

## **Northeast Ohio Regional Library System**

1580 Georgetown Road  
Hudson, OH 44236

### **Minutes of the Board Meeting held Tuesday, March 13, 2018**

#### **Call to Order**

President Jim Wilkins called 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, Chris May, Tracee Murphy, Chuck Vesei, Jim Wilkins, Lorena Williams, Anita Woods, Joe Zappitello

Staff members present: Betsy Lantz, Debbie Blair, Holly Klingler

#### **Approval of Agenda**

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

#### **Approval of Minutes**

Cheryl Kuonen made a motion, seconded by Aimee deChambeau to approve the minutes of the January 16, 2018 meeting. Minutes were approved by a voice vote.

#### **Correspondence**

Betsy shared a thank you from the Cuyahoga Falls Library to Holly Klingler, and a thank you from Kimberly Garret of the Kinsman Public Library to Melissa Lattanzi.

#### **Presentation**

Dr. Andrea Snell of the University of Akron presented an upcoming graduate research project that would involve the surveying of library employees. Her student is particularly interested in the unusual leadership styles found among librarians that include being open to empirical facts and a perception of trying to avoid confrontation. Library managers are seen as coachable. The Board agreed that they would give their "approval" and endorsement of the project to encourage participation. The project will be anonymous, and specific results will not be shared with managers, but general trends will be presented.

#### **Fiscal Officer**

Debbie presented a written report and financial reports from January 17-March 13, 2018.

- The YTD Continuing Education revenue is down 4% compared to last year, mainly due to the increase in Gold Members using the courses.
- Overall revenue has increased by 31% compared to last year. Dues revenue has helped that.
- Midwest Tape has been added to the Vendor Discount Program
- Rittenhouse Book Distributors added their R2 Digital Library database as part of the vendor discount offer.
- Letters of intent have been received from 13 Academic libraries; 3 School Libraries; 2 Special and 6 Public Libraries including new libraries Peninsula Library and Historical Society for 2018-2019 and Feb-June 2018.

- In negotiations with Hoopla to join the vendor discount program.

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

Local Fund	\$1,059,224.00
State Fund	6,574.50
LSTA Fund	13, 525.00
Capital/Tech Fund	2,930.42
Group Purchases	(678.37)
<b>Total</b>	<b>\$1,081,575.55</b>

Expenses for the month of February 2018 were \$44,841.82 and Revenue was \$11,422.19.

A budget transfer of \$2,500 from Workshop Meals and Fees to Travel-Conference to cover the cost of Melissa Lattanzi’s attendance at the Public Library Association Conference.

Leslie Cade moved 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.

- Betsy also obtained commitment from the same donors who provided this year’s intern to provide for one intern next fiscal year as well.
- Betsy shared with the directors of SERLS, SWON and Norweld that their libraries who are not members of NEO, are considered Bronze Members and will receive those discounts, and to share with their Boards NEO’s Strategic Planning and E-Rate filing services. Also that we are interested in sharing webinars with the other regionals at the member rate. The SERLS board was very open and enthusiastic about being able to share it with their membership. SWON will share it with their Board the week of March 11, 2018. Toni Whitney of NORWELD will not be sharing the Strategic Planning information as that is one of the main components of her recent hiring, but will be sharing the information regarding webinars and bronze membership.
- The previous was predicated by a request of the St. Clairsville Library to join NEO. Betsy has been contacted about coordinating Board Training with the St. Clairsville Library.
- A Pennsylvania Library director was interested in attending the Director’s Retreat, and Betsy is in contact with the regional director about offering Bronze Membership rates to the out of state libraries.
- The R2 digital product is a great savings for academic libraries. Chuck Vesei suggested that Betsy also contact OPAL.
- The website will be updated to allow non-member to see what the discount is, by clicking on vendor name and the logo will rotate. This may help non-members consider joining.
- School Libraries-their \$100 bronze membership fee would like be paid for by their use of the Follet discount.

**Education and Events Coordinator**

- Melissa submitted a written report. As she was not in attendance, Betsy Lantz gave her report.
- It was noted that there was a 53% increase in attendance for January and February 2017 compared to January and February 2018. A lot of this is due to Gold Members taking advantage of their discount.

- A reminder was given regarding the May 3<sup>rd</sup> Critical Conversations program which is for all staff.
- The Director's Retreat registration is going well. Hoping to encourage attendance from more academic libraries.
- The Emerging Tech program sign up is going well. They are looking for staff interested in contributing to a poster session.
- Working on June-December programming.

#### **Youth Services Education and Events Coordinator**

Rachelle submitted a written report.

- Betsy gave kudos to Rachelle and commented on how engaged, productive Rachelle has remained despite her position being eliminated.
- The Summer Reading Club workshop had over 100 people in attendance.
- Early Literacy has filled up again, so there will be another scheduled later in the year.

#### **Research and Innovation Coordinator**

Holly submitted a written report and reported that she was able to do two Meyers Briggs workshops at the New Supervisors Academy and OELMA. Myers Briggs help others to understand how we communicate.

- The Tech Lab traveled to Licking County, and has been asked to travel to the State Library of Indiana.

**Board Officers** – No reports.

#### **Committee Chairs**

##### **Bylaws and Policy Committee**

Cheryl Kuonen reported that the Committee met before the regular meeting. The Committee recommended that the Board approve the changes to the Administrative Policy Manual including 3.1.7 (The Reserve Fund) be aligned with the changes made by the Finance Committee. The policy will now read, "The Reserve Funds, which are part of the Local Cash Fund, are used to account for committed funds for the purpose of "going out of business." Board action has established that a designated amount (sic) by the Board will be kept in the Reserve Fund for this purpose.

The committee recommended that the NEO-RLS Board resolve to make the proposed changes to the 2018-2019 Administrative Policy Manual.

