

Northeast Ohio Regional Library System  
Board of Trustees Meeting  
February 21, 2012  
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 10:00am

Present: Mary Frances Burns, Carrie Burrier, Jane Carle, Andrew Davis, Rose Guerrieri, Betsy Lantz, Laura Leonard, Sheba Marcus –Bay, Kerry Reed, Susan Roberts, Jim Wilkins, Bill Tokarczyk, Linda Yanko.

Absent: Holly Buente

Also Present: Cathy Hakala-Ausperk, Debbie Blair, Melissa Lattanzi, Noah Himes, and Shawn Walsh.

**Introduction of Guests**

Rose Ann Lubert, Director of Girard Free Library and President, NOLA Trust board; Kelly Kotel, Intern at McKinley Memorial Library; Kenny Carvalho, NEO –RLS Technology Analyst and Amanda Hoover, NEO-RLS Youth Services Specialist.

Rose Ann Lubert presented a brief history of the NOLA Trust. The NOLA trust was formed after the dissolution of the NOLA, CAMLS and MOLO regional library systems in 2006. At that time NOLA had \$800,000 in the bank and this was the foundation of the Trust. The NOLA Trust operates separately from NEO-RLS. Up to this point the Trust has funded projects for NEO-RLS, but it could fund projects for individual libraries that were members of NOLA.

The NOLA Trust has provided funds for:

- Rent for NEO-RLS headquarters since 2007 with commitment for two more years
- NEO-RLS Computer Lab
- Digital Content Management System
- The health insurance consortium
- Maureen Sullivan and the 2011 Showcase
- Public Relations Projects
- Youth Services Symposium
- Playaway Circuit
- The busses to Columbus Legislative Days

The current Board Members are: Rose Ann Lubert, Mary Frances Burns, Nancy Currie, Lilith Kunkel, Carleton Sears, Bill Tokarczyk and Patrick Finan. Carleton Sears is retiring and will be replaced by Cecelia Swanson.

At this point in time the NOLA Trust has in excess of \$300,000.

NEO Board President Patrick Finan and Director Cathy Hakala-Ausperk expressed their thanks to the Trust for all it has done for NEO-RLS.

*At 10:05 Linda Yanko and Carrie Burrier joined the meeting.*

### **Approval of Agenda**

Patrick Finan had an addition to the Agenda; correspondence from Holly Buente.

Bill Tokarczyk moved and Rose Guerrieri seconded a motion to approve the agenda as amended. Motion passed unanimously by voice vote.

### **Approval of the Minutes**

Bill Tokarczyk moved and Jim Wilkins seconded a motion to accept the minutes of the December meeting as presented. Motion carried by voice vote.

### **Correspondence**

- Patrick Finan read the resignation letter from Shawn Walsh. Shawn is moving on to a new position at Madison Public Library. Shawn said he had really enjoyed every minute of his time at NEO-RLS and thanked the Board for every opportunity he had while at NEO. Patrick called him a 'good and loyal' employee and thanked him for his years of service.
- Patrick also read a letter from Holly Ryan Buente indicating that she must resign from her position on the Board of Trustees because of timing issues. Mary Frances Burns moved and Betsy Lantz seconded a motion to accept, with regret, Holly's resignation. Motion carried by voice vote. Patrick thanked Holly for her service and we all wish her well in the future.
- Cathy Hakala-Ausperk will send out an email request for volunteers to fill Holly's position on the Board. Additionally she will post the position on Facebook and on the web page. If nobody volunteers, Patrick will appoint someone to the position.

### **Fiscal Officers Report**

FO Debbie Blair submitted financial reports for the months of December, 2011 and January 2012.

#### **December 2012**

*Bank and Investment Report:* In the NEO Cash Accounts Month-to-Date deposits were \$39,889.45 and withdrawals were \$100,447.80 leaving an ending balance of \$1,346,144.43.

In the OEBC Cash Accounts, month-to-date deposits were \$72,263.02 and withdrawals were \$134,898.56 leaving an ending balance of \$1,072,225.94.

*State Grant Fund:* month-to-date expenses were \$13,071 and year-to-date expenses were \$84,632.32 leaving 40.97% unencumbered.

*Local Fund:* month-to-date expenses were \$30,139.75 and year-to-date expenses were \$409,455.48 leaving 36.84% unencumbered.

*Local Cash Fund Income Statement:* revenue for December was \$15,868.96 and expenses were \$30,139.75 leaving a loss for the month of \$14,270.29. If no more revenue is collected and every expense appropriated is spent the projected end-of-year balance is \$1,074,333.28.

