

Northeast Ohio Regional Library System

1580 Georgetown Road
Hudson, OH 44236

Minutes of the Board Meeting held January 16, 2018

Call to Order

President Jim Wilkins the meeting to order at 11:00 am.

Roll Call

Board members present: Michelle Alleman, Leslie Cade, Aimee DeChambeau, Kimberly Garrett, Beth Hatch, Cheryl Kuonen, Laura Leonard, Bill Martino, Chris May, Chuck Vesei, Jim Wilkins, Lorena Williams, Anita Woods, Joe Zapitello

Staff members present: Betsy Lantz, Debbie Blair, Melissa Lattanzi, Holly Klingler and Rachelle Perry

Approval of Agenda

Loren Williams made the motion, seconded by Anita Woods to approve the agenda as presented. Motion carried by voice vote.

Oath of Office for new Board Member

The following member took the oath of office for 2017-18:
Charles Vesei-Baldwin Wallace University

Approval of Minutes

Leslie Cade made a motion, seconded by Kim Garret to approve the minutes of the November 14, 2017 Minutes. Minutes were approved by a voice vote.

Correspondence

Betsy shared a thank you from Chris May for the work she and Melissa did on the Mansfield /Richland County Public Library's strategic plan.

Fiscal Officer

Debbie presented a written report and financial reports from November 15, 2017 through January 16, 2018.

- Portage County District Library and Stark County District Library joined beginning January 1, 2018.
- Audit is completed and a clean audit reported (included in packet.) Management letter made note that the audit was submitted a day late. This was due to previous notes being prepared by the auditor.
- Have received 64 letters of intent and new libraries joining for FY 2018-19: Bristol Public Library, Canal Fulton Public Library, Portage County District Library, Rocky River Public Library and Stark County District Library. Peninsula may also be joining.
- Overall revenue has increased by 30% compared to last year. Dues revenue has helped that.

Debbie reviewed the financial reports. The December fund balances including the prior year balances are as follows:

Local Fund	\$1,095,438.49
State Fund	427.00
LSTA Fund	4,999.00
Capital/Tech Fund	3,226.03
<u>Group Purchases</u>	<u>(307.18)</u>
Total	\$1,103,783.34

The State Auditor's report was also included in the Board packet.

Cheryl Kuonen and Aimee deChambeau seconded a motion to accept the financial reports. The motion passed unanimously by roll call vote.

Executive Director

Betsy submitted a written report. She has written several grants.

- Awarded \$3,536 LSTA Open grant for the 2018 Emerging Tech Symposium, "Thinking Outside the [Makerspace] Box." Betsy listed some of the speakers who will be presenting on June 5.
- Received an LSTA grant for the full cost of the speakers for the Director's Retreat which will feature a RIPL Regional by The Research Institute for Public Libraries and include a component for academic libraries - two days of looking at assessing community needs and analyzing data – to be held May 16 and 17.
- Submitted LSTA Open grant proposal for the 2018 Critical Conversations, "Tolerance is not enough: Libraries respond to Hate." Speakers will discuss hidden cultural biases on May 3.
- The State Library will be helping to promote all three events statewide.
- Began work on H.W. Wilson Library Staff Development Grant for 2018 NEO-RLS Staff Development Conference (formerly Staff Day).
- Completed strategic plan for University of Akron, University Libraries.
- Final stages of work on strategic plan for Cuyahoga Falls Library and Sandusky Library.

Education and Events Coordinator

- Melissa submitted a written report. She also reported that she has been working with libraries for strategic planning including Cuyahoga Falls Library.
- Working to get at least 6 months of Continuing Education scheduled and posted.
- Wednesday April 18, will be bringing back Ryan Dowd for a day long program on working with the homeless. It will be held on at the Akron-Summit County Public Library.

- In December over 150 circulation staff were trained. The next Day for Circulation Staff will begin May 23. Holmes County will host the event which will be more accessible for southern location libraries.
- Wednesday, June 13 “The Iron is HOT - Libraries as Innovative and Dynamic Community Catalysts.”
- A Safety Day for Everyone will be held in five different locations beginning in March at Twinsburg. Speaker Presenter: Travis Thompson CPSI, CSR – Director of Risk Management, Ohio Plan Risk Management, Inc.
- Assisting Libraries to plan staff days.

Youth Services Education and Events Coordinator

Rachelle submitted a written report.

- Summer Reading Club training will begin February 1 in Twinsburg with Teen Summer Reading.
- Children’s Summer Reading will take place on February 21.
- Webinar Classroom Management Techniques held February 8 already has 17 people registered.
- Early Literacy 101 will take place April 27, 2018. There are only 25 spots available.