Changes will be effective July 1, 2018. **Board Resolution #2018-22 passed unanimously by roll call vote.**

The committee also recommended that the NEO-RLS Board resolve to make the proposed changes to the Bylaws which were made available to the membership for review during the period of January 16 - February 16, 2018. Changes will be effective July 1, 2018. **Board Resolution #2018-23 passed unanimously by roll call vote**

##### **Personnel Committee**

Lorena Williams commented that changes were made to the format of the Employee Handbook to keep it consistent. The committee recommended that *the NEO-RLS Board resolves to make the proposed changes to the updated Employee Handbook. Changes will be effective July 1, 2018. Board Resolution #2018-24 passed unanimously by voice vote.*

The personnel committee also forwarded 2018-2019 staff salary proposal from Betsy to the Finance Committee for consideration. The Finance Committee will meet in May.

## Finance Committee

Cheryl Kuonen moved and Tracee Murphy seconded the motion for the Board Resolution #2018-25 which will *make the following additions to the fees for 2018 – 2019. All other fees will remain the same. The addition of \$25.00 per site visit for Consulting Services. The motion passed unanimously by roll call vote.* Joe Zappitello recommended that if there were an increase in visits to Bronze members or members outside the geographic region that this be reconsidered.

**Board President**-no report.

## Current Business-

Betsy reported on the OhioNet/SLO/RLS Opioid Conference. Members of the committee met with Betsy and Melissa regarding the date that NEO-RLS will hold the conference. It will be held August 9, 2018 at the Hilton Garden Inn. The Hilton Garden Inn does not charge for the use of the space. The State Library and OhioNet are responsible for all of the planning. OhioNet/SLO are interested in speakers from our region. Sam Quinones will be the keynote speaker. Library directors or staff who have had first-hand experience with opioid issues in their library will be asked to speak. Michelle Alleman was recommended due to the issues at their library. Project Dawn will speak from the first responder aspect. Dr. Meghan Harper from the iSchool will be the closing speaker. The cost will be \$40 per person. NEO-RLS will have two staff members present and will help with marketing. Cheryl Kuonen mentioned that her library will begin distributing Deterra bags in Mentor with the help of a grant. Deterra bags deactivate prescription pain killers.

## New Business

- An additional meeting needs to be added in June in order to prepare budget and finalize other financial issues. October also needs to be added to accommodate grants. The Board agreed that this was acceptable and responsible.

***Aimee DeChambeau moved and Beth Hatch seconded to add two meeting dates to the Board Calendar, one in June and one in May. The motion passed unanimously.***

- The Lifelong Friend of NEO-RLS Award will be announced this year. Members are asked to think of a person who could be nominated and bring it to the May meeting.
- ***Cheryl Kuonen moved and Anita Woods seconded that The Rising Star Award will be presented to a library employee with no more than five years' experience in libraries who has already had an impact on Northeast Ohio Libraries.***
  - Nominations should include the following:
    - Nominee's name
    - Job Title
    - Library Affiliation
    - 500 words or less detailing the impact the nominee has made in the library or community. Nominations should include specific examples with quantitative data when possible (e.g. names of programs and/or services initiated and extent of impact such as attendance or number of persons served).
    - Selection of the recipient will be made by the State Librarian of Ohio with the award presented annually at the NEO-RLS Membership Meeting.

***Board Resolution #2018-26 passed unanimously.***

- Upcoming Board Elections (note this correction sent out via email after the meeting and differs from

the information provided at the meeting). The addition of the 4<sup>th</sup> Zone adds more complications to the elections. The elections will be done via Survey Monkey again.

- 2-New Zone 2 (Revenue of \$1,500,000-\$3,999,999) seats – all candidates will need to come from the field so to speak as there is no one currently on the Board eligible to run for Zone 2.
  - 1-New Zone 3 (Revenue of \$800,000-\$1,499,999) seat – Beth Hatch and Lorena Williams are both eligible to run for this seat
  - Academic seat – Aimee is eligible to run for this seat
  - For 2019-2020 there will be 3 At-Large seats available for candidates (Laura’s, Chris’, Chuck’s), 1 School seat available (Joe’s) and 1 New Zone 1 (Revenue of \$4,000,000 – up) seat available (Jim’s).
  - For 2020-2021 there will 2 New Zone 4 (Revenue of Up to \$799,999) seats available (Kim’s, Tracee’s), 1 Special seat available (Leslie’s), 1 New Zone 1 seat (Anita’s), 1 GEO seat (Bill’s), and 1 New Zone 3 seat (Michelle’s).
- Vendors at Membership Meeting. A discussion was had about having vendors as “associate” members who could advertise on website, act as sponsors, have tables at membership meetings. Perhaps charge “non-discount” vendors a fee of \$150.
  - Betsy suggested and the Board agreed that a future review of the offerings of Ohio Library Organizations be compared to make sure that efforts are not being duplicated.
  - ***Lorena Williams moved and Joe Zappitello seconded that The Board hereby approves to amend the 2017-2018 LSTA Grant Fund appropriations to account for funds awarded by the State Library of Ohio. These funds were awarded to help fund Critical Conversations in the amount of \$4,990. The appropriation amendments are outlined below. The motion passed unanimously by roll call vote.***

**Upcoming Meetings**

FINANCE COMMITTEE May 15, 2018, 9:30 a.m.  
1580 Georgetown Road, Hudson, OH 44236  
BOARD OF TRUSTEES MEETING May 15, 2018, 11:00 a.m.  
1580 Georgetown Road, Hudson, OH 44236

**Adjournment:**

***Joe Zappitello moved and Tracee Murphy seconded to adjourn at 12:53 pm***

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Jim Wilkins, President

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Date

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Laura Leonard, Secretary

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Date