

NORTHEAST OHIO REGIONAL LIBRARY SYSTEM
Board of Trustees
Regular Meeting
June 21, 2011
Portage County District Library
10482 South Street
Garrettsville, OH 44231-1116

Ia. Call to Order/Roll Call and Introductions

President Cecilia Swanson called the meeting to order at 10:05 am

Present: Mary Frances Burns, Carrie Burrier, Jane Carle, Andrew Davis, Rose Guerrieri (10:37), Andrew Mangels, Kerry Reed, Susan Roberts, Cecilia Swanson, Jim Wilkins and Robin Wood.

Also present: Executive Director Catherine Hakala-Ausperk, Fiscal Officer Deborah Blair, Senior Technology Analyst Shawn Walsh, Senior Continuing Education Specialist Melissa Lattanzi and Executive Administrative Assistant Bonnie Tyler.

Guests: Nancy Currie, Madison Public Library

Ib. Approval of Agenda

Jim Wilkins moved and Jane Carle seconded to approve the agenda as presented. Motion passed by voice vote – all yes.

II. Approval of Minutes

Robin Wood moved and Mary Frances Burns seconded to approve the minutes as presented. Motion passed by voice vote – all yes.

III. Correspondence

President Swanson presented a resignation letter to the NEO-RLS Board of Trustees from John Skrtic. Sheba Marcus-Bey will be the new membership representative for Cleveland Public Library and is scheduled to take her oath in July.

IVa. Fiscal Officers Report

Fiscal Officer Deborah Blair presented the financial reports for May 2011. Month to date deposits for the Bank and Investment Report were \$329,622.81. The month-to-date expenses of the State Grant Fund were \$14,348.50 and the current unencumbered percent was 7.97%. The Local Fund had \$57,429.82 in month-to-date expenses with 4.50% currently unencumbered. Local Cash Fund Income Statement, KnowItNow Appropriations Report, Check Register and Bank statement were also presented. Susan Roberts moved and Kerry Reed seconded to approve the financials as presented. Motion passed by roll call vote – all yes.

Board Resolution #2011-09 was presented that granted the Fiscal Officer authority to make year-end transfers to the Local, KIN and State funds, as needed, in order to balance the budget prior to the end of FY 2010-2011. A list of transfers will be provided to the Board at the July meeting. Mary Frances Burns moved and Kerry Reed seconded to approve Board Resolution #2011-09 as presented. Motion passed by roll call vote – all yes.

Board Resolution #2011-10 was presented accepting a donation made by the NOLA Trust. This donation is a cash contribution of \$50,000 as rent subsidy for the NEO-RLS Office and Conference Center for FY 2011. The rent subsidy contribution is dependent upon NEO-RLS remaining at the current location. Jane Carle moved and Susan Roberts seconded to approve Board Resolution #2011-10 as presented. Motion passed by roll call vote – all yes. The NEO-RLS Board of Trustees expressed their gratitude to the NOLA Trust for their generous gift.

Fiscal Officer Blair presented a list of transfers for review. No action was taken.

Vb. Executive Director Report

Executive Director Catherine Hakala-Ausperk presented her report for the month that included projects and activities for her first month at NEO-RLS. She reported that plans are moving forward for the Fall Membership Meeting that may include Maureen Sullivan, ALA's President-Elect. Once Sullivan is confirmed, an additional event may be scheduled with her at Kent State University. Due to scheduling conflicts, the September Board and Membership meeting will be moved to September 27, 2011.

Executive Director Hakala-Ausperk reported that at the most recent NOLA Trust meeting NEO not only received the rent subsidy mentioned earlier, but also an additional \$10,000 for programming and \$2,000 towards marketing which will include booths at OLC and OELMA. She reviewed several other marketing options including more descriptive Letters of Intent, a website revamp, direct email and snail mail lists.

Executive Director Hakala-Ausperk reported that she will be leaving for the ALA Conference tomorrow and will be back in the office next Tuesday. She has also set up meetings with SLO and OLC in August.

Senior Technology Analyst Shawn Walsh presented his report for the month that included completed projects for Columbiana, East Palestine, Fairport, Grand Valley, Kent Free, Leetonia, Minerva, Niles McKinley OEBC and Wellsville in addition to his regular services for Madison, Morley, Newton Falls, Portage County District Library and the Portage Library Consortium.

Senior Technology Analyst Walsh provided updates on the Dell group purchase, book commercials and a possible Content DM project. He also thanked Rose Marie Pecchio for all her hard work and assistance in editing over 2000 contacts in the NEO-RLS global address book that was just migrated to a new mail server.

Senior Continuing Education Specialist Melissa Lattanzi presented her report for the month that included updates on the Director's Network, Summer Library Symposium and upcoming programs for the fall. She is presently evaluating Adobe Connect as a possible new webinar platform. Due to increased speaker costs as well as the webinar platform, she plans to increase the rate for a webinar from \$15 to \$20. Executive Director Hakala-Ausperk added that they are looking into options for webinars including making it easier for more than one person to attend, group rates, easier sign ups and archived programs. Discussion ensued. NEO Tech News and the NEO Networks will remain free webinars. Senior Continuing Education Specialist Lattanzi also reported that a Facebook fan page has been set up for the Project Compass Network group.

Executive Director Hakala-Ausperk presented the AfterDark Virtual Reference Coordinator's report for the month. The State Library Board has approved the KnowItNow's 2011-12 budget. The State Library Board was very supportive and complimentary of the AfterDark service.

Vc. Board Officers Report

None presented.

VI. Current Business

Finance Committee Update – Robin Wood reported that a joint meeting of the Finance and Personnel Committees were held to review the 2011-12 Budget and a possible staff increase as presented by Executive Director Hakala-Ausperk and Fiscal Officer Blair. The budget was distributed and reviewed. Discussion ensued. On behalf of the Finance Committee Robin Wood moved to accept the 2011-12 Budget with a 1.5% pay increase for staff (excluding the Executive Director) be approved as presented. Motion passed by roll call vote – all yes.

Nominating Committee Update – Mary Frances Burns reported that the Nominating Committee has prepared the slate of candidates for Vice-President / President-Elect and Secretary for the upcoming 2011-12 fiscal year. The candidates are Patrick Finan for Vice-President / President-Elect and Jane Carle for Secretary. The ballot for officers will be presented at the July Organizational Meeting.

Youth Services/Young Adult Committee Update – Carrie Burrier reported that the YS/YA Committee met at NEO-RLS on June 7th and also spent time helping Youth Services Specialist Sue McCleaf Nespeca with the books from the discontinued child care kit program. She also reported that the committee plans on revamping specific kits after their next meeting in August.

VII. New Business

None presented.

VIII. Items Too Late For Agenda

Vice President/President-Elect Robin Wood presented Cecilia Swanson a gift in appreciation for her work this past fiscal year as President of NEO-RLS. President Swanson thanked those in attendance for the gift and also thanked outgoing Board member Andrew Mangels for his service to the NEO-RLS Board and Committees.

IX. Public Comments

None presented.

X. Next Meeting

- Orientation for New Board Members
July 19, 2011, 9:00 a.m., NEO-RLS, 4445 Mahoning Avenue NW, Warren, Ohio 44483
- Organizational Meeting
July 19, 2011, 10:00 a.m., NEO-RLS, 4445 Mahoning Avenue NW, Warren, Ohio 44483

XI. Adjournment

Andrew Davis moved and Andrew Mangels seconded to adjourn the meeting at 10:59 a.m.

Cecilia Swanson, President

Date

Jane Carle, Secretary

Date

**NORTHEAST OHIO REGIONAL LIBRARY SYSTEM
Board of Trustees Regular Meeting
July 19, 2011
NEO-RLS**

Call to Order/roll Call and Introductions

President Robin Wood called the meeting to order at 10:05 am.

Present: Mary Frances Burns, Carrie Burrier, Jane Carle, Andrew Davis, Jimmie Epling, Patrick Finan, Rose Guerrieri, Elizabeth Lantz, Laura Leonard, Sheba Marcus-Bey, Kerry Reed, Jim Wilkins and Robin Wood.

Also present: Executive Director Catherine Hakala-Ausperk, Fiscal Officer Deborah Blair, Senior Education Specialist Melissa Lattanzi, Senior Technology Analyst Shawn Walsh, Youth Services Specialist Sue McCleaf Nespeca, and KIN AfterDark Coordinator Noah Himes.

Introduction of Guests

There were no guests present.

Approval of Agenda

Carrie Burrier moved and Mary Frances Burns seconded to approve the agenda as presented. Motion passed by voice vote – all yes.

Appointment of Board Members

Jimmie Epling, Wayne County Public Library, was appointed to the Board as Group A Representative. His term ends in 2012.