Research and Innovation Coordinator

Holly submitted a written report

- Holly and Rachelle will both be presenting “Gadgets and Gizmos” for the third year on January 17. This will help librarians who are preparing for Teen Tech Week. 35 people are registered.
- STEAM Kits and the e-Programs continue to be very popular, including the Virtual Reality. Almost all of the kits have been booked through the end of March. Steam Kits have lesson plans. Since July the kits have generated \$770 in revenue. They are maintaining the equipment and making sure it is working. Apple passwords have been causing some glitches.
- The pilot Visual Identity Assessment is being conducted at Dover Public Library. Holly is establishing style guides, so that there is consistency in publicity.
- Working on new banner images for website.

Board Officers – No reports.

Committee Chairs

By-Laws and Polices Committee

Cheryl Kuonen reported that the Committee met in November. The committee is recommending changes. The Board will vote at the next meeting. Highlights for the By-Laws include:

- The term of office for the NEO-RLS President or Vice-President/President-Elect will be automatically extended as needed in order to not force already elected board officers to run when they have already obligated themselves to the office.

- There is a proposal to add a fourth zone in order to distribute representation more accurately. There will be 2 members from each zone and 3 at large seats. The number of Geographic Members, Special, Academic and School will remain the same.
- A notice of the recommendation of the By-Laws Committee's changes will be sent to the membership.

Highlights for the policy manual which will be presented at the next meeting include information:

- regarding depositing of public funds.
- a detailed calendar
- discussed weather policy and cancellations. Because region is so large, closings will be based on location of where meeting will be held.
- no more than seven board members can make up a committee.

Finance Committee

- Recommend that the dues remain at the current levels.
- Classroom kits will have more kits that have several pieces of the same technology. The kits can be kept for a month rather than a two- week time period, so the cost for the classroom kits will need to be higher. The recommendation is that the cost will be \$100 for member libraries and \$200 for geographic libraries
- The Finance Committee is looking at the necessary balance of the reserve fund.
- The committee is also looking at a travel fee for a Strategic Planning site visits.

The Finance Committee moves Board Resolution **#2018-18** which states The NEO-RLS Board resolves to make no changes to the membership dues for 2019 - 2020. The motion passed unanimously via a roll call vote.

The Finance Committee moves Board Resolution **#2018-19** which states: the NEO-RLS Board resolves to make the following additions to the fees for 2018 – 2019. All other fees will remain the same.

Classroom Kits \$100(Gold, Silver & Bronze)/\$200(Geo). The motion passed unanimously via a roll call vote.

Board President's report-reminded members to sign up for the Director's Retreat in May. Welcome to new member Vesei.

Current Business-none.

New Business

- **Rising Star Award Criteria** Betsy asked for recommendations for adding more Rising Star Award Criteria. Suggestions included adding name of programs they initiated, number attended, services, numbered offered etc. What impact it had on the community.
- **Discussion for workshop locations and use of Holmes County District Public Library** Betsy asked for board input on the attempts to spread training throughout region. The feeling was that offering multiple locations for special events is sufficient. As long as most programs take place within 20 miles of the NEO-RLS offices the board feels that it is sufficient that the staff not worry about "fairly" spreading out locations.
- **Staff Development Award idea** a discussion was held that it was appealing to some libraries, but finding the necessary qualifications might be difficult. Advised to pursue but not to make it a priority.

- **Participation in a research project** Betsy presented a request from a doctoral student interested in surveying library managers to study the effect of “too nice” managers. Most felt that it was appropriate for the student to contact them. It may result in managers receiving coaching from the university.
- **Continuing Education Brochure** Some libraries have requested a printed version. The Board advised that sending a PDF attachment should be sufficient.
- **LSTA Fund Resolution #2018-20** Lorena Williams moved and Aimee deChambeau seconded that the Board approve the creation of Fund 216 (LSTA Grant), to account for the LSTA funds granted by the State Library of Ohio. This grant will help fund Emerging Tech Symposium and the Directors’ Retreat in 2018. The motion resolution passed on a unanimous roll call vote.
- **2017-2018 Local Fund Budget Transfer** Leslie Cade moved and Michelle Alleman seconded to transfer from Contingency to Temporary Contract Labor and Software Support for the Local Fund. These funds will be used for graphic design projects and website upgrades. The motion passed on a unanimous roll call vote.

Items too Late for the Agenda (None)

Public Comments (None)

Upcoming Meetings Personnel Committee March 13, 2018 9:30 am Northeast Ohio Regional Library System offices.

Board of Trustees Meeting March 13, 2018 11:00 am Northeast Ohio Regional Library System offices.

Jim Wilkins, President

Date

Laura Leonard, Secretary

Date