library sent her approval for the new look of the Annual Report.
- Jennifer Reynard from Cuyahoga Falls was unable to attend the Instructional Design webinar and appreciates that she will be able to view it as an archived event.
- Ana Torres of Youngstown State University sent appreciation for NEO-RLS' valuable support since they joined. They are grateful for the programming, conferences and network opportunities.

#### **Fiscal Officer**

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

- 87 Libraries have paid their dues without dropping their level of membership.
- Stark County District Library and Girard Free Library joined as Gold Members.
- Only \$1,325 is outstanding in dues payments.
- New vendors include Gaylord Archival and University Products for the discount program.
- The revenue is up by 24.5% compared to projections for 2020-21.
- The projected loss for 2020-21 will be updated from -\$97,279 to -\$34,686. This may be affected if NEO-RLS is not able to return to in-person events in 2021.
- The annual financial report to the State Auditor was included in the Board packet.

**Fund Balances 8/31/2020**

Local	\$ 1,138,732.90
State	12,667.00
LSTA	11,416.78
Capital/Tech	17,095.17
<u>Group Purchase</u>	<u>52.82</u>
	1,179,955.77

OELMA            176,319.67

1,356,275.34

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

**Executive Director**

Betsy submitted a written report and reported:

- Much of the last month was taken up by writing and submitting the budget for all four regionals to the State Librarian.
- The State Librarian indicated that she will be asking for full funding and Betsy prepared the budget as such.
- Sent Rising Star and Shooting Star nominations to Wendy Knapp for selection of award recipients.
- Assisted with dispersal of Book Discussion books.

**Education and Events Coordinator**

Melissa submitted a written report and highlighted:

- Worked with Holly on new Remo conference software which will be demonstrated at the end of the meeting. The software allows for table discussions. It will be used for the Membership Meeting.
- The August 20<sup>th</sup> Ditch *the Drama* program had 137 attendees.
- Average attendees for webinars is 38.
- *De-escalation and Productive Conversations: Working with Individuals Experiencing Mental Health Challenges in a Library Setting* with presenters Josh Berk and Kelly Berk (webinar) is part of the Customer Service Academy.

**Research and Innovation Coordinator**

Holly submitted a written report and reported:

- 170 attendees have attended the Emerging Tech Symposium for the three speakers they have had thus far. There are nineteen speakers in total.
- Holly will be demonstrating the Remo Conference software at the end of the meeting with Melissa.
- Assisted with Book Discussion book dispersal.

**Board Officers Reports – No Reports**

## Committee Chairs

By-Laws and Policy Committee: The committee met prior to the regular meeting and discussed the addition of a Code of Conduct for staff, presenters and attendees at NEO-RLS events. A draft policy for the recording of network meetings was accepted. The Committee determined that all webinars should be recorded and archived per normal procedure regardless of length. A resolution regarding the agreed upon changes will go before the Board in January. The next meeting is Tuesday, November 17 after the Membership Meeting.

## Current Business

- The Annual Report was reviewed. It has received many positive comments from members.
- The Membership Meeting will be held November 17, 2020 via Zoom. State Librarian Wendy Knapp will be the keynote. Erica Clay (INFOHIO); Michelle Francis (OLC); Don Yarman (OPLIN); Cindy Boyden (State Library-LSTA) and Nancy Kirkpatrick (OHIONET) have accepted invitations to speak. Amy Pawlowski of OhioLink had not responded at this date. Ideas were submitted for Roundtable Discussions.
- A virtual Staff Week will be held January 25-29 at no cost to Gold Members; \$10 for Silver Members and \$25 for Bronze Members. The week-long event, "*Positive, Proactive and Prepared*," will feature an opening Keynote speaker, a closing Keynote speaker and 7 breakout sessions. Network Group Meetings will also be held daily. Breakout sessions will cover a wide variety of topics aimed at all staff. More information is available via the website.

## New Business

- Critical Conversations 2021 is unlikely to happen.
- Letters of Intent format was shared with Board. Betsy mentioned that it might be best to send out the Letters of Intent later than usual due to unknown financial situations for Libraries. There will be a motion under Items too Late for the Agenda.
- Betsy updated the Board with information from the Regional Library Systems Directors' meeting in August.
  - The State Library will be teleworking through January 4<sup>th</sup>.
  - Wendy Knapp is willing to do virtual visits with directors in lieu of travel if directors would like.
  - Wendy Knapp inquired about Ohio libraries engagement with the Imagination Library. Several Board members shared that the cost was too high for the libraries to be partners.
- OELMA Annual Evaluation of NEO-RLS. Betsy had shared the evaluation via e-mail with all Board members. The evaluation was very positive and productive and OELMA would like to continue working in the same direction.
- **2020-2021 Bond Amounts Resolution 2021-8**

There were LSTA carryover funds granted to the Regionals of the amount of \$11,998. Chuck Vesei moved and Teanna Weeks seconded that: The Board hereby approves the use of fund 216 (LSTA Grant), to account for the LSTA carryover funds granted by the State Library of Ohio. The Board further resolves to appropriate \$11,998 from fund 216. Appropriations were as follows:

Northeast Ohio Regional Library System  
Appropriations – September 15, 2020  
I. PROJECT NAME: NEO-RLS Fund 216 - LSTA Grant  
The following is a request for appropriation from Fund 216:  
II. (A) (B) (C)

REF#	AMOUNT	Account
R-1	\$1,479	X3720 Lecturers and Speakers
R-2	\$4,564	X3725 Workshop Meals & Fees
R-3	\$360	X3995 All Other Services
R-4	\$5,595	X4970 Special Learning Kits

The motion passed unanimously by roll call vote

### Items too Late for the Agenda.

#### **RESOLUTION 2021-9**

CJ Lynce moved, and Trent Ross seconded that the Board approve delaying the mailing of the 2021-2022 Letters of Intent to a date to be determined following the October 20, 2020 scheduled Board meeting. The motion carried by voice vote.

### UPCOMING MEETINGS

#### **MULTI-TYPE LIBRARIES COMMITTEE**

Monday, September 21, 2020 | 9:30 a.m.  
Via Zoom  
<https://us02web.zoom.us/j/84222466900>

#### **TECHNOLOGY COMMITTEE**

Monday, September 28, 2020 | 9:30 a.m.  
Via Zoom  
<https://us02web.zoom.us/j/82502578701>

#### **AWARDS COMMITTEE**

Monday, October 5, 2020 | 9:30 a.m.  
Via Zoom  
<https://us02web.zoom.us/j/88582246233>

#### **FINANCE COMMITTEE**

Tuesday, October 20, 2020 | 9:30 a.m.  
Via Zoom  
<https://us02web.zoom.us/j/88009564156>

#### **BOARD OF TRUSTEES MEETING**

Tuesday, October 20, 2020 | 11:00 a.m.  
Via Zoom  
<https://us02web.zoom.us/j/88009564156>

**ADJOURNMENT**

Laura Leonard motioned, and Andrea Legg seconded that the meeting be adjourned at 12:19 pm. The motion passed unanimously by voice vote.

\_\_\_\_\_  
William Rutger, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Laura Leonard, Secretary

\_\_\_\_\_  
Date