

Northeast Ohio Regional Library System

Minutes of the Board Meeting held at the Twinsburg Public Library on September 21, 2021

Call to Order

President CJ Lynce called the meeting to order at 11:03 am.

Roll Call

Board members present: Michelle Alleman, Mariana Branch, Kris Carroll, Laura Leonard, Andrea Legg, CJ Lynce, Melissa Mallinak, Melanie McGurr, Trent Ross, William Rutger, Amy Switzer, Eric Taggart (11:16), Joy Walk, and Teanna Weeks. Absent: Leslie Cade

Also, in attendance were Betsy Lantz and Debbie Blair.

Approval of the Agenda: Teanna Weeks moved, and Michelle Alleman seconded that the agenda for the meeting be approved with the addition of a discussion about mask mandates and social distancing added under Items Too Late for the Agenda. The motion was approved by unanimous voice vote.

New Member Oath The following Board Member was sworn in, and oath notarized.
Melanie McGurr, Academic Library - Term expires June 30, 2024

Minutes

Mariana Branch moved, and Andrea Legg seconded that the minutes of the July 20, 2021, meeting be approved. The motion passed by unanimous voice vote.

Correspondence

- Holly's letter of resignation, last day August 27
- Gina Angle of ASCPL thankful for Diversity workshop
- Trinity Lescallett of Tiffin Seneca Public Library sent a letter of appreciation to NEO-RLS for their help
- Debbie Starcher, Branch Manager at Wayne County, voiced appreciation for online learning
- Aurora Martinez from Morley, glad to remain member of NEO-RLS
- Stark County Law Library has used several workshops since recently joining and applied tips learned that produced automatic results

Reports

Fiscal Officer

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

- The audit paperwork and annual financial report were submitted. The report is included in the packet.
- All membership dues are paid for 2021-2022.
- Processed the Emergency Connectivity funds applications for the Lorain Public Library System and Massillon Public Library.
- Revenue is up in all categories except for earnings.
- There was transfer of \$5,000 from Lecturers and Speakers to All Other Services in the Local Fund to cover the costs for the CODA additional programming.

Fund Balances 08/31/2021

Local	\$1,156,415.16
State	19,681.50
LSTA	2,228.00
Capital/Tech	14,818.21
Group Purchase	<u>52.82</u>
	1,193,195.69
<u>OELMA</u>	<u>190,663.68</u>
	\$1,383,859.37

Trent Ross moved, and Melissa Mallinak seconded to approve the financial reports. The motion passed unanimously by roll call vote.

Executive Director

Betsy submitted a written report with highlights to be discussed under Current and New Business.

Continuing Education Coordinator

Melissa submitted a written report and highlighted the success of the September 14th *Indoors, and Outdoors and Zoom! Oh My! Flexible Storytelling for the 21st Century* online workshop.

The average attendance for workshops in July-August was 35 in 2020 and 44 for 2021.

Continuing and Education Coordinator

Holly submitted a written report and highlighted her appreciation to the board for her time worked for NEO-RLS.

Board Officers Reports

President CJ Lynce explained the need for an Ad-Hoc Committee to be formed for the purpose of searching for a new Executive Director to replace Betsy Lantz upon her retirement in 2022.

Board Resolution #2022-10 William Rutger moved, and Kris Carroll seconded for the NEO-RLS Board to form an Ad Hoc Search Committee, comprised of the Board President, Vice President/President-Elect, Past President, Secretary, and Chair, Personnel Committee, to conduct a search for a new Executive Director. The Ad Hoc Committee will commence the search process effective upon approval. The resolution passed with a unanimous roll call vote.

Committee Chairs

Awards Committee: Michelle Alleman reported that there were no nominations for the Advocacy Award. Wendy Knapp is reviewing the applicants for Rising Star and Shooting Star. There will be a press release template for the nominees and winners. The committee also discussed additional marketing ideas.

Finance Committee: Teanna Weeks presented resolutions regarding the recension of reciprocal memberships, fee adjustments and enhanced membership accounts.

Board Resolution # 2022-11. The committee recommended that the NEO-RLS Board resolve to rescind the reciprocal memberships with the regional systems in Ohio and discontinue offering the Bronze Level Membership discount to their members. It was explained that the other regionals did not provide reciprocal memberships.