*AfterDark /CPL appropriations report:* total expenses for the month were \$20,675.20 and for the year-to-date were \$101,730.97.

*AfterDark/Oregon report:* month-to-date expenses were \$6,450.68 and year-to-date expenses were 30,945.34.

*(At 10:10am Sheba Marcus-Bey joined the meeting.)*

## **January 2012**

*Bank & Investment report:* The NEO Cash Accounts had month-to-date deposits of \$166,201.52, month-to-date withdrawals of \$92,764.62 and an ending balance of \$1,419,581.33. The OEBC Cash Accounts had month-to-date deposits of \$3,654.55, month-to-date withdrawals of \$111,379.55 and an ending balance of \$964,500.94. The grand total ending balance for bank & investments was \$2,384,082.27.

*State Grant Fund:* month-to-date expenses were \$13,460.59 and year-to-date expenses were \$98,092.91 leaving a current unencumbered balance of 32.11%

*Local Fund:* month-to-date expenses were \$28,654.41 and year-to-date expenses were \$238,109.89 leaving a current unencumbered balance of 36.75%

Debbie reported that NEO-RLS received a gift from the NOLA Trust of \$11,000 for the Legislative Bus and for the Playaway circuit.

*Local Cash Fund:* total revenue for January was \$35,029.88 and expenses were \$28,654.41 leaving a profit for the month of \$6,375.47. If no more revenue is collected for the rest of the year and every expense appropriated is spent there would be a balance of \$1,098,363.16 in the fund.

*AfterDark/CPL fund:* January expenses were \$21,281.14 and year-to-date expenses were \$123,012.11.

*AfterDark/Oregon Fund:* January expenses were \$6,647.75 and year-to-date expenses were \$37,593.09.

Mary Frances Burns inquired as to why, according to the December Check Register, Todd Brainard received two consecutive checks for the same amount of money. Debbie reported that is because

Laura Leonard moved and Kerry Reed seconded a motion to accept the Fiscal Officers reports for December 2011 and January 2012. Motion carried, unanimously, by roll call vote.

## **Director's Report**

Cathy introduced two new NEO employees; Kenny Carvalho and Amanda Hoover. Kenny is the new Technology Analyst and Amanda is the new Youth Services Specialist.

Cathy highlighted a few items from her written report:

1. NEO-RLS is working with The Ohio Humanities Council to support their “Let’s Talk About It: Making Sense of the Civil War” series.
2. NEO is hosting informational tables at OLC’s North and Northeast conference.
3. Cathy will be making a presentation at the State Library staff meeting in May.
4. The NEO-Office will host a KSU SLIS Practicum Student. Holly Klingler will be helping to update and expand the vendor discount service.

### **Senior Technology Analyst**

Shawn highlighted a few items from his written report:

1. With the help of Rose Marie Pecchio and Debbie Blair, he has completely caught up with E-rate submissions!
2. Finished E-government University.org, a joint project between all the Regional Library systems that will have training for library staff and patrons on a variety of government services.

Mary Frances Burns moved and Carrie Burrier seconded a motion to thank Shawn for his years of service to NEO-RLS. Motion carried, unanimously, by voice vote.

### **Senior Continuing Education Specialist**

Melissa submitted a written report and highlighted a few items.

1. Webinar attendance has been fantastic –there are at least 20 people on each webinar and sometimes up to 50 people attend!
2. The Summer Reading programs were very successful.
3. The Spring Showcase will be April 17<sup>th</sup> in Akron. Joan Frye Williams is the featured speaker. She will present a workshop from 10:00am – 12:30pm; then we will have lunch and she will give the keynote speech.
4. Melissa is working with Andrew Sanderbeck to develop patron training via webinar.

Laura Leonard expressed thanks to Melissa for putting together the various webinars. It is much easier for staff to attend this type of training.

### **AfterDark Coordinator**

Noah reports that the people at Ohio KnowItNow are looking at eliminating the AfterDark overnight hours from 2:00am to 7:00am and reallocating those hours to daytime. The after school hours are the busiest hours for KIN and Ohio Kin is having difficulty finding libraries to cover those hours. CPL acknowledges that NEO AfterDark will manage the extra daytime hours that are not covered by library staff.

Noah expressed concern about how this change will impact Oregon AfterDark particularly because 2:00am EST is 11:00pm in Oregon. Calls from Ohio are dwindling at that time, but still coming in strong

from Oregon. For the KIN shared hours, Ohio pays 75% of the cost and Oregon pays 25% of the coverage.

### **Board Officers**

Jim Wilkins presented the proposed strategic plan. *NEO 2014: Taking control of the Future* is a 24 month plan that will start in July of 2012. The new plan was developed by the NEO-RLS staff who have worked diligently to identify strengths and weaknesses opportunities and threats to develop goals and objectives.