Sheba Marcus-Bey, Cleveland Public Library, was appointed to the Board as Group C Representative. Her term ends in 2013.

***At this time, the Board deviated from the printed agenda because the Notary Public was not available to notarize the oaths of office of the new Trustees, the new Officers and the Fiscal Officer and Deputy Fiscal Officer.

Election of 2011-2012 Officers

On behalf of the Nominating Committee, the ballots for the office of Vice President/President Elect and Secretary were distributed. The ballots were tallied with Patrick Finan elected as Vice President/President Elect and Jane Carle as Secretary by a unanimous vote.

Patrick Finan moved and Mary Frances Burns seconded a motion for the Board to enter Executive Session to discuss personnel issues. Motion passed by roll call vote – all unanimous.

At 10:15 the Board entered executive session. At 10:30am, Patrick Finan moved and Laura Leonard seconded a motion for the Board to exit executive session. Motion passed by voice vote – all unanimous.

Discussion followed concerning the Ohio Ethics Law and the ability of a sitting board member to apply for a staff position. There is a concern about the newly appointed Executive Director's position on the Board of Trustees prior to hiring.

Mary Frances Burns moved and Jim Wilkins seconded a motion to change the NEO-RLS by-laws to reflect that any NEO-RLS Board Member who wants to apply for a NEO-RLS staff position must first resign his or her position on the NEO-RLS Board of Trustees. Motion passed by voice vote, all yes.

Mary Frances Burns moved and Carrie Burrier seconded a motion that the Board President be instructed to perform due diligence with legal counsel on the hiring of the current Executive Director and the Ohio Ethics Law. Motion passed unanimously by voice vote.

Appointment of NEO-RLS Staff for Fiscal Year 2011-2012

Mary Frances Burns moved and Patrick Finan seconded a motion to reappoint Catherine Hakala-Ausperk as Executive Director , Deborah Blair as Fiscal Officer and Rose Marie Pecchio as Deputy Fiscal Officer for NEO-RLS for the 2011-2012 Fiscal Year. Motion passed by voice vote – all yes.

Approval of the Minutes

Patrick Finan requested that minutes of the June meeting be amended to reflect the location of the meeting: The Garrettsville Branch of the Portage County District Library. Kerry Reed moved and Andrew Davis seconded that the minutes be accepted as amended. Motion passed by voice vote – all yes.

Correspondence

The letter of resignation from Bonnie Tyler was included in the Board Packets. Executive Director Hakala-Ausperk, the NEO-RLS staff and the Board of Trustees wish her well in her new endeavors.

Patrick Finan asked that Executive Director Hakala-Ausperk send a card to Ms. Tyler on behalf of the Board thanking her for her services. Executive Director Hakala-Ausperk agreed.

Staff Reports

Fiscal Officer's Report

Deborah Blair began her report.

At 10:40, the Notary Public, from First Place Bank, arrived and the Board paused the financial report to administer the oaths of office.

Trustee Oath of Office

The Oath of office was administered to the newly appointed board members Jimmie Epling and Sheba Marcus-Bey and newly elected members Jane Carle, Andrew Davis, Patrick Finan, Elizabeth Lantz and Laura Leonard.

Oath of Office for 2011-2012 Officers

The Oath of Office was administered to the new President, Robin Wood, Vice President/President Elect Patrick Finan and Secretary Jane Carle.

Oath of Office for the 2011-2012 Fiscal Officer and Deputy Fiscal Officer

The Oath of Office was administered to Fiscal Officer Deborah Blair and Deputy Fiscal Officer Rose Marie Pecchio.

Staff Reports continued

Fiscal Officer's Report continued...

Deborah Blair presented the Financial Reports for June 2011.

Bank & Investment Report

NEO-Cash Accounts: Month –to-Date deposits for the Bank & Investment Report were \$123,083.73. Month-to-Date withdrawals were \$147,832.26 leaving an ending balance of \$1,230,363.31.

OEBC Cash Account: The ending balance was \$1,056,995.40. Combined NEO and OEBC ending balance was \$2,287,358.71.

State Grant Fund

The Month-to-date expenses were \$11,606.41. Year-to-date expenses were \$145,617.25. We have expended the entire State Grant Fund for fiscal year ending 6/30/11.

Local Fund

The Month-to-date expenses were 58,004.91 and year-to-date expenses were \$573,116.54. As of June 30th, the encumbered amount was \$7,000.81 and the unexpended balance was \$7251.96.

Local Cash Income Statement

Total revenue for the month of June was \$36,348.75 and year-to-date total revenue was \$677,020.66. Total expenses for the month were \$58,004.91 and year-to-date expenses were \$573,116.54. The final end of the year balance was \$102,556.40.

Know It Now AfterDark Appropriations

For the twelve months ending 6/20/11: Total expenses for the month of June were \$62,650.44 and YTD were \$324,954.67.

LSTA Grant 2010-2011

For the twelve months ending 6/30/11; total revenue was \$14,512.00 and total expenses were \$13,682.82; there is an unencumbered balance of \$829.18

Mary Frances Burns moved and Elizabeth Lantz seconded to approve the financials as presented. Motion passed by roll call vote – all yes.

Fiscal Officer Blair presented the contract with the State Library of Ohio for fiscal year 2011-2012. Kerry Reed moved and Andrew Davis seconded a motion to approve the State Contract and Agreement as presented. Motion passed by roll call vote – all yes.

Patrick Finan moved and Laura Leonard seconded to authorize the Fiscal Officer and/or the Deputy Fiscal Officer to pay bills for fiscal year 2011-2012. Motion passed by roll call – all yes.

Fiscal Officer Blair requested that the \$150.00 Petty Cash Fund be continued. Motion to do so was made Laura Leonard and seconded by Mary Frances Burns. Motion passed by roll call vote – all yes.

Fiscal Officer Blair presented Board Resolution #2012-01 that allows the NEO-RLS Executive Director or Fiscal Officer to declare items (supplies, equipment, books, etc.) that are no longer needed, no longer serviceable, etc. as surplus during the course of fiscal year 2011-2012. Mary France Burns moved and Rose Guerrieri seconded to approve the resolution as presented. Motion passed by roll call vote – all yes.

Fiscal Officer Blair presented Board Resolution #2012-02 that allows NEO-RLS personnel, under the guidance of the Executive Director, to purchase a year-end appreciation gift for the NEO-RLS Board of Trustees President and a holiday luncheon and/or end of year luncheon for those Board members who served that current year. The gift will not exceed \$75.00 and will be purchased with non-restricted funds. Luncheons will also be purchased with non-restricted funds and not exceed \$25.00 per Board of Trustee member. Mary Frances Burns moved and Elizabeth Lantz seconded to approve the resolution as presented. Motion passed by roll call vote – all yes

Fiscal Officer Blair reported that First Place Bank received cease and desist orders from the federal regulator that oversees savings and loan associations, the Office of Thrift Supervision. As most of the NEO funds are at First Place Bank, they need to be moved. Fiscal Officer Blair recommends that the fund be split (\$250,000.00 max) between 4-6 banks. She suggested PNC, Cortland, Home Federal Savings; Farmers; Charter One; Huntington and Chase.

Patrick Finan moved and Kerry Reed seconded a motion authorizing Fiscal Officer Blair to enter depository agreements for 5 years with the following banks, PNC, Cortland, Home Federal Savings; Farmers; Charter One; Huntington and Chase, as appropriate. Motion passed by roll call vote – all yes. Andrew Davis suggested that the fees charged by Huntington Bank are excessive and we should not approach that institution. Patrick Finan and Kerry Reed approved an amendment to their motion that Huntington Bank be removed from the list of banks, and that Star Ohio be added to the list of banks.

Fiscal Officer Blair reported that the State Auditors on the premises for the regularly scheduled audit of the books.

Executive Director's Report

Executive Director Catherine Hakala-Ausperk presented her report for the month which included a list of projects and activities. Ms. Hakala-Ausperk discussed the upcoming on the Fall Event, the NEO-RLS Showcase and Luncheon which will feature Maureen Sullivan, the current President of ALA.

In previous years, this event was known as The Fall Membership Meeting. Ms. Hakala-Ausperk feels that many people think they cannot attend the meeting because they are not full members. This event is designed to offer librarians in the NEO-RLS region an excellent opportunity to network with colleagues, to hear a nationally recognized member of the library profession; and to really learn what the benefits of membership in NEO-RLS mean.

Patrick Finan asked who the back-up employee is for Senior Technology Analyst Shawn Walsh in the event that he is out of the office for vacation. There was a brief discussion about the two contract employees that are currently working on specific projects for Mr. Walsh; these two employees have full-time positions elsewhere and so would not be considered 'back-up' for Shawn's vacation. Ms. Hakala-Ausperk and Mr. Walsh will be working on this situation.

