

## **Northeast Ohio Regional Library System**

1580 Georgetown Road  
Hudson, OH 44236

### **Minutes of the Board Meeting held September 19, 2017**

#### **Call to Order**

President Jim Wilkins called the meeting to order at 11:10 am.

#### **Roll Call**

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

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

Guests: Grace Reichard

#### **Approval of Agenda**

Cheryl Kuonen made the motion, seconded by Chris May 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:

- 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
- Chris May (appointed May 2017) – Zone 1 – Term expires 2019
- Michelle Alleman - Zone 2-Term Expires 2020
- Tracee Murphy - Zone 3-Term Expires 2020

#### **Election of Officers**

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

- Secretary – Laura Leonard

President Wilkins asked if there were any nominations from the floor. Given none, he declared this new officer for 2017-18.

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

- President – Jim Wilkins
- Vice President/President-Elect – Anita Woods
- Secretary – Laura Leonard

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

- Deputy Fiscal Officer – Betsy Lantz
- Fiscal Officer – Debbie Blair

## **Approval of Minutes**

Kimberly Garrett made a motion, seconded by Lorena Williams to approve the minutes with corrections. Michelle Alleman was not included in the list of those newly elected or appointed Board members who took an oath of office at the July 18<sup>th</sup> meeting. Minutes were approved by a voice vote.

## **Correspondence**

Betsy shared several pieces of correspondence:

- Thank you to the Board for the parting gift from Jane Carle.
- Thank you from Director of Teaching Learning and Curriculum Studies at Kent State University for NEO \$250 contribution to the Virginia Hamilton Conference.
- Thank you to Betsy Lantz and Melissa Lattanzi from Cheryl Kuonen of the Mentor Library for their teambuilding exercises.
- Letter from Toastmasters International to Betsy Lantz advising her that Melissa Lattanzi has received the recognition of Toastmasters' Advanced Leader Bronze. Melissa is also the president of Toastmasters of Solon.
- Letter from Aimee Adams to Holly Klinger for the ability to borrow the Virtual Reality Kit.
- Letter of resignation from the NEO Board from Nancy Currie effective October 31, 2017 due to her retirement.
- Letter of resignation from the NEO Board from Linda Yanko effective November 1, 2017 due to her retirement.
- Letter from Leigh Carter which included the gift of \$22,111.98 from the Leigh and Mary Carter Family Foundation. The Foundation asked for a letter stating that no goods or services were given in exchange for this donation and that the Northeast Ohio Regional Library System is part of a government agency. Both Jim Wilkins and Betsy Lantz will send a thank you.

Cheryl Kuonen made and Lorena Williams seconded a motion to accept the gift from the Leigh and Mary Carter Family Foundation. Motion carried.

## **Reports**

### **Fiscal Officer**

Debbie presented a written report and financial reports from July and August 2017.

- Letters of Intent are being prepared to be mailed October 2.
- Training was scheduled for fiscal officers on records retention and Ohio Sunshine Laws for November and OPERS training in December.
- Cuyahoga Falls Library upgraded their membership to Gold.
- Perry Local School District joined effective July 1 and Lorain County Community College joined effective September 1.
- Tri-C Metro and East Campuses joined as well.
- Dues revenue YTD increased by \$11,401 or 7% compared to 2016 and by \$34, 853 compared to 2015.
- Circuits have increased by \$2814 due to price increases compared to 2016.
- Consulting fees are down slightly by \$1,634, but several projects are still to be completed.
- Workshop fees are down slightly by \$2, 475.

Debbie reviewed the financial reports. The August 31, 2017 fund balances including the prior year balances are as follows

Local Fund	\$1, 129,326.00
State Fund	9,341.00
LSTA Fund	19,996.00
Capital/Tech Fund	4,514.23
<u>Group Purchases</u>	<u>457.52</u>
Total	\$1, 163,634.75

The reports to the State Auditor were also included in the Board packet.

Lorena Williams 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 explained that the amount mentioned by Beverly Cain at the morning membership meeting for excess LSTA funds distributed to the regionals was incorrectly stated as \$25,000 each. The amount is actually \$19,996 and must be encumbered by the end of September and expended by the end of October. It will be used to cover the costs of several speakers in October and the costs of classroom sets for STEAM. The strategic planning of NEO made it easier for Betsy and her staff to use the unanticipated funds wisely. Since last December of 2016 through grants and donations, NEO has received \$58,955 including adjustments to the State Wide Delivery, LSTA Open Grants, and the recent donation from the Leigh and Mary Carter Foundation.

Betsy has begun her library visits again, now that Strategic Planning projects have begun completed. Board Members thanked Betsy and her staff for the morning's membership meeting.

