

Northeast Ohio Regional Library System

1580 Georgetown Road
Hudson, OH 44236

Minutes of the Board Meeting held Tuesday, May 15, 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, Kimberly Garrett, Beth Hatch, Cheryl Kuonen, Laura Leonard, Chris May, Tracee Murphy, James Tolbert, Chuck Vesei, Jim Wilkins, Lorena Williams, Anita Woods. Absent Aimee deChambeau, Joe Zapitello.

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

Approval of Agenda

Chris May made the motion, seconded by Lorena Williams to approve the agenda as presented. Motion carried by voice vote.

Appointment and Oath of Office

James Tolbert of the Milan-Berlin Library District was appointed to fill the term of GEO Board member Bill Martino. James' term ends in 2020.

The Oath of Office was taken and duly notarized.

Approval of Minutes

Cheryl Kuonen made a motion, seconded by Leslie Cade to approve the minutes of the March 13, 2018 Minutes. Minutes were approved by a voice vote.

Correspondence

Betsy shared a thank you from Helena Richardson, Branch Manager of the Ashtabula Library for the Critical Conversations Conference; a thank you from Noreen McBride at East Palestine Memorial Public Library for sharing information on the Fraud Watch presentation by Terry Supancic. A thank you letter from Susan Yutzey of OELMA was also received mentioning Holly Klinger's presentation at the Leadership conference and to Betsy Lantz for helping them with a grant. Two emails were received from Patrick Manning of the ASCPL and Debbie Starcher from Wayne County about the Branch Manager Networking meeting.

Fiscal Officer

Debbie presented a written report and financial reports from March 14-May 15, 2018.

- The YTD Continuing Education revenue is down 9% compared to last year, mainly due to the increase in Gold Members using the courses.
- Overall revenue has increased by 27% compared to last year. Dues revenue has helped that.
- Brown Audio Service, OrangeBoy, Backstage Library Works and Gumdrop Books have been added to the Vendor Discount Program.
- \$140 was transferred from the Legal/Auditors Fee account to the Gas Service account, as there was an increase in gas usage due to the unusually cold winter.

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

Local Fund	\$1,017,901.54
State Fund	17,742.50
LSTA Fund	12,025.00
Capital/Tech Fund	2,930.42
Group Purchases	<u>(2,647.18)</u>
Total	\$1,047,952.28

Expenses for the month of April 2018 were \$32,839.14 and Revenue was \$40,398.16.

Debbie noted that most of the transactions are now primarily from the First National Bank account. Hopefully by June we will be able to close out the PNC account.

Cheryl Kuonen moved and Beth Hatch seconded a motion to accept the financial reports. The motion passed unanimously by roll call vote.

Executive Director

Betsy submitted a written report.

- Academic Library Directors Group started in April. Karla Aleman from Lorain County Community College is taking the lead on the project.
Several Academic Library Directors expressed gratitude to NEO-RLS for starting the group.
- Strategic Planning is taking place with Mentor, Sandusky and Warren. In 2019 NEO-RLs may be working with Dover, Ashtabula and the Lakewood Library.
- NEO-RLS did not receive the H.W. Wilson grant for staff day, so there will be a need to look for other funding.

Education and Events Coordinator

- Melissa submitted a written report.
- Critical Conversations on May 3 had 90 in attendance.
- July-December Programs are being planned.
- Melissa has also been assisting with focus groups for the Mentor Public Library's strategic plan.
- The Emerging Tech Symposium will be on June 5.
- A Day for Circ Staff will be held in Canfield and the Holmes County Library in May. These workshops include Andrew Sanderbeck.
Additional workshops will be held in November.
- Suggestions are being received for next year's Critical Conversations including one on the topic of poverty.
- Attendance has increased for Continuing Education by 24% at all membership levels.

Youth Services Education and Events Coordinator

Rachelle submitted a written report.

- The Interactive Storytelling Workshop featuring Lindsay Bonilla was funded by the Leigh and Mary Carter Family Foundation and was a very successful workshop. It may be a full day workshop in 2019.
- The Early Literacy 101 Workshop continues to reach full capacity and has a waiting list.