Senior Technology Analyst Report

Shawn Walsh provided a written report.

- He expects the orders for the Dell Group purchase to be ordered by the end of July.
- The Salary Survey should be available in August. The NEO-RLS Human Resources Network will be looking at the survey and making suggestions for improvement.
- Mr. Walsh provided a list of projects he has been working on. This list does not include instances where he is able to provide assistance via telephone or email in a period of time under 30 minutes.

Senior Continuing Education Specialist Report

Melissa Lattanzi proved a written report.

- All current continuing education courses are now posted on the NEO-RLS website
- She is trying to establish contact with Mark Willis, of Dayton-Montgomery County Public Library, to see if he will present a program on dealing with mentally ill patrons

- She is looking for a presenter on E-Government.
- She and Mr. Walsh are evaluating adobe connection and WebEx in the hopes of providing e-meetings.
- She is developing a mentoring program.
- Back to the Book will feature Victoria Brown, author of Minding Ben.
- She is planning a NEO Staff Day for all libraries. This will be on Oct. 8, 2012 and will provide a keynote speaker, shared breakout sessions and networking opportunities, as well as time and space set aside for each library to meet with just their own staff members.

Know It Now AfterDark Coordinator Report

Noah Himes submitted a written report. The fiscal year for the virtual reference service ended on June 30th.

Youth Services Specialist

Sue McCleaf Nespeca provided a written report. She added that

- The Youth Services Symposium has 104 people registered. The speaker for this program is author Sharon Creech. Thanks to KSU professor Carolyn Brodie, Ms. Creech is not charging NEO-RLS a speaker's fee.
- She is developing a Storytelling Workshop that will be held in November.
- She thanked Carrie Burrier and the Youth Services Advisory Committee for the time they have spend revising the circulating storytime kits. This has been a big project.

Board Officer's Report

None presented

President Wood distributed the list of standing committees of the Board and encouraged every board member to sign up for two committees. A Board Member should be the chairperson of every committee. As Vice President/President Elect, Patrick Finan automatically becomes the Chair of the Finance Committee.

President Wood and Executive Director Hakala-Ausperk suggested that the NEO-RLS Board may have an excess of committees. President Wood suggested that we should have an Ad Hoc committee this year to assess the number of committees. If the number of committees can be reduced, the number of committees each Board Member must serve on can be reduced for next year.

Current Business

None presented

New Business

The calendar for 2011-2012 board Meetings was presented. Patrick Finan moved and Laura Leonard seconded that the NEO-RLS Board meet at 10:00am on the 3rd Tuesday of the month, as presented, with location to be determined. Motion passed by voice vote – all yes.

Executive Director Hakala-Ausperk presented Board Resolution #2012-03 Student Membership Proposal. This resolution proposes an additional level of membership for students currently enrolled in college/university coursework. The cost to the student would be \$20.00 per year.

There was some discussion. Executive Director Hakala-Ausperk sees the network aspect of membership in NEO-RLS as providing the most benefit for students. She added that many employers like to see memberships in professional organizations on the resumes of their prospective employees.

The resolution was amended as followed:

Be it resolved that the Board adds to Article V of the Bylaws:

*(E) Student Members – those currently enrolled in college/university coursework, or who were enrolled in the previous twelve months, but who are not employed at an NEO-RLS Geographic Member Library.
Dues to be @20/year.*

Rose Guerrieri moved and Mary Frances Burns seconded acceptance of the resolution as amended. Motion passed by roll call vote – all yes.

Items Too Late for the Agenda

Fiscal Officer Blair presented Board Resolution #2012-04 which authorizes the following individuals to sign checks for NEO-RLS:

Robin Wood, President NEO-RLS Board of Trustees
Patrick Finan, Vice President/President Elect NEO-RLS Board of Trustees
Deborah Blair, Fiscal Officer NEO-RLS
Rose Marie Pecchio, Deputy Fiscal Officer NEO-RLS

All other individuals will be removed.

Mary Frances Burns moved and Jim Wilkins seconded a motion to approve this resolution. Motion passed by roll call vote – all yes.

Public Comments

Andrew Davis requested a list of all the libraries in his library's member category that are located in the NEO-RLS region that are not currently members of NEO-RLS. He expressed interest in reaching out to the Directors of these libraries, as a current Board member, in an effort to encourage them to join NEO-RLS. Executive Director Hakala-Ausperk said that this might be an excellent PR idea and will look into it as part of her marketing efforts.

Next Meeting

The next Board Meeting will be August 16, 2001 at 10:00am at NEOR-RLS, 4445 Mahoning Avenue NW in Warren, OH 44083.

Adjournment

Patrick Finan moved and Elizabeth Lantz seconded to adjourn the meeting at 11:56 am. Motion passed by voice vote – all yes.

Robin Wood, President

Date

Jane Carle, Secretary

Date

**NORTHEAST OHIO REGIONAL LIBRARY SYSTEM
Board of Trustees Regular Meeting
August 16, 2011
NEO-RLS
4445 Mahoning Avenue NW
Warren, Ohio 44483**

Call to Order/ Roll Call and Introductions

President Robin Wood called the meeting to order at 10:00 am.

Present: Holly Buente, Mary Frances Burns, Carrie Burrier, Jane Carle, Andrew Davis, Jimmie Epling, Patrick Finan, Rose Guerrieri, Betsy Lantz, Laura Leonard, Sheba Marcus-Bey, Kerry Reed, Susan Roberts, Jim Wilkins and Robin Wood.

Also Present: Executive Director Catherine Hakala-Ausperk, Fiscal Officer Deborah Blair, Senior Education Specialist Melissa Lattanzi, Senior Technology Analyst Shawn Walsh, Youth Services Specialist Sue McCleaf Nespeca, and AfterDark Coordinator Noah Himes.

Introduction of Guests -- There were no guests present.

Approval of Agenda

Mary Frances moved and Betsy Lantz seconded to approve the agenda as presented. Motion passed by voice vote – all yes.

At 10:01 Patrick Finan moved and Carrie Burrier seconded a motion for the board to enter Executive Session to discuss personnel issues. Motion passed by roll call vote – all unanimous.

At 10:03am, the board entered executive session. At 10:07am the Board exited executive session. Brief discussion followed concerning the ability of a sitting board member to apply for a staff position. The Board is satisfied with the changes made to the bylaws at the July 2011 meeting regarding this issue and there was no further discussion.

Approval of Minutes

Laura Leonard moved and Carrie Burrier seconded that the minutes of the July meeting be accepted as presented. Motion passed by voice vote – all yes.

Correspondence -- No correspondence presented.

Staff Reports

Fiscal Officer's Report

Fiscal Officer Deborah Blair submitted a corrected Bank & Investment report for June 30, 2011. The ending balance for the June 30th report for NEO Cash Account A0012 (the Checking Account) was

\$207,791.97 not \$209,142.66 as had been reported. A check for \$1,350.69, was written to OEBC after the report was run.

Fiscal Officer Blair presented the Financial Reports for July 2011.

Bank & Investment Report

The ending balance for the NEO Cash Accounts was \$1,507,834.23. The ending balance for the OEBC cash accounts was \$1,059,905.79. The combined balance was \$2,567,740.02.

State Grant Fund

The month-to-date expenses were \$10,734.83, leaving an unencumbered balance of 89.72%.

Local Fund

The month-to-date expenses were \$47,564.93, leaving an unencumbered balance of 67.02%.

Local Cash Fund

Income for July was \$304,574.99 and expenses were \$47,564.93. The current year-to-date balance is \$1,469,409.92. The projected end-of-year balance, if no more revenue is collected and every expense appropriated is spent, is \$929,104.85.

AfterDark Appropriations Report

Expenditures for July were \$3,909.63. This is under budget because the June operators were paid in the month of June before the end of the fiscal year, and the July operators will be paid during the month of August.

On behalf of the Finance Committee, Patrick Finan reported that the committee recommended approval of the financial report as presented. Roll call vote taken and approval was unanimous.

Executive Director's Report

Executive Director Hakala-Ausperk enclosed a written report with the Board packets.

- She distributed invitations to the Fall Showcase & Luncheon which were prepared with The Murphy Agency.
- Ms. Hakala-Ausperk presented a program on Communications/Effective Meetings for at the Cleveland Museum of Art and it was very well received.
- Ms. Hakala-Ausperk and Ms. Lattanzi had a very successful meeting with the Deputy Director, Head of Human Resources and Heads of Branch Services from the Cuyahoga County Public Library.

Senior Technology Analyst's Report

Shawn Walsh submitted a written report for the Board packets.

