

Northeast Ohio Regional Library System

1580 Georgetown Road

Hudson, OH 44236

Minutes of the Board Meeting held July 18, 2017

Call to Order

President Cheryl Kuonen called the meeting to order at 9:10 am.

Roll Call

Board members present: Michelle Alleman, Leslie Cade, Nancy Currie, Amiee deChambeau, Kimberly Garrett, Cheryl Kuonen, Laura Leonard, Bill Martino, Chris May, Jim Wilkins, Lorena Williams, Anita Woods, Linda Yanko and Joe Zappitello.

Board members absent: Tracee Murphy.

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

Guests: Jane Carle, Director at Kirtland Public Library.

Approval of Agenda

Lorena Williams made the motion, seconded by Anita Woods to approve the agenda as presented.

Motion carried by voice vote.

Elections/Appointments/Oaths

The following newly elected or appointed Board Members took the oath of office:

- Michelle Alleman – Zone 2 – Term expires 2020
- Leslie Cade - Special – Term expires 2020
- Aimee DeChambeau (appointed May 2017) - Academic – Term expires 2018
- Kim Garrett – Zone 3 – Term expires 2020
- Laura Leonard (appointed May 2017) – At Large – Term expires 2019
- Bill Martino – Geographic – Term expires 2020
- Chris May (appointed May 2017) – Zone 1 – Term expires 2019

Election of Officers

Lorena Williams, chair of the Nominating Committee, presented the proposed slate of officers as follows:

- Vice President/President Elect – Anita Woods
- Secretary – Nancy Currie

President Kuonen asked if there were any nominations from the floor. Given none, she declared these the new officers for 2017-18.

The following officers took the oath of office for 2017-18:

- President – Jim Wilkins
- Vice President/President-Elect – Anita Woods
- Secretary – Nancy Currie

Cheryl Kuonen turned the meeting over to President Jim Wilkins.

Jim Wilkins made presentations of appreciation to Cheryl Kuonen for service as Board President and to Jane Carle for service as Secretary for 7 years.

Appointment of NEO-RLS Staff

Laura Leonard made a motion, seconded by Cheryl Kuonen to appoint Elizabeth Lantz as Executive Director/Deputy Fiscal Officer and Deborah Blair as Fiscal Officer for 2017-2018 per Resolution 2018-1 at the salaries stated therein. All present voted yes.

Debbie Blair took the oath of office for Fiscal Officer and Betsy Lantz took the oath for Deputy Fiscal Officer.

Approval of Minutes

Laura Leonard made a motion, seconded by Cheryl Kuonen to approve the minutes as presented. Minutes were approved by a voice vote.

Correspondence

Betsy shared several pieces of correspondence:

- Thank you to the Board for condolences from Deb Blair
- Thank you to Holly Klingler from Kirtland Public Library praising several programs she presented for them this month
- Letter of thanks from Rocky River Public Library for Holly's participation in their staff day
- Letter of resignation from the NEO Board from Sheba Marcus-Bey (East Cleveland Public Library) citing competing work demands
- Letter from Cara Coe of Geauga County Public Library thanking NEO for the valuable ALICE training
- Letter from Michelle Millett, Director of John Carroll University Libraries, expressing pleasure at being a new NEO dues-paying member and her anticipation of NEO activities.

Cheryl Kuonen made and Lorena Williams seconded a motion to accept Sheba Marcus-Bey's resignation with regret and thank her for her work on the NEO Board. Motion carried.

Reports

Financial Reports

Debbie presented a written report and financial reports from May and June 2017. She reported that NEO ended the fiscal year with a loss of \$70,720.57, less than the projected amount by \$17,512.43 and down significantly from the previous fiscal year's deficit of \$102,700. Deb credits the diligence of the entire staff with spending and purchasing choices for making this possible while still accomplishing a lot of things this year. Dues revenue was on target, consulting revenue was ahead of goals by over \$10,000, circuits and earnings on investments were higher than anticipated and continuing education revenues were up over \$5,000 from the previous year.

Joe Zappitello asked how large the increase in health insurance costs is expected to be in the coming year. Deb anticipates an increase of 2.5-3.5% with 2 rate holidays.

Deb reviewed the financial reports and explained the presence of several voided checks as she cleared outstanding checks to close the books at the end of June. Deb also shared information on year-end transfers in May and June, all within the fiscal officer's level of control.

Laura Leonard made and Anita Woods seconded a motion to accept the financial reports. The motion passed unanimously by roll call vote.

Executive Director

Betsy submitted a written report and thanked the Board for the positive feedback on her annual review and the staff for their efforts at budget restraint which have pushed NEO ahead of its deficit reduction plan. Unfortunately, NEO will receive a cut of \$20,000 in its State Library funds in the new State budget which will require some changes to the deficit reduction plan. Betsy reports the other regional systems are looking at staff cuts to compensate for the reduction, but she is not considering staff cuts at NEO.