Jim and Patrick propose that copies of the plan be made available to the membership at the April meeting and that the board vote on adoption at the May meeting.

### **New Business**

Cathy distributed a new NEO-RLS Board calendar and noted two changes:

1. The April 17, 2012 Board meeting will run from 9:00am – 9:45am.
2. The location of the May 2012 meeting has been changed to the Norton Branch of the Akron-Summit county Public Library.

Cathy reported that on Legislative Day (April 18) the Regional Library Systems will host a luncheon at the Columbus Metropolitan Library. The cost for the lunch is \$10.00

Board Resolution 2012-20 Health Insurance Coverage for employees working 22.5 hours.

Cathy presented this resolution. According to the bylaws, there is some confusion as to the number of hours part-time employees must work to be eligible for health insurance. Both 22.5 hours per week and 25 hours per week are stated. This resolution sets the hours at 22.5.

Bill Tokarczyk asked what percentage NEO pays for Health Insurance. For part-time employees, NEO pay 54% of the premium and the employee pay 46% of the premium.

It was suggested that the percentage figures be added to the resolution. Laura Leonard moved and Susan Roberts seconded a motion to accept Board Resolution 2012-20 as amended. Motion carried by roll call vote.

### **Board Resolution 2012-21 NOLA Trust Gift**

Debbie Blair presented this resolution which will allow the Fiscal Officer to update the annual revenue to reflect an \$11,000 gift from the NOLA Trust. The gift will be used as follows: 1) \$10,000 to fund the new Playaway circuit; 2) \$500 for audit expenses, and 3) \$500 for the 2012 Legislative Day bus Trip.

Betsy Lantz moved and Sheba Marcus-Bey seconded a motion to accept Board Resolution 2012-21. Motion carried by voice vote.

### **New Business**

Cathy raised the question as to whether the Board needs to meet every month. The Bylaws only specify that the Board meet six times a year. There was some discussion: several Board members liked the idea of fewer meetings and put forth the suggestion that the Board President and the Executive Director could call special meetings if needed. Other Board members expressed concern that it might be difficult to have a quorum at special meetings because of staffing situations at a Board members library.

After the discussion it was decided that the Board would plan to meet monthly with the caveat that a meeting could be cancelled if the agenda is 'light' and there is nothing needs immediate Board action.

Vice President/President-Elect Betsy Lantz will ponder this situation for next year.

#### **Items Too late For The Agenda**

None presented.

#### **Public Comments**

None given.

#### **Upcoming Meetings**

March 21, 2012

Twinsburg Public Library  
10050 Ravenna Rd.  
Twinsburg, OH 44087

9:00am – Personnel Committee

10:00am – Board Meeting

#### **Adjournment**

Carrie Burrier moved and Andrew Davis seconded a motion to adjourn the meeting. Motion carried by voice vote and the meeting was adjourned at 11:05am.

Respectfully submitted by Jane R. Carle, Secretary.

**Northeast Ohio Regional Library System  
Board of Trustees Meeting  
March 20, 2012  
Twinsburg Public Library  
10050 Ravenna Rd.  
Twinsburg, OH 44087**

**Call to Order/Roll Call**

NEO-RLS President Patrick Finan called the Board Meeting to order at 10:07am.

Present: Mary Francis Burns, Carrie Burrier, Jane Carle, Patrick Finan, Betsy Lantz, Laura Leonard, Sheba Marcus-Bey, Susan Roberts, Jim Wilkins, Bill Tokarczyk and Linda Yanko.

Absent: Andrew Davis, Rose Guerrieri, Kerry Reed.

Also present: Cathy Hakala-Ausperk, Debbie Blair, Melissa Lattanzi, Noah Himes, and Amanda Hoover

**Approval of Agenda**

Mary Frances Burns moved and Carrie Burrier seconded a motion to approve the agenda as presented. Motion passed unanimously by voice vote.

**Update on School Library Representative on Board**

Patrick noted that the School Library members have been notified by email and via Facebook about the opening on the Board. He has not received any response and so will probably make an appointment from a public library member.

Andrew Davis entered the meeting AT 10:07am

**Approval of Minutes**

Patrick asked for approval of the minutes of the February meeting. Mary Frances had a question about some text that is missing on page 5. The text in question will be replaced. Sheba noted that her name was spelled incorrectly...it is Bey, not Bay.

Mary Frances moved and Betsy Lantz seconded a motion to accept the minutes as corrected. Motion passed unanimously.

**Fiscal Officer's Report**

Fiscal Officer Debbie Blair submitted the financial report for February 2012.