- He has completed the Dell Group Purchase

- The Salary Survey has begun. The State Library of Ohio is helping to promote the survey and there has been an increase in responses.
- He was able to get an extension on the E-Rate deadline that NEO missed. Executive Director Hakala-Ausperk extended thanks to Shawn for all the work he did on the E-Rate problem for both NEO-RLS and for the Portage County Libraries.

Senior Continuing Education Specialist's Report

Melissa Lattanzi submitted a written report for the Board packets.

- NEO-RLS will purchase Adobe Connect web conference software. This software is more interactive than WebEx; it allows 'break-out rooms.'
- She and the Executive Director are working on group pricing for workshops. Specifically they are looking at 20% price discount if a library registers 3 or more staff members and \$100 flat rate if a library registers 10 or more employees.
- She is developing Trustee Training! It will be led by Andrew Sanderbeck. The first webinar will be held at 8:00am on Sept. 20th. The program will be archived.
- She is working with Medina County Public Library to develop a program on dealing with difficult teenagers.
- She developed a marketing brochure for use at the Cuyahoga County Public Library meeting. This piece is very versatile and will be used at many other events.
- Melissa said that she is very excited at how some of the programs and marketing ideas have developed: a NEO Library has a specific need; NEO develops a deliverable for that library then is able to use deliverable at many other NEO libraries!

AfterDark Virtual Reference Service

Noah Himes had a written report in the Board packet. He extended thanks to Shawn Walsh for all Shawn's help with the transition to the new server.

Youth Services Specialist's Report

Sue McCleaf Nespeca reported that the School Library Symposium was extremely successful; Dr. Carolyn Brodie, Kent State University, was very pleased and would like to collaborate on other programs.

Board Officers

President Wood announced her resignation from the NEO-RLS Board effective 9/27/2011 because she will not be employed at the Amherst Public Library after October 14, 2011. Ms. Wood will be focusing on her human resources consulting business.

Vice President/President-Elect Patrick Finan will step in the President's position on September 27, 2011.

Vice President/President-Elect Finan recommended that the Nominating Committee nominate someone for the Vice President/President-Elect position, to be voted into office at the September 27, 2011 meeting.

Patrick Finan will appoint someone from Amherst Public Library's membership group to fill Ms. Wood's place on the Board of Trustees.

The entire board extended thanks to Ms. Wood for her service to NEO-RLS.

Current Business

The following items were presented:

- Annual Board Calendar. Please note that the June 19, 2012 meeting will be held at the McKinley Memorial Library.
- Bylaws Page 4 Update – Student Membership. There was a glitch in the numbering system on the page. Executive Director Hakala-Ausperk will correct the error and send the page to the Board members.
- Bylaws Page 120 Update – Staff Positions – no changes
- 2011-2012 NEO-RLS Membership List. Some corrections were noted; the list will be corrected.
- June 21, 2011 Corrected Minutes. Includes location address.

New Business

Board Resolution 2012-05 Request to Establish a New Fund

Fiscal Officer Blair presented this resolution. The new Fund, Oregon AfterDark - #218, will allow the Fiscal Officer to manage the Oregon AfterDark monies the same way the Cleveland Public Library's "Know It Now" AfterDark monies are managed.

On behalf of the Finance committee, Patrick Finan reported that the committee recommended approval of the Resolution 2012-05 as presented. Voice vote taken and approval was unanimous.

Resolution 2012-06 New Account Request

Executive Director Hakala-Ausperk and Fiscal Officer Blair presented this resolution. Currently NEO doesn't have an account for marketing. Account X3230, Marketing Services, will be used for these expenses.

On behalf of the Finance committee, Patrick Finan reported that the committee recommended approval of the Resolution 2012-06 as presented. Roll call vote taken and approval was unanimous.

Board Resolution 2012-07 Budget Amendment

Executive Director Hakala-Ausperk and Fiscal Officer Blair presented this resolution which re-allocates \$10,000 from Budget 1120-101/Technical Salaries, into budget 3230-101/Marketing Services. The \$10,000 was earmarked for the Administrative Assistant's salary. Executive Director Hakala-Ausperk doesn't plan to replace the Administrative Assistant this year therefore the money is available for expenditure elsewhere.

On behalf of the Finance committee, Patrick Finan reported that the committee recommended approval of the Resolution 2012-07 as presented. Roll call vote taken and approval was unanimous.

Board Resolution 2012-08 – NOLA Trust Gift

Fiscal Officer Blair presented this resolution accepting a \$12,000 gift from the NOLA Trust. The gift will be used for marketing (\$2,000) and Continuing Education (\$10,000).

On behalf of the Finance committee, Patrick Finan reported that the committee recommended approval of the Resolution 2012-08 as presented. Roll call vote taken and approval was unanimous.

Board Resolution 2010-09 – UAN Applications

Fiscal Officer Blair presented this resolution which will allow the Fiscal Officer to begin the application process with Ohio State Auditor's office to investigate the purchase of the UAN Accounting Software.

Currently NEO is one of the only organizations in the state which uses accounting software from Solomon Software. The State Auditors suggest that NEO switch to UAN, or to other accounting software that is used by public libraries.

On behalf of the Finance committee, Patrick Finan reported that the committee recommended approval of the Resolution 2012-09 as presented. Voice vote taken and approval was unanimous.

Items Too Late for the Agenda -- None presented.

Public Comments

President Wood complemented the Executive Director and the Fiscal Officer on the arrangement of the agenda with all the Board Resolutions grouped together.

Laura Leonard inquired about the Board Committees. Executive Director Hakala-Ausperk reports that the lists are almost complete and she will be contacting the committee chairpersons to set up meetings.

Sheba Marcus-Bey inquired about the specific location of the October 18, 2011 meeting which is to be held at Cleveland Public Library. Executive Director Hakala-Ausperk reported that the location has been confirmed.

Next Meeting

The next meeting is scheduled for September 27, 2010 at 9:30am at the Twinsburg Hilton Garden Inn.

Adjournment

Patrick Finan moved and Mary Frances Burns seconded to adjourn the meeting at 11:00am. Motion passed by voice vote – all yes.

**NORTHEAST OHIO REGIONAL LIBRARY SYSTEM
Board of Trustees Regular Meeting
September 27, 2011
Twinsburg Hilton Garden Inn
8971 Wilcox Dr.
Twinsburg, OH 44097**

Call to Order/Roll call and Introductions

NEO-RLS Board President Patrick Finan called to order at 9:30am.

Present: Holly Buente, Mary Francis Burns, Carrie Burrier, Jane Carle, Andrew Davis, Jimmie Epling, Patrick Finan, Betsy Lantz, Laura Leonard, Sheba, Marcus-Bey, Susan Roberts, Jim Wilkins and Robin Wood.

Also present: Executive Director Catherine Hakala-Ausperk, Fiscal Officer Deborah Blair, Senior Education Specialist Melissa Lattanzi, Senior Technology analyst Shawn Walsh, Youth Services Specialist Sue McCleaf Nespeca, and AfterDark Coordinator Noah Himes.

Other guests: Bill Tokarczyk and C.J. Lynce

Correspondence

President Robin Wood resigned as President and Board Member.

President Finan then introduced Board Resolution 2010-10 – a resolution of appreciation for Robin for all her good work as NEO board of Trustees' member, as Vice President-President Elect and as President. Mary Frances Burns moved and Jim Wilkins seconded, with regret, that the Board approve this resolution. Motion unanimously approved by voice vote.

Mary Frances Burns submitted a letter from Elizabeth Lantz announcing her resignation from the Nominating and marketing Committees so that she can be considered a candidate for the position of Vice President/President-Elect.

Board Changes

Mary Frances Burns reported for the Nominating Committee that Elizabeth Lantz submitted her name to the Nominating Committee for the position of Vice President/President-Elect. Mary Frances Burns tallied the votes and Betsy won unanimously.

Appointment of New Board Members

Board President appointed Bill Tokarczyk, director of the Ashtabula County District Library, to the Board as a representative of Group F. Bill replaces Robin Wood and his term expires in 2012. Bill has been on the NOLA Board before and also serves on the NOLA Trust

The Oaths of Office were administered to the Vice President/President-Elect Betsy Lance and new board member Bill Tokarczyk by Notary Public C.J. Lynce.

President Finan re-appointed Betsy Lantz to the Nominating Committee. He is not ready to name a chair additions or changes to the Marketing Committee at this time.

Approval of Agenda

President Finan made two additions to the Agenda: Personnel Report and Executive Session.

Mary Frances Burns moved and Carrie Burrier seconded the approval of the agenda as amended. Motion approved by voice vote.

Approval of the Minutes

Carrie Burrier moved and Betsy Lantz seconded a motion to approve the minutes of the Board meeting held on August 16, 2011. Motion approved by voice vote.