The new NEO website went live on June 26, 2017 and has generated good feedback from members, the other regionals and SLO. Betsy reported Vieth Consulting was excellent to work with on this project, as well as very cost effective. The Board expressed praise for the new site and gratitude to all the staff for the amount of work that made this possible.

While in Columbus recently, Betsy and State Librarian Beverly Cain discussed a couple of SLO projects. Beverly would like NEO to help develop a Support Staff Academy for library staff. She also proposed the possibility that other regionals contract with NEO for fiscal officer services as one way to bridge the reduced funding.

Betsy shared a new strategic planning brochure with board members. The updated process and deliverables reflect a lot of thought and discussion with members, especially incorporating feedback from libraries that used NEO's planning services in the past. State Library provides a free planning service for up to 6 libraries each year and currently has a waiting list. Missy Lodge from SLO has spoken with Betsy about referring libraries to NEO who do not want to wait for planning services. Missy was also pleased to see NEO offers e-rate filing services and would like to refer libraries for this.

Kent State University's newly branded iSchool is forming an advisory board composed of high level representatives from many Ohio library-associated agencies. Betsy has been asked to serve on this Board by Director Kendra Albright. They are interested in feedback from libraries, especially those who have hosted recent interns and graduates, about what the KSU program needs to include.

Education and Events Coordinator

Melissa submitted a written report. She also reported the recent directors' retreat was well-received with over 30 attendees, including 4 academic libraries. Feedback has been very positive. Overall, more than 160 people attended the 4 ALICE training sessions. Several libraries have also requested to have the program in their libraries with the same trainers.

There will be no NEO Staff Day this year. KSU was not available as a location and, after further research, NEO determined libraries do not feel a compelling need for the Staff Day this year. Given the amount of time this program takes to put together and the financial loss it causes NEO, Melissa and Betsy decided to focus on promoting planning for individual and regional library staff days instead.

Melissa distributed a chart comparing attendance at NEO training from January through June this year and last. Attendance is up across all membership categories and over 40% overall. The Board expressed their appreciation of Melissa's hard work and creativity that leads to this success.

Melissa thanked the Board for supporting her attendance at the recent ALA conference. She found several great speakers NEO will be able to use in future programs and webinars.

Youth Services Education and Events Coordinator

Rachelle submitted a written report. Betsy elaborated on her behalf that Rachelle has been busy ordering and entering the new book discussion titles. At the request of the committee, she is trying five new Mystery titles this year to support mystery book discussions.

Holly reported she is working with Rachelle on the August program Full STEAM Ahead. There are more than 50 signups for this program already.

Research and Innovation Coordinator

Holly submitted a written report and shared with the board that the STEAM Kits and the e-Programs have been very popular already (77 circulations to over 16 libraries in under four months). The response is "Wow!"

Tech Labs have also been very popular this year, especially the e-Health Tech Lab which accounts for over 20% of the visits.

Board Officers – No reports.

Committee Chairs

Personnel Committee

Cheryl Kuonen moved and Anita Woods seconded a motion to move into Executive Session to discuss Personnel and Compensation issues. All present voted yes on a roll call vote. The Board went into Executive Session at 9:55 am and all others in attendance left the room.

The Board came back into Regular Session at 10:08 am.

Cheryl Kuonen moved with a second by Laura Leonard that as a show of gratitude for the hard work of the NEO staff and their choices to forego financial compensation for the sake of the organization, the NEO Office will close on the Wednesday before Thanksgiving in 2017 and all staff will receive an additional paid day off for this day. All present voted yes.

Board President

Anita Woods moved and Aimee deChambeau seconded a motion to accept the 2017-18 Board Calendar as presented. All present voted yes.

Betsy reported the new Board roster would be sent by email. She thanked Board members for making their cell phone numbers available in case of an emergency or last minute change in meeting plans.

Jim Wilkins circulated Committee Descriptions and a sign-up sheet. All Board members should serve on at least one committee.

Current Business - None

New Business

Board Orientation

Betsy and Debbie presented a Board Orientation covering Policy and Operations, Financial and Budget Review and Ohio Ethics Law. The presentation was valuable to all board members, old and new. Several board members commented on plans to work from this on a new orientation for their library boards.

Bonds

Cheryl Kuonen moved and Anita Woods seconded a motion to approve Resolution 2018-2:

The NEO Board hereby resolves to continue the errors and omissions insurance policy for \$300,000 and set the 2017-2018 bond amounts as follows:

Elizabeth Lantz Executive Director/Deputy Fiscal Officer \$100,000
Deborah Blair Fiscal Officer \$100,000
Blanket \$ 5,000

All present voted yes on a roll call vote.