**Bank & Investment Report:**

NEO Cash Accounts: Month-to-date deposits of \$233,891.93 and nonth-to-date withdrawals of \$303,103.00 (includes a \$200,000 withdrawal from the NEO Money Market account at First Place Bank for the Dell group purchase). Ending balance is \$1,350,370.21.

OEBK Cash Accounts: month-to-date deposits were \$3,489.21 and withdrawals were \$11,972.52. Ending balance is \$956,017.63.

The grand total bank & investments is \$2,306,387.84.

State Grant Fund: Month-to-date expenses were \$11,419.90 and year-to-date expenses were \$109,512.81. The current year unexpended balance is \$36,104.44; 24.68% of that is unencumbered.

Local Fund: Month-to-date expenses were \$36,986.51 and year-to-date expenses were \$275,096.40. The current year unexpended balance is \$266,725.60; of that, 29.06% is unencumbered.

Local Cash Fund Income Statement: Income for the month was \$7,699.80 and expenses were \$36,989.51; leaving a loss of \$29,286.71 for the month. Year-to-date income is \$177,253.73. Projected end-of-year balance is \$1,106,062.92.

After Dark/CPL Appropriations: February expenses were \$22,105.63 and year-to-date expenses were \$145,117.74.

After Dark/Oregon Appropriations: February expenses were \$6,913.88 and year-to-date expenses were \$44,506.97.

### **Director's Report**

Fresh from her trip to PLA, Cathy distributed a written report to the Board Members. She highlighted the "Winter Regionals' Meeting" held in February and reported that work on the Egovernmentuniversity.org website continues. The next meeting of the Regional Systems will be in June.

Cathy added that all the Regionals' are sponsoring the Legislative Day luncheon.

### **Senior Continuing Education Specialist's Report**

Melissa reported that attendance at all webinars and programs has been great.

She highlighted a number of programs:

- Interactive training with Andrew Sanderbeck – a blended series with both webinars and face-to-face training.
- The New Supervisors' Academy is full.
- There are 230 attendees registered for the NEO-RLS staff day in October.

The CE committee will be meeting on April 2<sup>nd</sup> at Stow-Munroe Falls Public Library.

### **AfterDark Virtual Reference Service Coordinator's Report**

Noah Himes reported that KnowItNow 24x7 has cut the 2am-7am hours of service. Oregon would like to continue offering services during these hours; however it will be more expensive for them. Oregon's LNET service issued a RFP for virtual reference service and expects to make a decision early in April.



## **Youth Services Specialist's Report**

Amanda Hoover submitted a written report. She has been busy meeting lots of people and planning programs.

## **Board Officers**

### **Bylaws/Policy Committee, Jane Carle Chair**

#### **Resolution 2012-22 Bylaws and Administrative Policy Changes.**

The Bylaws/Policy Committee and Director Hakala-Ausperk went through both the NEO-RLS Bylaws and the Administrative policy and recommended several revisions. If the Board approves the changes, the new Bylaws and Administrative Policy will be posted on the NEO website for 30 days. If there are changes suggested by the membership, the two documents will automatically become policy.

Mary Frances Burns had two changes to suggest:

1. Article VII. NEO-RLS Board of Trustees
  - B. Terms of Office
    - \*change text to agree with numbers in parentheses
    - Three (3) At- Large...
    - Nine (9) Public Library...
  
2. Article VII. NEO-RLS Board of Trustees
  - K. Board Committees
    - Nominating -- Change the first sentence to: The Nominating Committee will meet annually after...

Andrew Davis moved and Sheba Marcus-Bey seconded a motion to accept the revised Bylaws as amended. Motion carried by roll call vote.

## **Administrative Policy**

Mary Frances Burns suggested several changes to the revised policy:

1. Remove the name of the NEO-RLS website --see sections 2.2.1 and 2.2.3.
2. Add staff to the first paragraph of section 3.9 - - Mileage and expense Reimbursement

Susan Roberts noted that there are problems with duplicate numbering and duplicate sections --

- Section 2.10 is listed as both Disposal of Materials and Optional Services
- Section 2.10.3 and 2.11.4 are duplicated
- Section 2.11 is listed as Continuing Education Policy AND Optional Services
- Section 2.12 is also listed as Continuing Education Policy.

Andre Davis moved and Linda Yanko seconded a motion to approve the Administrative Policy with the changes suggested. Motion carried by roll call vote.

**Current Business** -- None

**New Business** -- None

**Items too Late for the Agenda**

Cathy reported that she hired Rob Taylor as a Technology Specialist. He comes to NEO from Burton Public Library and will start on April 1<sup>st</sup>.