Staff Reports

Fiscal Officer's Report

Fiscal Officer Deborah Blair submitted her reports for the month ending August 31, 2011.

In the Bank & Investment report, The NEO cash Accounts had an ending balance of \$1,471,281.11. The OEBC Cash Accounts had an ending balance of \$1,169,140.77. The grand total Bank & Investments for NEO-RLS and OEBC was \$2,640,421.88. Debbie reported that she closed out NEO and OEBC Money Market accounts at First Place Bank and opened new accounts at PNC Bank.

The State Grant Fund had month-to date expenses of \$13,869.97. 83.3% of the fund remained unencumbered at the end of the month.

The Local Fund had month-to-date expenses of \$20,724.43. The fund is 56.04% unencumbered. There were some adjustments to the appropriations in the Local Fund because the Oregon After/Dark portions were moved.

At this point, Patrick asked how the dues payments were coming in. Debbie reported that she has received payment from all but three public libraries and that she will be in contact with those libraries to expedite payment.

In the Local Cash Fund Income Statement, Debbie reported that NEO received \$5353.02 from Leetonia Public Library for payment to OEBC to cover a reporting error. Total revenue for the fund was \$21,714.70 and total expenses were \$20,724.42. The balance for the month was \$1,453,535.16 with a projected end-of-year balance of \$1,001,002.52

The AfterDark/CPL Appropriations account had monthly expenditures of \$16,062.61 and year-to-date actual expenditures of \$19,972.24

The monthly AfterDark/Oregon expenditures were \$5998.28 and the year-to-date expenditures were the same.

Cathy thanked Debbie for clarifying and separating the two AfterDark accounts. She also reported that when Debbie and AfterDark Coordinator Noah Himes were going over the accounts they found about \$18,000 of AfterDark money that was not expended over the past 2 years. They reported the find to Cleveland Public Library and now, CPL and the State Library of Ohio and NEO are looking opportunities use the money to enhance libraries.

Laura Leonard moved and Jim Wilkins seconded a motion to approve the financial report as amended. Motion approve by voice vote.

Board Resolution #2012-11

Debbie presented this resolution that will allow her to re-allocate \$80,778 from the Local Fund 101 into the newly established AfterDark Oregon Fund 218. Mary Frances Burns moved and Susan Roberts second a motion to approve this resolution. Motion approved unanimously by voice vote.

Board Resolution #2012-12

Debbie presented Board Resolution #2012-12 authorizing the following individuals to sign checks for NEO-RLS: Patrick Finan, President; Elizabeth Lantz, Vice President/President Elect; Deborah Blair, Fiscal officer; Rose Marie Pecchio, Deputy Fiscal Officer. Bill Tokarczyk moved and Andrew Davis seconded to approve this motion. Motion approved unanimously by voice vote.

Executive Director's Report

Cathy Hakala-Ausperk submitted a written report to the Board. She distributed the updated contact list of NEO-RLS Board Members. Cathy highlighted the work of the NEO Strategic Planning Committee which is headed by Jimmie Eppling. The staff spent half a day working

reviewing the last strategic plan and working on a SWOT analysis of NEO. Cathy said the staff has been generating some very creative and relevant solutions and ideas for 'NEO 2013.'

She applauded the hard work performed by the entire staff to put together the Fall Showcase.

Technology Analyst's Report

Shawn Walsh submitted a written report that was enclosed with the Board packet. He reported that thanks to the endorsement of the State Library of Ohio, we have several new additions to the Salary Survey.

He highlighted the three articles and the book chapter that he and Melanie Lyttle, Madison Public Library, collaborated on for ALA. The articles will be published in the next three ALSC Connect newsletter and the chapter will be in the book "Marketing Your Library: Tips and Tools," which should be published in the near future. Shawn stressed that the work for these was done on his own time, but he was writing as a representative of NEO-RLS.

Susan Roberts, Mansfield/Richland County Public Library, said that Shawn presented a program at the Mansfield Library Staff Day and it was very well received.

Shawn said the CJ Lynce has been very helpful in providing back up while Shawn was on vacation and helping to clean up the backlog of issues.

Senior Continuing Education Specialist's Report

Melissa Lattanzi submitted a written report. She reported that NEO is now using Adobe Connect for webinars.

Melissa and Cathy attended the Regional Library, OLC and State Library Meeting. Melissa said she thought it was one of the most productive meetings she has attended in 16 years! These three entities will be developing an E-Government University in the near future.

Melissa reported that NEO now offers Trustee training via webinar. She will be marketing these to Library Boards and Directors.

She reported that Andrew Sanderbeck is thinking of offering some webinars for our patrons – perhaps in the area of small business or alternative health issues or gardening. Patrons could either come to the Library to access the webinar, or participate from home. Several Board members expressed interest in this type of programming.

AfterDark Virtual Reference Services

Noah Himes submitted a written report. He highlighted the fact that he is starting to schedule face-to-face training with the AfterDark staff. This training is one of the few opportunities the AfterDark operators have to meet with Noah and their fellow operators.

In August KnowItNow had a 15% decrease in the number of calls received; Oregon's Lnet service saw a decrease of 23%.

Youth Services Specialist's Report

Sue McLeaf-Nespeca submitted a written report. She reported that the Early Childhood Literature conference was very successful and had 137 attendees.

She added a personal note about her resignation from NEO-RLS and thanked the board for all the support over the past 24 years. She gave special thanks to Patrick Finan who was with her when she started! She also thanked Mary Frances Burns for her support.

Regional Library work has always been Sue's favorite work. She received a round of applause from the Board for her service to NEO.

Board Officers Reports

Patrick Finan reported that he and Cathy have been examining the committee structure. Cathy checked the bylaws and they determined that many of the committees are actually Advisory Groups – which do not have to be chaired by a member of the board. Further investigation determined that the Dues Committee is an ad hoc committee and as such would have to be reappointed every year. The Dues Committee completed their work last year and will not be reappointed for 2012.

Bill Tokarczyk will join the Personnel and the Finance Committees. There is still need for one board member to serve on the Personnel committee and one to chair the Marketing Committee.

On a personal note, Patrick thanked Cathy and Shawn for their assistance; The Trumbull County libraries are joining the CLEVNET Automation system and needed a central place for training. They were able to use the training facilities at NEO.

New Business

Board Resolution 2012-13 Life Insurance Coverage

Cathy Hakala-Ausperk proposed that the NEO-RLS Board offer life insurance to the staff as a fringe benefit. The staff has not had this benefit since 2006. It will cost \$259.20 for \$15,000 of

life insurance for each employee. The benefit could be pro-rated for part-time employees and staff will have the option to purchase additional insurance on their own. Mary Frances Burns moved and Betsy Lantz seconded a motion to approve this resolution. The motion was unanimously approved by voice vote.

Items Too Late for the Agenda

Board Resolution 2012-14 NEOTODAY.ORG

Cathy Hakala-Ausperk reported that part of the NEO marketing strategy is to develop a marketing /community-building addition to the current NEO website. Called NEOTODAY.ORG, the new website will use advanced digital platforms that will allow it to be easily updated by the staff. The new website will be created by The Murphy Agency. Cathy will look to the Tech/Web Advisory committee for feedback on the new page.

The NOLA Trust will provide \$10,000 to finance the new webpage Patrick Finan, speaking on behalf of the NOLA Trust, complemented Cathy on her presentation to the Trust Board.

Jim Wilkins moved and Sheba Marcus-Bey seconded a motion to approve Board Resolution #2012-14 accepting the \$10,000 gift from the NOLA Trust and allowing Cathy to proceed with the planned website. Motion approved by voice vote.

Some discussion followed:

Andrew Davis expressed concern that hiring an outside firm to develop the web page might be seen as counter to NEO's own web design services that are marketed to member libraries. He is concerned that this will send the wrong message to member libraries and they may, in turn, decline to purchase that service from NEO-RLS.

Cathy acknowledged that Andrew's concerns are sound and that she had some of the same concerns early in the decision making process. However, her goal is to streamline, and focus the work that the Technology Analysts perform for NEO customers and she has plans to hire a part-time tech person to work with Shawn. Additionally, she doesn't want Shawn to have to do additional NEO work that will take him away from customer-based work.

NEOTODAY.ORG will be a front door for NEO's marketing section and the NEO staff, particularly Cathy, Melissa and Rose Marie will be able to update the site very easily.

Personnel

1. Susan Roberts reported that she, Patrick Finan and Cecilia Swanson met to go over the evaluation forms to be used for the Executive Director and the Fiscal Officer. There were some changes made. The Personnel Committee recommended that the board approve the changes. Motion carried unanimously by voice vote.