Research and Innovation Coordinator

- Holly submitted a written report and reported that she is working on the Emerging Tech Symposium. Several non-regional libraries are interested in the national speakers that will be presenting.
- Holly presented the Meyers Brigg 3.5-hour training at the OELMA Leadership Conference.
- Classroom kits are ready to be circulated. They will be beta-tested.

- The new emerging tech video series has a new format. The number of views in one week (300) is equal to what used to take a month to get.
- It was mentioned that the New Castle Pennsylvania Library is the one who is very interested in the NEO services and continuing education. Betsy is considering offering them a Bronze Membership.

Board Officers – No reports.

Committee Chairs

Finance Committee Anita Woods reported that the Committee met before the regular meeting.

- The Committee recommended that the Board approve a change in life insurance policies for the staff due to the large increase from the current company.
- The Health Insurance came back with a 6.5% increase, but there are 3 premium holidays.
- The Finance Committee is recommending a 3% increase for the staff.
- Revenue trends were demonstrated by Deborah and Anita via a Powerpoint. Over the last two years, revenue has been on an upward trend, after a decrease in 2015 and 2016. Revenue is projected to increase in 2018-19 via memberships.
- The Committee will recommend the budget to the Board in June, 2018.
- Deborah reviewed the cuts and additions to the budget.
- The video game circuit will be ending after 2018-2019.
- 2017-18 will end with an expected net loss of \$50,000. This is less than the \$74,000 projected. The loss of \$50,000 includes the \$20,000 cut from the state library.
- The Committee is going to recommend an increase to the Reserve Fund due to a realistic look at what it would cost to close out the regional if necessary.
- 2018-19 expected deficit is \$34,087. The hopes are that in 3 years we will have no deficit.
- The Finance Committee will meet quarterly. The next meeting will be in July 17, 2018.

Board Resolution 2018-28 –Reserve Fund Balance

The Finance Committee recommended that the NEO-RLS Board resolve to increase the Reserve Fund amount from \$60,000 to \$200,000.

The motion passed unanimously by voice vote.

Board Resolution 2018-29-Life Insurance Change

The Finance Committee recommended that the NEO-RLS Board resolve to change the staff life insurance carrier to Consumers Life through the Stark County Schools Council of Government's plan, as the current provider's premiums are increasing by over 130%.

The motion passed unanimously by voice vote.

Board President-no report.

Current Business-

- Lifelong Friend of NEO-RLS award nominees were discussed. A vote will be held at the June meeting.

New Business

- Nominees for the Pat Carterette Award were made by the NEO-RLS staff. Cheryl Kuonen moved and Laura Leonard seconded to accept the staff's nomination. A voice vote was held and the motion

passed unanimously. The winner will be announced at the Fall Membership Meeting.

- NEO-RLS must engage in Strategic Planning in the Fall. The Board asked Betsy Lantz to seek an outside facilitator to lead the process.
- An opportunity to manage another organization's membership was discussed. No decisions were made.
- After the next meeting there will be an end of the year luncheon. Board members will pay for their own lunch.
- A review of the Book Discussion sets was held as the amount of staff time involved is high for the amount of libraries using the service. The amount of time tracking down the location of the books as they move from library to library is very problematic. The idea was suggested by Deborah Blair to extend the loan period. The eleven libraries using the service were not open to this solution. The service is not budget neutral. Several suggestions were made including a database of book discussion titles similar to the Ellison Die circuit. The Finance Committee will pursue the costs of this service at their committee meeting.
- Staff Day is another non-budget neutral activity, and the Board suggested several options. No decision was arrived at.
- Quantity of Programs. Betsy discussed the large number of programs that are offered. The Board agreed that the number of programs was excellent, and any reduction would affect the membership and the positive momentum of the organization.
- The Board agreed Return on Investment for Libraries is something that should be presented on request.

Adjournment

- Anita Woods moved and James Tolbert seconded that the meeting be adjourned at 12:53 pm. The motion was unanimously approved.

Upcoming Meetings

BOARD OF TRUSTEES MEETING June 19, 2018, 11:00 a.m.
1580 Georgetown Road, Hudson, OH 44236

Jim Wilkins, President

Date

Laura Leonard, Secretary

Date