Jim Wilkins expressed thanks and appreciation to Cathy and NEO-RLS for providing the Fun Bus to PLA.

Patrick Finan thanked Laura Leonard for hosting the meeting.

**Upcoming Meetings**

Board Meeting: 4/17/2012 at 9:00am – please note change in time.

Workshop with Joan Frye Williams 10:00am – 12:30pm

NEO's Spring Showcase and Luncheon 12:30pm – 3:15pm

Location: Akron General Health & Wellness Center  
4125 Median Rd.  
Akron, OH 44333 (330-665-8000)

**Adjournment**

Mary Frances Burns moved and Sheba Marcus-Bey seconded a motion to adjourn the Board Meeting at 10:40am. Motion carried by voice vote.

**Northeast Ohio Regional Library System  
Board of Trustees Meeting  
April 17, 2012  
Akron General Health & Wellness Center – West  
4125 Medina Road, Akron, OH 44333**

**Call to Order/Roll Call**

Neo-RLS President Patrick Finan called the meeting to order at 9:00am.

Present: Mary Frances Burns, Carrie Burrier, Jane Carle, Patrick Finan, Betsy Lantz, Laura Leonard, Kerry Reed, Jim Wilkins, Bill Tokarczyk, and Linda Yanko.

Absent: Andrew Davis, Sheba Marcus-Bey, Susan Roberts.

Also Present: NEO-RLS Director Cathy Hakala-Ausperk, Fiscal Officer Debbie Blair, Senior Continuing Education Specialist Melissa Lattanzi, AfterDark KnowItNow Coordinator Noah Himes, Technology Specialist Kenny Carvalho and Youth Services Specialist Amanda Howe.

Other guests: Holly Klinger, KSU-GSLIS Practicum Student. Holly is working revising and expanding the vendor discount agreements. Rob Taylor, NEO's new Technology Specialist. Rob comes to NEO from the Burton Public Library. He has library and computers in his background and he has been a Lutheran pastor, too.

**Approval of the Agenda**

Patrick asked that we allow the staff to present their reports before the fiscal officer and the executive director.

Mary Frances Burns moved and Betsy Lantz seconded a motion to approve the agenda as amended. Motion passed unanimously by voice vote.

**Approval of Minutes**

Laura Leonard moved and Mary Frances Burns seconded a motion to accept the minutes of the March meeting as presented. Motion passed unanimously by voice vote.

**Correspondence**

Patrick received thank you notes about the PLA Fun Bus to Philadelphia from Jan Vaughan (spell?) from the Warren-Trumbull County Public Library and Jean Eldridge (spell) from the Lorain County Public Library. Cathy added that she received several thank you notes and many complements on the bus. Cathy thanked Rose Marie for all her assistance in putting this program together.

**Technology Report**

Rob expressed his appreciation to the Board for the opportunity to work at NEO.

Rob and Kenny are working with Cathy to develop NEO's vision for technology and serving member libraries in the future.

NEO had a Garage Sale – apparently NEO has been a bit of a hoarder! Kenny & Rob went through the old equipment and offered it for sale. Many libraries took advantage of the great deals that were available. Now items will be placed on NEO Today's Classified webpage. Any items that can be recycled are going to the Computer Doctor, which is conveniently located right next door to NEO!

Kenny added that site visits are continuing and that he has been able to handle several repairs remotely.

### **Continuing Education Report**

Melissa has been very busy! The New Supervisors' Academy has been a huge success with 46 attendees for the entire series. Three small public libraries are offering the Webinars for Patrons. Nine libraries have agreed to participate in NEO's staff day.

Melisa reported that we have 109 attendees registered for the Showcase – more than ever before! Also, 57 people registered for the morning session with Joan Frye Williams.

Cathy Hakala-Ausperk nominated Melissa as an American Libraries Association – Allied Professional Association 'Star' for National Library Week and Melissa was listed on the ALA-APA website on National Library Workers Day, 4/10/2012. Congratulations Melissa!

*\*\*Andrew Davis entered the meeting at 9:10am\*\**

### **AfterDark Virtual Reference Service Report**

Noah reported that they are still waiting to hear from Oregon's Multnomah County Library regarding service. Budgeting and scheduling is on hold until The Multnomah Library makes a decision.

### **Youth Services Report**

Amanda has been doing lots of marketing. She asked for more participation in the advisory committees and received responses from several people.

### **Fiscal Officer's Report**

Debbie submitted the financial report for the month ending March 31, 2012.

#### **Bank & Investment Report**

NEO Cash Accounts -- month-to-date deposits were \$34,409.78. Month-to-date withdrawals were \$191,700.04 – this figure includes the Dell Group Purchase. The ending balance for the month was \$1,193,079.95.