2. Sue McLeaf Nespeca submitted her resignation as Youth Services Specialist effective October 21st. Patrick reported that there is an OPERS problem. We would like Sue to remain through the end of 2011 to take care of the webinars and workshops she has developed. However, in order for Sue to continue to contribute to her annuity, she needs to change her status to 'intermittent'. Sue is amenable to this and on 10/21, her employment status will change to 'intermittent' and she will remain on the payroll until December 31st.

On behalf of the NEO Board, Patrick thanked Sue for all her service.

Public Comments

Mary Frances Burns expressed concern that she did not receive some of the Board information that was emailed separately from the Board Packet. Cathy said she would look into the matter.

Next Meeting

The Finance Committee
9:00am
Tuesday, October 18, 2011
Treasure Room of John G. White Collection
Cleveland Public Library
325 Superior Ave., N.E.
Cleveland, OH 44114

Board Meeting
10:00am
Tuesday, October 18, 2011
Same Location as above

Adjournment

Carrie Burrier moved and Andrew Davis seconded a motion to adjourn the meeting at 10:35am. Motion carried unanimously by voice vote.

NORTHEAST OHIO REGIONAL LIBRARY SYSTEM
Board of Trustees Regular Meeting
October 18, 2011
Treasure Room of the John G. White Collection
Cleveland Public Library
325 Superior Ave., N.E.
Cleveland, Ohio 44114

Call to Order/Roll Call and Introductions

NEO-RLS Board President Patrick Finan called the meeting to order at 10:10am.

Present: Mary Frances Burns, Jane Carle, Andrew Davis, Jimmie Epling, Patrick Finan, Betsy Lantz, Laura Leonard, Sheba Marcus-Bey, Jim Wilkins.

Also Present: Executive Director Cathy Hakala-Ausperk, Fiscal Officer Deborah Blair, Senior Education Specialist Melissa Lattanzi, Senior Technology Analyst Shawn Walsh, and AfterDark Coordinator Noah Himes.

Correspondence

There was no correspondence.

Approval of Agenda

Laura Leonard moved and Jim Wilkins seconded a motion to approve the agenda as presented. Motion carried by voice vote.

Approval of the Minutes

Andrew Davis moved and Betsy Lance seconded a motion to approve the minutes of the Board meeting held on September 27, 2011. Motion approved by voice vote

Reports

Fiscal Officer's Report

Debbie Blair submitted her reports for the Month ending September 30, 2011

In the Bank & Investment report, the NEO Cash Accounts had month-to-date deposits of \$137,617.22 and month-to-date withdrawals of \$244,039.08. The ending balance for the month was \$1,364,759.25. The OEBC Cash Accounts had month-to-date deposits' of \$215,548.30 and month-to-date withdrawals of \$183,031.64 with an ending balance of \$1,201,657.43. The grand total for the combined NEO-RLS and OEBC Cash Accounts was \$2,566,416.68.

The State Grant Fund had month-to-date expenses of \$13,071.00 and year-to-date expenses of \$37,675.80. 71.99% of the fund remained unencumbered at the end of the month.

The Local Fund had month-to-date expenses of \$37,996.64 and year-to-date expenses of \$106,286.00. 55.22% of the Local Fund remained unencumbered at the end of the month.

The Local Cash Fund Income Statement showed total revenue of \$14,670.25 and total expenses of \$37,996.64, a loss of \$23,326.39 for the month. If no more revenue is collected and every expense appropriated is spent the Local Cash Fund will have a projected end-of-year balance of \$1,015,672.77

The CLEVNET/AfterDark Fund had monthly expenditures of \$15,960.27. This is less than the monthly budgeted expenditures of \$22,184.34; the AfterDark Operators have been paid for the months of July and August which are traditionally slow months for them.

The Oregon/AfterDark Fund had monthly expenditures of \$4,930.46. This is less than the monthly budgeted expenditures of \$6,731.49 for the same reason as the CLEVNET/AfterDark Fund.

Patrick asked Debbie how many public libraries have not yet paid their dues. Debbie said that certainly one has not paid, but she would have to check with Rose Marie Pecchio to see if the other has paid. After the September Board meeting Debbie wrote a reminder letter to those libraries that had not paid. Now Cathy will contact the Directors and pursue the issue.

Betsy Lantz reported the Finance Committee's recommendation to accept the Financial Report as submitted. Report accepted unanimously by roll call vote.

Executive Director's Report

Cathy Hakala-Ausperk submitted a written report. She gave a six month update reiterating her goals of stability and growth for NEO-RLS. Many opportunities to support these goals have already presented themselves and she is very excited to continue this focus.

Cathy thanked the Board for all their support of the special programs featuring Maureen Sullivan. They were very well received. Melissa Lattanzi is developing the showcase for next year.

She attended the Mid-Central Ohio DOLLARS (Directors of Ohio Libraries Learn, Aid, Recharge, Support) meeting in Dover. She met with 7 directors and shared information on upcoming NEO events and training.

Cathy also attended the KSU SLIS Friends & Alumni Honors and Awards dinner and had an opportunity to speak with people about expanding student membership in NEO-RLS.

Senior Technology Analyst's Report

Shawn submitted a written report. Highlights include:

- Presentation of a webinar on QR codes. Shawn hopes to expand this webinar.
- Continued work on the peer-to-peer partnership between SearchOhio and Ohio Link. Things are progressing very nicely.
- Helped facilitate the TIPL consortium move to CLEVNET.

Cathy reported that she and Shawn attended a meeting with the Portage County Library Consortia to discuss the NEO-RLS contract. Cathy said that Shawn was able to assure them that NEO-RLS will continue to support them at the same level as in the past.

Carrie Burrier entered the meeting at 10:25am.

Senior Continuing Education Specialist's Report

Melissa submitted a written report. Highlights include:

- More than 80 people attended each of Maureen Sullivan's events in September.
- Feedback from the "Back to the Book Program" was that "it was the best program ever!"
- The Merit-based Pay series has been very popular.
- Melissa is working with Shawn on archiving the webinars.
- Melissa will be sending information about Staff Day 2012 to library directors. The cost is expected to be \$17.00 per person and include lunch!

AfterDark Virtual Reference Service Report

Noah submitted a written report. He reported that the operators are getting busy again now that school is back in session. He continues with the face-to-face operator training. Noah said that the Ohio's KnowItNow 24x7 service answered 2140 questions in September. This is 23% decrease from the same period last year and he attributes this to the fact that there are fewer operators and less hours staffed.

Youth Services' Specialist's Report

Cathy summarized Sue McLeaf Nespeca's written report. Cathy also heard excellent reviews about the New Book Look program.

Board Officers

Patrick reported he sent out an updated list of committees as well as a list of things for the committees to work on – specifically the Personnel and By-laws committees.

Carrie Burrier is the chair of the Marketing committee

New Business

Board Resolution 2012-14 Approval of a Part-Time Technology Analyst

Cathy presented this resolution. She recommends part-time hours of 22.5/hrs/week so the new employee is eligible for pro-rated benefits. Cathy and Debbie determined a salary range based on Shawn's salary range plus the 1.5% increase received this year. Debbie said this position will have salary and benefits of \$34,000.

The job description for the new position is the same as Shawn's job description. The Finance Committee recommended two changes to the job description: 1) remove the statement Supervises NEO-RLS

Consulting Services and the Technology Analyst, and 2) eliminate the words 'particularly III and TLC' from the statement about knowledge of automated library systems environment.

NEO-RLS has enough money in the budget for this position because of eliminating one of the administrative assistant positions.

Cathy said she sees a lot of potential for growth in service and revenue for Technology Services. And Tech Services has already brought in \$9,500 over what was indicated on the letters of intent for the year.

She added that she and Shawn are investigating project management software that will allow NEO staff and customers to track their service calls and issues.

The Finance Committee recommended approval of Board Resolution 2010-14 with the changes made to the job description. Resolution accepted unanimously by roll call vote.

Board Resolution 2012-15 Part-Time Youth Services Specialist

Cathy presented this resolution. She recommends part-time employment of 22.5hrs/week so that the employee is eligible for pro-rated benefits.

Cathy suggested that the "Qualifications" portion be amended to read "Master's Degree in Library Science from an ALA accredited school *preferred* but will consider related educational and/or work experiences. This would broaden the applicant pool to include people with early childhood education background, or library paraprofessionals with experience with children's services.

Debbie will create a salary range for the position that will cover MLS on the high end and associate on the low end.

The Finance Committee recommended that the Board Resolution 2012-15 be approved, pending review by the Personnel Committee of the qualifications for the position. Motion carried unanimously by roll call vote.

Board Resolution 2012-16 2012-2013 Dues Structure

Cathy presented this resolution. The Dues' Structure will remain the same as last year – including the 30% discount.

