

Northeast Ohio Regional Library System

Minutes of the Special Board Meeting held Monday, August 5, 2019 at Milan Public Library

Call to Order

President Kim Garrett called the meeting to order at 10:07 a.m.

Present:

Board members present: Michelle Alleman, Kim Garrett, CJ Lynce, James Tolbert, William Rutger

Staff present: Betsy Lantz

Approval of Agenda

CJ Lynce made the motion, seconded by James Tolbert, to approve the agenda as presented. Motion carried by unanimous voice vote.

Discussion of Membership Meeting

Discussion began regarding the structure and organization of the upcoming Membership Meeting with the intention of increasing the role of the Board for the event.

Keeping with the current format, Betsy will present an organization update and Debbie will present a financial report.

-Discussion regarding the target audience of the membership meeting took place, as well as the need for contact hours for professional development. It was decided that mostly administrators and those making the decision to be a member are primarily the audience, which lessens the need for contact hours. Instead, the importance of networking and inviting more library organizations to participate should take priority.

Guest speakers to be invited by Board President, Kim Garret include:

-Evan Struble, State Library of Ohio. Evan oversees the regional library systems, and will be asked to provide an update as well as to present the Rising Star Award

-Don Yarman, Director of OPLIN

-Michelle Francis, Director of OLC

-Nancy Kirkpatrick, Director of OhioNET

-OELMA

-OCLC/OhioLINK

-Betsy reported that there is a speaker scheduled to present on Crisis Communication. If cancellation is possible, Holly Klingler will be asked to present instead. Kim Garrett complimented Holly on her speaking skills, and noted that having Holly speak will also serve to promote NEO-RLS program services.

-William Rutger inquired about past feedback from membership meetings, and Betsy replied that positive feedback has been received regarding the following elements: financial update, dues structure, new services and program, and reasons to become or remain a member.

-Betsy inquired about the continuation of honoring program presenters and board committee members. All present were in favor of continuing these elements, as they recognize those members who have helped to support the organization and will allow them to network with others in attendance.

-CJ Lynce recommended that when Board members are introduced, that they are also identified by which zone they represent. Kim Garrett recommended assigned seating for the event by zone. Kim also recommended that all Board members wear the same color – perhaps blue. All were in favor of these ideas.

-James Tolbert suggested inviting libraries who are potential members to the membership meeting, as well as subsidizing the cost of their attendance. If Holly presents instead of a contracted speaker, there will be funds available to subsidize these guests. All were in favor.

-William Rutger suggested inviting library trustees along with administrators in order to showcase the importance of NEO-RLS membership, provide a broader context of library organizations, and to allow for networking. All were in favor.

-Discussion of a Legislative Award ensued. CJ Lynce suggested Senator Dolan.

-Kim Garrett suggested Board Committee Chairs to each speak for a couple of minutes. William Rutger suggested that Betsy should describe the process of volunteering to serve on a committee so that members are aware of the ease of the process.

-James Tolbert suggested an element of member news, focusing on the impact of NEO-RLS on their libraries. Discussion continued of asking key members to speak about the organization and its services, including strategic planning services. William Rutger will make contact in Lorain County for those willing to make a testimonial during the meeting. Betsy will also compile a list of possible testimonials. Karla Aleman was suggested for being instrumental in the Academic Library Directors Network.

-James Tolbert suggested having items from the Tech Labs on display for members to peruse. Discussion continued regarding having tables for each of the organizations that will be participating, in addition to a table for NEO-RLS. Time will be allotted during the event to allow all present to network and visit the tables.

-Kim Garrett will create a video using photos and statistics from the Annual Report to play in the background during the meeting.

-Kim Garrett suggested creating "conversation starter" centerpieces that highlight different facts and services provided by NEO-RLS; for example, the 4 free consulting hours that come with a Gold Membership.

-Discussion continued regarding the Annual Report and Letters of Intent. A decision was made that the Annual Reports can be made available at NEO-RLS's table at the membership meeting for those interested. Physical packets will be given to potential member libraries who attend the event, as well as given to potential member libraries during Betsy's visits. All current members will be emailed the Annual Report and Letters of Intent.

-Betsy commended those present for assisting in planning a membership meeting that promises to be more exciting and relevant for administrators and those who plan to attend. Betsy will put together a draft agenda, to be sure all elements will fit into the time frame for the event.

Upcoming Meetings

2019 MEMBERSHIP MEETING AND APPRECIATION BREAKFAST

Tuesday, September 17, 2019, **8:30 a.m.**

Hilton Garden Inn
8971 Wilcox Drive
Twinsburg, Ohio 44087

FULL BOARD MEETING

Tuesday, September 17, 2019, **11:10 a.m. – 11:25 a.m.**

Hilton Garden Inn

BOARD COMMITTEE MEETINGS (Ad Hoc Awards, Ad Hoc Marketing, Finance)

Tuesday, September 17, 2019, **11:25 a.m. – 1:00 p.m. (with lunch)**
Hilton Garden Inn
8971 Wilcox Drive
Twinsburg, Ohio 44087

Adjournment

James Tolbert moved and William Rutger seconded that the meeting be adjourned at 11:19 a.m. The motion carried unanimously by voice vote.

Kim Garrett, President

Date

Laura Leonard, Secretary

Date