OEBC Cash Accounts – month-to-date deposits were \$131.51 and withdrawals were \$10,780.53 and the ending balance was \$945,369.61.

The total ending balance for the combined NEO and OEBC Cash Accounts was \$2,138,449.56.

#### State Grant Fund

Month-to-date expenses were \$8,900.69 and year-to-date expenses were \$118,413.59. As of March 31, 2012, 18.68% of the current year balance is unencumbered.

#### Local Fund

Month-to-date expenses were \$29,057.03 and year-to-date expenses are \$304,153.42. As of March 31, 2012, 23.47% of the balance is unencumbered.

#### Local Cash Fund Income Statement

Total revenue was \$9,345.69 and total expenses were \$29,057.03; leaving a loss for the month of \$19,711.43. The projected end-of-year balance, if no more revenue is collected and every expense appropriated is spent, is \$1,115,408.65.

#### AfterDark CPL Appropriations

Total expenses for the month of March were \$23,599.78 and year-to-date expenses were \$168,717.52.

#### Oregon AfterDark Appropriations

Total expenses for March were \$7,422.83 and year-to-date expenses were \$51,929.80.

Mary Frances Burns moved and Betsy Lantz seconded a motion to accept the Fiscal Officer's report as presented. Motion passed by roll call vote.

#### **Director's Report**

Cathy provided a written report and highlighted some other items of interest:

- The State Library has implied that there will be no change in the funding for Regional Systems in the coming year.
- The draft of the Strategic Plan will be distributed at the NEO Showcase. If there are no changes recommended by the membership, the Board will vote to accept the plan at the next Board meeting.
- NEO will have a table at the OLC North Conference.
- Cathy distributed a flyer about NEO services that Melissa put together for Legislative Day.

- Cathy/NEO is working on strategic planning for Burton Public Library. She ran a retreat for the library board members and is planning a similar retreat for the staff members.
- She is working with Maureen Sullivan on an idea that came out of the Fall Showcase. There was some money left over from KnowItNow. State Librarian Beverly Cain suggested that it remain at NEO and be put to some good use. Beverly, Maureen and Cathy plan to use the money to help school libraries and are developing an event.

### **Board Officers' Reports**

Patrick reported that Joe Zappitello, Director at Harbor-Topky Memorial Library, has been appointed to fill the open school board seat.

Laura Leonard asked for some clarification about Jim Wilkins's open seat. Jim's term expires in 2012 – but he was appointed to fill a seat from a different zone from that of his library. Cathy will send nominations to the smaller zone libraries.

### **Upcoming Meetings**

Betsy Lantz reminded the Board of the following meetings:

Personnel Committee, 9:15am – 9:30am on May 15, 2012

Personnel/Finance Committee, 9:30am-10:00am on May 15, 2012

Board Meeting, 10:00am on May 15, 2012

Location: Norton Branch of Akron-summit County Public Library  
3930 S. Cleveland-Massillon Rd.  
Norton, OH 44203  
Tel: 330-825-7800

### **Adjournment**

Laura Leonard moved and Jim Wilkins seconded a motion to adjourn. Motion carried by voice vote and the meeting was adjourned at 9:40am.

Northeast Ohio Regional Library System  
Board of Trustees Meeting  
May 15, 2012  
Norton Branch of Akron-Summit County Public Library  
3930 S. Cleveland-Massillon Rd., Norton, Ohio 44203

**Call to Order/Roll Call**

Betsy Lantz filling in for Patrick Finan called the meeting to order at 10:10 A.M.

Present: Mary Frances Burns, Carrie Burrier, Andrew Davis, Linda Yanko, Betsy Lantz, Kerry Reed, Susan Roberts, Sheba Marcus-Bey, Bill Tokarczyk.

Absent: Jane Carle, Rose Guerrieri, Laura Leonard, Patrick Finan, Jim Wilkins.

Also present: Cathy Hakala-Ausperk, Debbie Blair, Melissa Lattanzi, Noah Himes, Amanda Howe, Rob Taylor.

Joe Zappitello, Director of Harbor-Topky Memorial Library was sworn in as a new Board Member. He is a public library board representative to fill the school board seat.

**Approval of the Agenda**

Sheba Marcus-Bey moved and Mary Frances Burns seconded the motion to approve the agenda. Motion passed unanimously by voice vote.

**Approval of the Minutes**

Carrie Reed moved and Andrew Davis seconded the motion to approve the minutes of the April meeting. Motion passed unanimously by voice vote.