Authorization to Pay Bills

Linda Yanko moved to approve Resolution 2018-3 with a second by Joe Zappitello.

Board Resolution #2018-3

The Board hereby authorizes the NEO-RLS Fiscal Officer, Deborah Blair, and/or Deputy Fiscal Officer, Elizabeth Lantz, to pay bills for the 2017-2018 fiscal year in accordance with the appropriations as approved. The Board hereby further authorizes the payments in the form of electronic funds transfers for the following vendors:

- Ohio Edison (electric)
- Dominion Gas (natural gas)
- MT Business Technologies, Inc. (copier maintenance)
- Great America Financial Services (copier lease)
- Ohio Public Employees (deferred compensation)
- R.I.T.A. (city taxes)
- Internal Revenue Service (federal taxes)
- US Bank (credit cards)
- Public Employees – OPERS
- Kanawha Insurance Company (life insurance)
- BluePay (online payment processing)
- Bureau of Workers' Compensation
- Ohio Dept of Job & Family Services (unemployment)
- Treasurer of State/Ohio (state taxes)
- CNA Surety (bonds)
- State Auto Insurance Companies (property insurance)

All present voted yes on a roll call vote.

Petty Cash

Kimberly Garrett motioned with a second from Chris May for the approval of Resolution 2018-4 setting the petty cash fund for 2017-18 to \$150. All present voted yes on a roll call vote.

Surplus Items

Anita Woods moved with a second from Michelle Alleman to accept Board Resolution #2018-5:

The NEO-RLS Board resolves to allow the Executive Director or Fiscal Officer to declare items (supplies, equipment, books, etc.) that are no longer needed, no longer serviceable, etc. surplus during the course of FY 2017-2018. Surplus property may be sold or donated to another library or agency. Items deemed to be in such poor condition that they are not considered usable may be discarded. Notification of surplus items will be posted to NEORLS members as deemed appropriate by the Executive Director and Fiscal Officer.

All present voted yes.

Check Signers

Aimee deChambeau made a motion seconded by Leslie Cade authorizing the following check signers on NEO-RLS accounts per Resolution 2018-6:

The NEO-RLS Board resolves to authorize the following people to sign checks for NEORLS.

Jim Wilkins, President, NEO-RLS Board of Trustees
Anita Woods, Vice President/President Elect, NEO-RLS Board of Trustees
Laura Leonard, NEO-RLS Board of Trustees
Elizabeth Lantz, Executive Director/Deputy Fiscal Officer, NEO-RLS
Deborah Blair, Fiscal Officer, NEO-RLS
All other individuals will be removed.

The resolution was approved on a vote of all present.

State Contract Approval

Lorena Williams moved with a second from Chris May to accept Board Resolution 2018-7 accepting the contract from the State Library of Ohio for funding at \$125,000.00. The Board further authorizes to amend the appropriations for the State Fund (202) from \$145,617.25 to \$125,000 for personnel expenses. All present voted yes on a roll call vote.

Recognition of Service

Laura Leonard made a motion seconded by Cheryl Kuonen to recognize the service of Rose Guerrieri as an NEO Board member from 2009 to 2017 per Resolution 2018-8 as follows:

It is with much appreciation that the Board recognizes Rose Guerrieri for her dedicated service to the NEO-RLS Board of Trustees for 2009-2017.

WHEREAS she has shared valuable insight that has helped the regional to better serve our libraries, has advocated tirelessly for the value of the regional to the broader library community and;

WHEREAS she has served the regional in the following capacities during her tenure:

2009-2010 Chair, Technology Advisory Committee; Strategic Planning Committee

2011-2012 Chair, CE Advisory Committee; Technology/Web Advisory Committee

2012-2013 Bylaws/Policy Committee; Strategic Planning Committee; CE Advisory Committee; Technology/Web Advisory Committee

2013-2014 Bylaws/Policy Committee

2014-2015 Bylaws/Policy Committee

2015-2016 Nominating Committee

2016-2017 Nominating Committee

NOW, THEREFORE BE IT RESOLVED that the members of the NEO-RLS Board of Trustees do hereby acknowledge and thank Rose Guerrieri for her significant contributions to the Regional and the library community and wish her the best in her future.

The resolution was approved on a vote of all present.

Anita Woods made a motion seconded by Aimee deChambeau to recognize the service of Sheba Marcus-Bey as an NEO Board member from 2011 to 2017 per Resolution 2018-9 as follows:

It is with much appreciation that the Board recognizes Sheba Marcus-Bey for her dedicated service to the NEO-RLS Board of Trustees for 2011-2017.