The resolution passed unanimously by roll call vote.

Board Resolution # 2022-12. The committee recommended that the NEO-RLS Board resolve to make the following additions to the fees for 2022-2023. All other fees will remain the same.

Job Ad Postings Free (Gold Members); Free (Silver Members); Free (Bronze Members); \$10 per posting (Geographic Members and Non-Members)

Critical Conversations Free (Gold Members); \$25 (Silver Members); \$37.50 (Bronze Members); \$50 (Geographic Members and Non-Members)

Emerging Tech Symposium Free (Gold Members); Virtual Only Free (Silver Members); Free (Bronze Members); \$25 (Geographic Members and Non-Members)

Emerging Tech Symposium Free (Gold Members); In-Person \$25 (Silver Members); \$37.50 (Bronze Members); \$50 (Geographic Members and Non-Members)

The resolution passed unanimously by roll call vote.

Board Resolution #2022-13. The committee recommended that the NEO-RLS Board resolve to make the following enhanced accounts available at an established annual cost. These enhanced accounts allow individuals access to continuing education programs at a fifty percent discount.

Retiree	\$25
Unemployed (For a maximum of 2 years)	\$25
Out of Region	\$55
Stepping Out Leave of Absence (For a maximum of 2 years)	\$55

After discussion and explanation of resolution, the resolution was amended to include the phrasing “off of geographic member pricing.” at the end of the second sentence and a change of the term “Stepping Out” to “Leave of Absence.” The motion passed unanimously by roll call vote.

Current Business

- **Salary Survey Update**
100 libraries were invoiced \$27,775 for the survey. Currently only \$4,125 remains unpaid.
- **Membership Meeting**
The membership meeting will be virtual. The keynote speaker is Nick Tanzi, a Library Tech consultant. He will discuss serving altered patron needs with technology.
- **OELMA** has decided to self-manage after the end of the NEO-RLS contract but is going to outsource the fiscal management and suggested NEO-RLS bid on it. Both the Board and Administration felt that this was not in NEO-RLS's best interest.

New Business

- **Information from RLS Directors Meeting:** The State Library has been directly involved in Statewide Delivery, including helping with sorting. Focusing on educating legislators in attempt to increase funding and working on release of excess LSTA funds to regionals.
- **Search for Continuing Education Coordinator:** There were 22 applicants for the position. Betsy hopes that a decision will be made by early October.

- **Strategic Plan:** A three- year strategic plan will be worked on at the October 19th meeting. Due to a change in Executive Directors, it will be reviewed after twelve months.
- **Letters of Intent for 2022-2023:** Letters will be sent out October 1, emphasizing NEO-RLS responsiveness to Covid needs and the addition of new voices.
- **Advisory Group Updates:** The Multi-Type Library group will be changing their name to the “Special Libraries Advisory Group.” Contact lists are being developed.

Items too Late for the Agenda

- **Mask Mandates and Social Distancing:** NEO-RLS will follow the mandates of the facility within which the meetings are held. For example, Twinsburg Public Library encourages visitors to wear masks, but does not mandate. Outside groups using their meeting rooms are able to make their own requirements.

BYLAWS/POLICY COMMITTEE MEETING

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

Hilton Garden Inn
8971 Wilcox Drive
Twinsburg, OH 44087

MEMBERSHIP MEETING

Tuesday, November 16, 2021. 9:00-11:00 am

Via Zoom <https://us02web.zoom.us/j/82741359107>

AD-HOC EXECUTIVE DIRECTOR SEARCH COMMITTEE MEETING

Tuesday, October 19, 2021 | 10:30 am.

FINANCE COMMITTEE MEETING

Wednesday, November 17, 2021. 10:00 am

Twinsburg Public Library
10050 Ravenna Road
Twinsburg, OH 44087

FULL BOARD MEETING AND STRATEGIC PLANNING

Tuesday, October 19, 2021 | 11:00 am –3:00 pm.

Hilton Garden Inn
8971 Wilcox Drive
Twinsburg, OH 44087

ADJOURNMENT

Teanna Weeks motioned, and Melanie McGurr seconded that the meeting be adjourned at 12:10 pm. The motion passed unanimously by voice vote.

CJ Lynce, President

Date

Laura Leonard, Secretary

Date