The Finance Committee reviewed the resolution and recommended two changes: 1) Income Range be changed to Total Revenue, and 2) include a statement that school, academic and special library dues will stay the same, with the 30% discount.

The Finance Committee recommends the approval of the resolution pending the changes listed above. Board Resolution 2012-16 approved unanimously by roll call vote.

Items too late for the agenda

Cathy presented a draft of the new letters of intent for the coming year. The first page is a nice marketing piece and the second page clarifies the services price list. It is more appealing and easier to understand.

Cathy plans to send the School Library letters to both the Library contact and the PTA/PTO President.

Mary Frances Burns moved and Carrie Burrier second to accept the dollar amount of services on the letters of intent. Motion passed unanimously by roll call vote.

Public Comments

Patrick thanked Sheba Marcus-Bey for arranging to have the meeting at Cleveland Public Library.

Next Meeting

Tuesday, November 15, 2011 at 10:00am
Ingalls' Library
Cleveland Museum of Art
11150 East Blvd.
Cleveland, OH 44106

There will be a tour of the Museum, so plan accordingly.

Adjournment

Laura Leonard moved and Betsy Lantz seconded a motion to adjourn the meeting. Motion passed unanimously by voice vote. The meeting adjourned at 10:55am.

NORTHEAST OHIO REGIONAL LIBRARY SYSTEM

Board of Trustees Meeting

November 15, 2011

Ingalls Library

Cleveland Museum of Art

1150 East Boulevard Cleveland, OH 44130

Call to Order/ Roll Call and Introductions

NEO-RLS Board President Patrick Finan called the meeting to order at 10:10am.

Present: Mary Frances Burns, Carrie Burrier, Jane Carle, Andrew Davis, Patrick Finan, Rose Guerrieri, Elizabeth Lantz, Laura Leonard, Sheba Marcus-Bey, Susan Roberts, Bill Tokarczyk.

Also present: Executive Director Cathy Hakala-Ausperk, Senior Education Specialist Melissa Lattanzi, Senior Technology Analysts Shawn Walsh, and AfterDark Coordinator Noah Himes.

Guests: Linda Yanko, Geauga County Public Library; and a Notary Public.

Approval of the Agenda

Patrick suggested two changes to the agenda; 1) move the appointment of Linda Yanko as new Board member to the beginning of the meeting, and 2) add an Executive Session to discuss the personnel evaluations.

Mary France Burns moved to accept the Agenda as changed and Betsy Lantz seconded the motion. Motion carried unanimously by voice vote.

Correspondence

Cathy submitted a letter of resignation from the Board from Jimmie Eppling. The Board accepted his resignation with regret.

Appointment of New Board Member

Patrick appointed Linda Yanko as the Board representative for Group C. Linda is the Manager at the Geauga West Branch of the Geauga County Public Library. The oath of office was administered.

An updated and accurate Board roster was provided to the Board members by Cathy.

Approval of Minutes

Carrie Burrier moved and Laura Leonard seconded a motion to approve the minutes of the October meeting as presented. Motion carried unanimously by voice vote.

Reports

Fiscal Officer's Report

Melissa reported for Debbie who was attending training sponsored by the Ohio Auditor of State.

For the month ending October 31, 2011:

In the Bank & Investment Report, the NEO-RLS Cash Accounts had an ending balance of \$1,392,226.54. The OEBC Cash Accounts had an ending balance of \$1,164,232.95. The grand total for the combined NEO-RLS and OEBC Cash Accounts was \$2,556,459.49.

In the State Grant Fund, year-to-date expenses were \$51,138.97 and the unexpended balance was \$94,478.23. As of the end of October, 63.13% of the fund remains unencumbered.

In the Local Fund appropriations, year-to-date expenses were \$148,387.42. The unexpended balance of the fund was \$382,434.58. As of the end of October, 45.46% of the fund remained unencumbered.

The Local Cash Fund Income statement reported year-to-date revenue of \$362,109.74 and expenses of \$148,387.42. The balance as of October 31, 2011 was \$1,409,257.15 and the projected end-of-year balance if no more revenue is collected and every expense appropriated is spent is \$1,036,822.57.

The Cleveland AfterDark fund had year-to-date expenditures of \$56,143.89. The Oregon After/Dark fund had year-to-date expenditures of \$17,243.01.

Mary Frances Burns moved and Rose Guerrieri seconded a motion to approve the Fiscal Officer's report. Motion carried unanimously by roll call vote.

Executive Director's Report

Cathy submitted a written report and highlighted the following:

- NEO-RLS has been hired to run the Wickliffe Public Library Board of Trustees Executive Director Search.
- She has received resumes for the Technology Analyst and Youth Services Specialist positions.

- She expects to get the letters of intent out to the membership before the Thanksgiving Holiday
- Jim Wilkins is the new Chair of the Strategic Planning Committee. At the next staff meeting, Cathy and the staff will be working on objectives and accomplishments.

Senior Technology Analyst's Report

Shawn submitted a written report and added these highlights:

- He attended the OLC Conference and expo and got a lot of 'face' time with current and potential NEO members. There is a lot of interest in the library community about the services NEO has to offer.
- He has been very busy with E-rate.
- Some of the data in the Salary Survey went AWOL after a power surge. He is working on retrieving it.
- He met with Missy Lodge regarding the salary survey transition from NEO-RLS to the State Library. This will be a lengthy process. NEO will produce the survey for at least one more year and then it will become part of the State statistics collection.

Senior Continuing Education Specialist's Report

Melissa submitted a written report; highlights include...

- She is very pleased with the attendance on all the webinars. If someone has registered, but cannot attend a webinar, he or she can access the archived webinar for half the original cost of the webinar.
- She has developed an E-Government webinar series
- She is extremely excited to announce that Joan Fry Williams will be the speaker at the Spring Showcase. Cuyahoga County Public Library will sharing the costs of Ms. Williams expenses because she will be presenting a program for CCPL at the same time.

AfterDark Virtual Reference Service Report

Noah submitted a written report. As part of the State Library's 5-year evaluation of LSTA grants, Noah and KnowItNow representatives from Cleveland Public Library were interviewed about the successes, challenges and goals for the KnowItNow24x7 service. Noah says this was the first review of the service in seven years!

Board Officer Reports

Patrick asked that the By-laws committee meet and update them. Jane, chair of the committee agreed and will set up a meeting.

New Business

Health Insurance

Patrick gave a brief history of the Ohio Employee Benefits Consortium and its plans for the future. NEO-RLS employees receive health insurance through OEBC. OEBC has been approached by The Ohio Plan to become a part of that organization. The OEBC Board decided that because 1) it has not been able to 'grow' the plan, and 2) upcoming changes in the health insurance industry, it would be a good time to dissolve the consortium and transition to The Ohio Plan.

A majority of OEBC member libraries must agree to the dissolution. Then, OEBC will pay any financial obligations which include runoff claims for 2011 and repayment of the \$150,000 gift from the NOLA Trust.

If a majority vote is not received, OEBC will continue to operate as it does at this time.

OEBC expects there will be \$500,000-\$700,000 left after paying the claims and the NOLA trust. The remainder will be paid out to any member libraries that switch to the Ohio Plan for the year 2012. NEO-RLS will receive 2.76% of the remainder.

Under The Ohio Plan, employees will have access to the same health insurance programs that were offered by OEBC. The rate increase for the next year is about 3% overall. Benefits Design will be the broker for the health insurance plans.

Board approval is needed to 1) dissolve the OEBC, 2) join the Ohio Plan 3) approve the switch to Medical Mutual from Anthem.

Board Resolution 2012-17 Approval of OEBC dissolution.

Based on the recommendation of the Board of the Ohio Employee Benefits consortium the NEO-RLS Board of Trustees hereby agrees to enter a vote supporting dissolution of OEBC.

As will be explained in the next resolution, OEBC leadership has determined that member libraries will be better served, both next year and in the years to come, by joining with another consortium, the Ohio Plan.

Pursuant to approval of this resolution, Appendix A to the Neo-RLS Bylaws ("Ohio Employee Benefits consortium: Consortium Agreement") will be nullified and removed.

Laura Leonard moved and Mary Frances Burns seconded a motion to approve this resolution.

Vote taken by roll call: eleven members voted yes: Mary Frances Burns, Carrie Burrier, Jane Carle, Andrew Davis, Rose Guerrieri, Betsy Lantz, Laura Leonard, Sheba Marcus-Bey, Susan Roberts, Jim Wilkins, Bill Tokarczyk, and Linda Yanko. Patrick Finan abstained and the following Board members were absent; Holly Buente, Kerry Reed and Jim Wilkins.

Board Resolution 2012-18 Approval to join The Ohio Plan.