**Correspondence**

A letter from Caleb Tucker and Emily Papagni on behalf of L-net and Multnomah County Library was read acknowledging NEO-RLS for their support and collaboration on the After Dark program. The contract between Multnomah and NEO-RLS has not been renewed. The entire letter is included in Noah Hime's After Dark Report.

**Fiscal Officer's Report**

Debbie submitted the report for the month of April 2012

**Bank & Investment**

NEO Cash accounts – month-to-month deposits were \$ 428,787.85. Month-to-month withdrawals were \$371,266.11. The ending balance for the month was \$1,250,601.69

OEBC Cash accounts ending balance was \$944,775.45.

The total ending balance of both accounts was \$2,195,377.14.

**State Grant Fund**

Month-to-month expenses were \$8,733.00 and year-to-date expenses were \$127,146.50. 12.68% of the current year's balance is unencumbered.

**Local Fund**

Month-to-date expenses were \$58,331.60 and year-to-year expenses were \$362,485.03. As of April 30 21.39% of the balance was unencumbered.

**Local Cash Fund**

Total revenue for April was \$27,135.10 and total expenses were \$58,331.60 with a loss of \$31,196.50 for the month. The projected end of year balance is \$1,142,543.75

#### After Dark CPL Appropriations

Total expenses for April were \$23,205.58 and year-to-date expenses were \$191,923.19.

#### Oregon After Dark

Total expenses for April were \$7254.94 and year-to-date expenses were \$59,184.74.

Bill Tokarczyk moved to accept the report and Susan Roberts seconded. Motion passed unanimously with a voice vote.

#### **Director's Report**

Cathy acknowledged and thanked the NEO staff for the great job they did on the Spring Showcase and thanked Debbie Blair for her help in creating the 2012-2013 budgets.

New Board members will be sworn in on July 19 rather than June as stated in her report.

NEO facilitated planning retreats for both Burton and Orrville and will be returning final plan drafts to both libraries.

Cathy has been at NEO-RLS now for an entire year!

#### **Technology Report**

Rob has spent the past month getting his feet on the ground, figuring out where things are and learning the libraries. Along with the many projects included in his report, he has automated the evening processes saving both his time and thousands of dollars for NEO.

#### **Senior Continuing Education Specialist Report**

The CE Education Advisory committee met in April and Melissa is working on the Fall programming.

The Summer Library Symposium for July 24 has been posted.

Staff Day plans are being finalized for October 8.

George Needham is going to be the keynote speaker and workshop presenter for the Fall Showcase.

Melissa has been working with Cathy on the strategic planning with Burton and Orwell.

Melissa will be doing a presentation for OELMA on Time Management in October for their annual conference.

#### **AfterDark Virtual Reference Service**

NEO has lost the contract with Oregon's L-net service which has chosen OCLC to provide their afterhours coverage.

The budget for Know It Now should be available soon.

#### **Youth Services Report**

Amanda held two Book Looks in Warren and Medina and was pleased to have several school librarians attending. She sent the books Cargo which worked out extremely well.

The Youth Services Advisory Committee met in May to generate ideas for youth services.

Amanda participated in a workshop on presentations in Stow.

She will be participating in a Take 5 Conference in Columbus in May and the Summer Library Symposium at Kent in July.



### **Committee Report**

The Joint Finance and Personnel committee reported that they will be bringing the budget and salary recommendations to the June Board meeting.

The Personnel Handbook has been revised and will be sent out soon. All three policies, Administrative, Bylaws and Personnel, have been updated.

There was no Current Business.

### **New Business**

Mary Frances reported that the Nominating Committee will begin their work after the election is over next month.

Andrew asked about the Ellison Die list which was to be an Excel attachment but which he did not receive. Cathy explained that they are ready to move the list over to the new NEO web site once the participants have updated the list. Once the new list is out, all communication concerning the dies should be done directly between the borrower and lender libraries which should be more efficient. Andrew asked about the inclusion of pictures. Cathy said that the first task will be to compile and post an accurate list and get it up on the site. Once that is done, NEO will look into including the pictures.

Susan Roberts asked about cooperative ventures between the Regionals. Cathy mentioned the Legislative Day Luncheon in the Spring as one of example of regionals co-sponsoring an event. Melissa reported that for the Youth Services Symposiums, NEO and NORWELD shared speakers.

### **Upcoming Meetings**

Board Meeting – June 19, 2012 10:00 A.M.  
McKinley Memorial Library  
40 N. Main St.  
Niles, OH 44446  
Phone: 330-652-1704

Luncheon following meeting.

Melissa requested that those attending please RSVP to Rose Marie so that she can plan for lunch. Please also let her know if you need vegetarian.