WHEREAS she has shared valuable insight that has helped the regional to better serve our libraries, has advocated tirelessly for the value of the regional to the broader library community and;

WHEREAS she has served the regional in the following capacities during her tenure:

2011-2012 Chair, Legislative Committee; Bylaws/Policy Committee; Strategic

Planning Committee

2012-2013 Vice President/President Elect of the Board; Chair, Finance Committee; Legislative Committee; Strategic Planning Committee

2013-2014 President of the Board

2014-2015 Nominating Committee; Personnel Committee; Bylaws/Policy Committee

2015-2016 Chair, Nominating Committee; Personnel Committee

2016-2017 Finance Committee

NOW, THEREFORE BE IT RESOLVED that the members of the NEO-RLS Board of Trustees do hereby acknowledge and thank Sheba Marcus-Bey for her significant contributions to the Regional and the library community and wish her the best in her future.

The resolution was approved on a vote of all present.

Carterette Award

Betsy provided background on the Carterette and Lifelong Friend Awards given by NEO-RLS and discussed the need for better clarified standards and procedures. Resolution 2018-10 describes factors in choosing a designee for the Carterette Award. The Board discussed whether Board members should be exempted from this award and determined this is not necessary as it is rare to have a Board member who also provides extensive continuing education service during the same year. Therefore, Laura Leonard made a motion, seconded by Michelle Alleman to approve Resolution 2018-10 describing the Carterette Award as follows:

The Carterette Award will be presented in recognition of an individual who has significantly assisted NEO-RLS, at no cost, in providing library staff training and development in the Northeast Ohio region during the past fiscal year.

Nominations will be made by NEO-RLS staff and will take into account the following:

1. Time contributed
2. Content relevance and need
3. Regional impact

Selection of the recipient will be made by the Board of Trustees with the award presented annually at the NEO-RLS Membership Meeting.

The resolution was approved on a vote of all present.

Based on these criteria, the Board reviewed a list of current nominations for the award. Cheryl Kuonen made a motion with a second from Laura Leonard that while all the nominees have made significant contributions to NEO-RLS staff training and development efforts, Reginald "Reggie" Rudolph, Assistant Lending Supervisor, Cleveland Public Library be designated this year's NEO-RLS Carterette Award recipient. Reggie presented "*Dealing with Difficult Patrons*" for all three *Day for Circ Staff* and assisted Melissa Lattanzi in the facilitation of a roundtable discussion, as well as promoting the event to Cleveland Public Library staff. He served actively on the Continuing Education Advisory Group. The motion was approved unanimously.

Lifelong Friend Award

Upon further discussion, the Board determined that current Board members should not be eligible for the Lifelong Friend of NEO-RLS Award because it is based on advocacy and service to NEO which is expected of all Board members. Discussion also led to a general consensus that the award would be given as deserving recipients became apparent, which could be less than annually. Therefore Cheryl Kuonen made a motion seconded by Laura Leonard to accept Resolution 2018-11 as amended to

exclude current Board members as eligible recipients and to strike the word annual in the description. The resolution was approved on a vote of all present.

Board Resolution #2018-11 (Amended)

The Lifelong Friend of NEO-RLS Award will be presented in recognition of an individual who has significantly supported NEO-RLS over time through their service, membership, passion and advocacy. *The individual will not be a current member of the NEO Board of Trustees.* Nominations will be made by the Board of Trustees and staff and will take into account the following:

1. Service contributed
2. Membership status
3. Advocacy

Selection of the recipient will be made by the Board of Trustees with the award presented ~~annually~~ at the NEO-RLS Membership Meeting.

Laura Leonard made a motion seconded by Nancy Currie to nominate Felton Thomas, Jr., Executive Director and CEO of Cleveland Public Library as a Lifelong Friend of NEO-RLS. Felton has supported NEO-RLS and encouraged the active involvement and participation of his staff in NEO activities and continuing education opportunities. Felton also participates and spoke at NEO's anniversary celebrating the value and importance of the regional library system.

The motion was approved unanimously.

Items Too Late For the Agenda

Betsy provided news on several items for the Membership Breakfast on September 19:

- Recognition for the libraries who participated in the test runs of LSTA grant kits.
- Announcing the new Dues structure for next year will be based on revenue, not FTEs.
- Beverly Cain will be speaking at the Membership Breakfast.
- Holly Klingler will give a new body language presentation.

Please encourage your staff to attend. This is open to all library staff.

The September Board meeting will be after the Membership Meeting at the Hilton Garden Inn.

Anita Woods moved to adjourn at 11:40am.

Respectfully Submitted,

Nancy Currie, Secretary

Jim Wilkins, President

Date

Laura Leonard, Secretary

Date