By voting to move the staff of the NEO-RLS into The Ohio Plan, premium increased for January 1, 2012 – December 31, 2012 will be in the neighborhood of 4.26%.

Further, the OEBC board, having interviewed and carefully considered options and personnel at The Ohio Plan, has determined that this group offers NEO-RLS the best option in coming years as well, to help keep health care costs maintained.

BE IT RESOLVED that the Board approve “The Ohio Plan Healthcare Consortium Inc. Participation Agreement” and instruct the director to enter into the same.

Bill Tokarczyk moved and Susan Roberts seconded a motion for approval of Board Resolution 2012-18. Vote taken by roll call; eleven members voted yes: Mary Frances Burns, Carrie Burrier, Jane Carle, Andrew Davis, Rose Guerrieri, Betsy Lantz, Laura Leonard, Sheba Marcus-Bey, Susan Roberts, Jim Wilkins, Bill Tokarczyk, and Linda Yanko. Patrick Finan abstained and the following Board members were absent; Holly Buente, Kerry Reed and Jim Wilkins.

Patrick asked for a motion for the Board to approve The Ohio Plan-Addendum and Assumption Agreement which needs a NEO Representative’s signature and a representative of the Ohio Plan and Medical Mutual.

Laura Leonard moved and Carrie Burrier seconded approval of the motion. Motion passed by roll call vote: eleven members voted yes: Mary Frances Burns, Carrie Burrier, Jane Carle, Andrew Davis, Rose Guerrieri, Betsy Lantz, Laura Leonard, Sheba Marcus-Bey, Susan Roberts, Jim Wilkins, Bill Tokarczyk, and Linda Yanko. Patrick Finan abstained and the following Board members were absent; Holly Buente, Kerry Reed and Jim Wilkins.

Mary Frances Burns moved that language concerning the OEBC be removed from the NEO-RLS By-laws. Andrew Davis seconded the motion. Motion passed unanimously by roll call vote.

Patrick reported that OEBC will need fiscal services from NEO-RLS for 2010. OEBC Fiscal Agent-Patrick, acting as Chair of the OEBC Board, will discuss with Betsy, representing the NEO Board, a proposed contract for NEO continuing to act as the Fiscal Agent for OEBC in 2012. Betsy will bring the proposed contract to the NEO Board in December

Cathy discussed the various health care plans offered by The Ohio Plan and recommends no change in the offerings. Mary Frances Burns made a motion to accept the health insurance plans as offered by The Ohio Plan. Betsy Lantz seconded the motion. Motion passed unanimously by roll call vote.

At 10:55am, Carrie Burrier moved that the Board entered executive sessions to discuss personnel issues. Bill Tokarczyk seconded the motion. Motion passed unanimously by roll call vote.

At 11:03am, Mary Frances Burns moved and Rose Guerrieri seconded a motion to exit executive session. Motion passed unanimously by roll call.

Public Comments

Cathy said that Melissa, Debbie and Shawn did a fantastic job at the OLC Conference. The booth looked terrific and saw a lot of traffic.

Cathy announced that the December Board Meeting will be on December 20th, not December 13th. Please RSVP to Rose Marie for lunch. The Finance Committee will not meet in December; there may be a meeting of the By-laws Committee.

There will be no meeting in January 2012

Next Meeting

Tuesday, December 20, 2011 at 10:00am
NEO-RLS
4445 Mahoning Ave. NW
Warren, OH 44483

Holiday luncheon to follow the meeting.

Adjournment

Rose Guerrieri moved and Betsy Lantz seconded a motion to adjourn. The meeting adjourned at 11:05am.

Northeast Ohio Regional Library System
Board of Trustees Meeting
December 20, 2011
NEO-RLS Offices
4445 Mahoning Avenue NW, Warren, OH 44130

Call to Order/Roll Call

NEO-RLS Board President Patrick Finan called the meeting to order at 10:10.

Present: Mary Frances Burns, Carolyn Burrier, Andrew Davis, Rose Guerrieri, Linda Yanko, Elizabeth Lantz, Susan Roberts, Sheba Marcus-Bey, Patrick Finan, Jim Wilkins, Bill Tokarczyk.

Absent: Jane Carle, Laura Leonard, Kerry Reed, Holly Buente

Also present: Executive Director Cathy Hakala-Ausperk, Senior Education Specialist Melissa Lattanzi, Fiscal Officer Deborah Blair, Senior Technology Analyst Shawn Walsh, and AfterDark Coordinator Noah Himes.

Jane Carle, Board Secretary, was absent. Patrick asked that Linda Yanko serve as secretary pro tem.

Approval of the Agenda

Patrick asked to have the agenda approved. Carolyn moved to accept the agenda, and Mary Frances Burns seconded. Motion approved by voice vote.

Approval of Minutes

Carolyn Burrier moved and Betsy Lantz seconded a motion to approve the minutes from November as presented. Motion carried by voice vote.

Correspondence

Debbie reported that the Audit Report had come back clean. Patrick noted several inaccuracies in the report.

On page 8 under NOLA Trust Fund it should read "This fund consists of cash assets transferred to the Trust per dissolution plan of NOLA Regional Library System as approved by the State Librarian. A seven member board of trustees..."

On page 10 under Grants-in-aid and Tax Receipts it should read "The primary source for NEO-RLS is membership contributions and dues, the State Library and grants."

On page 11 under Risk Pool Membership it should read "The Consortium is a shared risk pool comprised of libraries throughout the State of Ohio."

Debbie will send the corrections to the State Auditor's Office.

Reports

Fiscal Officer's Report

Debbie reported the month ending November 30, 2011:

In the Bank & Investment Report, NEO-RLS's Cash Accounts had an ending balance of \$1,406,711.78. The OEBC Cash Accounts had an ending balance of \$1,134,861.48. The grand total for the combined NEO-RLS and OEBC Cash Accounts was \$2,541,573.26.

The Local Cash Fund Income statement reported November expenses of \$31,641.75 and end-of-year balance \$1,058,464.32.

The Cleveland AfterDark November expenditures were \$ 24,911.88 and YTD \$81,055.77.

Mary Frances Burns moved to accept the reports and Jim Wilkins seconded. Motion carried unanimously by roll call.

Executive Director's Report

Cathy submitted a written report and highlighted the following:

The Strategic plan is coming along and there will be a draft early in the year.

Membership letters have been sent out and about 1/3 have been returned. Henderson Library is rejoining.

Cathy and Rose Marie continue to work on the Findawayworld Collection Circuit.

Senior Technology Analyst's Report

Shawn submitted a written report and highlighted the following;

He presented a Technology Disaster Planning for Management webinar which attracted more Technology people than administrators. He will try advertising differently next time.

With "tremendous help" from Rose Marie, E-Rate reimbursements have money committed and checks have begun to arrive.

Shawn is working on planning for the OLC NE Chapter Conference and will be doing two programs himself.

Responding to a request from Amherst Library, Shawn created a web base of current and historical business listings in the community.

Shawn also reported that his article, "Kids as Videographers" had been printed in ALSConnect.

Senior Continuing Education Specialist's Report

Melissa submitted a written report and highlighted the following:

NEO has a total of 200 people committed to 2012 Staff Day. Melissa is still waiting for a decision from several libraries.

Melissa was applauded as she announced that she had passed her HR certification test and is now an approved HR provider.

Melissa and Shawn worked together to make archived workshops available on line at the NEO RLS website. These workshops will be listed on the CE page as on demand workshops and will be one-half the cost of live webinars.

Planning for Summer Reading workshops and seminars for all age groups is proceeding.

AfterDark Virtual Reference Service Report

Along with a written report, Noah commented that In November, training sessions were held at the Ashtabula County District Library. Lnet had reported some problems with a text crazy patron and together with AfterDark came up with several possible technical solutions.

Board Officer Report

President's Report

Patrick updated the Board on the Ohio Employee Benefits Consortium situation, explaining that on November 29 it was agreed to officially dissolve OEBC by the end of the year and join The Ohio Plan as of Jan 1, 2012. The Board met formally on December 19 and passed a transitional document to guide them as they go out of business by December 2013. Kerry Reed will be joining The Ohio Plan board.

New Business

Betsy Lantz made a motion to approve Board Resolution #2012-19 to approve the OEBC Fiscal Agent Agreement for \$5000 for 2012. The motion was seconded by Jim Wilkins. The motion was approved by roll call with one abstention.

Patrick thanked everyone for all their hard work this year and wished all a Merry Christmas.

Andrew Davis moved to adjourn and Betsy Lantz seconded. Motion was passed with a voice vote. We adjourned at 11:15.

Next Meeting

February 21, 2012 Board Meeting 10:00 A.M. NEO Offices.