#### **Education and Events Coordinator**

Melissa submitted a written report. She also reported that she has been working with four libraries for strategic planning. She has been helping 9 libraries find speakers for their staff days. Several of them are having their training on October 9. NEO will resume their staff day next year as Kent State will be available in 2018. The unexpected funding will allow Rosemary Cooper to present at a Day for Small Libraries which will be held at the Highland Branch of Medina County on October 26 and at the Rodman Public Library in Alliance on October 27.

President Jim Wilkins noted the increase in the number of GEO members that were attending workshops.

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

Rachelle submitted a written report. She has been making library visits. The Full S.T.E.A.M Ahead workshop at Westlake was attended by 60 people. Literacy 101 to be held on September 29 is full. The class has to be capped at 30 attendees due to trainer regulations. Another one will be scheduled for the Spring. Books for Boys webinar will be held December 13 and will feature author Michael Sullivan who has also been a library director and teen librarian.

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

Holly received training on the Meyers Briggs test to be MBTI Certified Practitioner. She took the Tech Lab to both Guiding Ohio Libraries volunteers at State Library; Fort Wayne Indiana;

Norweld and the Girl Scouts of North East Ohio.

**Board Officers** – No reports.

**Committee Chairs** – No reports.

**Board President** –No reports

**Current Business** - None

**New Business**

**Recognition of Service**

Anita Woods made a motion seconded by Cheryl Kuonen to recognize the service of Nancy Currie as a NEO Board member from 2006-2017 per Resolution 2018-12.

It is with much appreciation that the Board recognizes Nancy Currie for her dedicated service to the NEO-RLS Board of Trustees for 2006-2017.

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:

2006-2007 Finance Committee; Legislative Committee

2007-2008 Finance Committee; Legislative Committee; Insurance Advisory Committee

2008-2009 Finance Committee; Legislative Committee; Dues Committee 2009-2010 Finance Committee; Legislative Committee; Dues Committee 2010-2011 Finance Committee; Governance Committee; Legislative

Committee; Insurance Advisory Committee 2011-2012 Finance Committee

2012-2013 Chair, Strategic Planning Committee; Finance Committee; Nominating Committee

2013-2014 Vice President/President Elect of the Board; Chair, Finance Committee

2014-2015 President of the Board

2015-2016 Bylaws/Policy Committee; Personnel Committee 2016-2017 Chair, Personnel Committee; Finance Committee 2017-2018 Secretary of the Board

NOW, THEREFORE BE IT RESOLVED that the members of the NEO-RLS Board of Trustees do hereby acknowledge and thank Nancy Currie 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.

Laura Leonard made a motion seconded by Tracee Murphy to recognize the service of Linda Yanko as a NEO Board member from 2015-2017 per Resolution 2018-13.

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:

2015-2016 Bylaws/Policy Committee

2016-2017 Bylaws/Policy Committee

NOW, THEREFORE BE IT RESOLVED that the members of the NEO-RLS Board of Trustees do hereby acknowledge and thank Linda Yanko 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.

#### **LSTA GRANT NEO-RLS FUND CREATION AND 2017 APPROPRIATION RESOLUTION 2018-14**

Leslie Cade moved with a second from Chris May to accept Board Resolution 2018-14 to approve the creation of fund 208 (LSTA Grant), to account for the LSTA funds granted by the State Library of Ohio. The Board further resolves to appropriate \$19,996 from fund 208. The appropriations are as follows

REF#	AMOUNT	Account
R-1	\$1,000	X3910 Temporary Contract Labor
R-2	\$1,700	X5510 Furniture and Equipment
R-3	\$6,796	X4970 Emerging Tech Lab and Kits
R-4	\$6,500	X3720 Lecturers and Speakers
R-5	\$2,000	X4110 Books
R-6	\$2,000	X4310 Collection Circuits

All present voted yes on a roll call vote.

#### **Local Fund Appropriation Amendment 2018-15**

Anita Woods moved with a second from Michelle Alleman to amend the 2017-2018 Local Fund appropriations to accommodate the State Library budget reduction of \$20,617.25 per resolution 2018-15. This allows a budget revision to increase Professional Salaries by \$20,617.25 in the local fund.

All present voted yes on a roll call vote.

#### **Items Too Late For the Agenda**

- Betsy Lantz informed the board of a preliminary proposal to potential partners by OHIONET for a series of events that would be uniform in content, but will be presented sequentially in separate locations throughout the state. This is in the investigation phase, and Betsy asked for feedback from the Board as the Board will not meet again prior to the regional library meeting on October 19. Several potential topics are similar to those being investigated by NEO-RLS. Regionals will not be required to make any monetary contribution, but to help with program planning.
- Potential new Board Members were discussed.

The November Board meeting will be Tuesday, November 14, 2017 at 11:00 a.m. The Bylaws and Policy Committee will meet prior to the Board Meeting at 9:30 a.m.

Jim Wilkins moved to adjourn at 12:00 noon

Respectfully Submitted,

Laura Leonard, Secretary.