### **Adjournment**

Kerry Reed moved to adjourn and Andrew Davis seconded the motion. The motion carried by voice vote and the meeting was adjourned at 10.45 A.M.

**Northeast Ohio Regional Library System  
Board of Trustees Meeting  
June 19, 2012  
McKinley Memorial Library  
40 N. Main St., Niles, Ohio 44446**

**Call to Order/ Roll Call**

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

Present: Mary Frances Burns, Carrier Burrier, Jane Carle, Patrick Finan, Laura Leonard, Susan Roberts, Jim Wilkins, Bill Tokarczyk and Joe Zappitello

Absent: Betsy Lantz, Kerry Reed and Linda Yanko

Also present: Cathy Hakala-Ausperk, Debbie Blair, Melissa Lattanzi, Amanda Howe and Kenny Carvalho

**Approval of the Agenda**

Carrie Burrier moved and Mary Frances Burns seconded a motion to approve the agenda. Motion passed unanimously by voice vote.

*At 10:12 Rose Guerrieri entered the meeting*

**Approval of the Minutes**

Patrick had a correction to the minutes of the May meeting. Joe Zappitello was appointed as a public library representative to fill a school library seat as there was no school librarian forthcoming.

There was a typo on page two – the word ‘son’ should have been ‘soon’.

Jim Wilkins moved and Carrier Burrier seconded a motion to approve the minutes as corrected. The motion passed unanimously by voice vote.

*At 10:14 Andrew Davis entered the meeting.*

**Correspondence – none**

**Fiscal Officers Report**

Fiscal Officer Debbie Blair presented the report for the month of May 2012

**Bank & Investment Report**

- NEO Cash Accounts -- month-to-date deposits were \$196,539.71 and withdrawals were \$133,252.95. The ending balance for the month was \$1,313,888.45.
- OEBC Cash Accounts – the ending balance was \$943,662.44

- The grand total of both accounts was \$2,257,550.89

#### State Grant Fund

- Current Year Month-to-date expenses were \$12,470.75
- Current year-to-date expenses were \$139,617.25
- This leaves 4.12% of the balance unencumbered.

#### Local Fund Appropriations

Debbie pointed out an error in this report that is corrected in The Local Cash Fund Income Statement. There is a difference of \$628.75 in the "Subtotal Personnel" for month to date expenses that was due to a journal entry that moved the \$628.75 from the Professional Salaries line on the State Fund report to the Professional Salaries on the Local Fund Report. Debbie had expended all the Professional Salaries line in the State Fund on the last day of the month of May and needed to move the difference (\$628.75) to the Local Fund.

On the corrected report:

- Current Year Month-to-Date Expenses were \$46,768.14
- Current Year-to-Date expenses are \$409,253.17
- This leaves 18.36% of the balance unencumbered.

#### Local Cash Fund

- Total revenue for the Month of May was \$23,889.14
- Total expenses for the Month of May was \$47,768.13 leaving a loss for the month of \$22,879.00
- If all appropriations were spent and NEO-RLS received no more income for the year the projected end-of-year balance would be \$1,166,432.89.

#### After Dark CPL Appropriations Report

- May expenses were \$33,546.63.
- Year-to-Date expenses were \$225,469.73

#### After Dark Oregon Appropriations Report

- May expenses were \$10,310.18.
- Year-to-Date expenses were \$69,494.92

Laura Leonard moved and Mary Frances Burns seconded a motion to approve the Fiscal Officer's report as corrected. Motion passed unanimously by roll call vote.

Patrick asked Debbie how the budget looks for the end of the fiscal year. Debbie said that NEO will finish better than expected that we will be able to put some additional money in reserve.

*Noah Himes entered the meeting at 10:30*

### **Director's Report**

Cathy reported that she and the staff have started on a much needed "Process Review." This will be a lengthy endeavor but will improve internal operations and generate more customer-focused systems. Betsy Lantz, at the Cleveland Museum of Art, has contracted with NEO to do the same for her library.

Cathy and Kenny Carvalho thanked the NOLA Trust for the NEO Today shirts.

Cathy and Melissa will be attending ALA in Anaheim

### **Technology Department Report**

Kenny reported that the Technology staff is nearly finished automating the Evening Notices – they have been able to reduce the time it takes to run the notices from 2 hours every night to about 30 minutes at night and 30 minutes in the morning.

The Tech Staff continues with site visits. They were able to get the backups running at Morley Library.

They have been working with the Henderson Memorial Public Library to fine tune their technology needs as that library prepares to break ground on a renovation project.

Cathy said that The Grafton Midview Public Library won the 'technology' raffle at the Spring Showcase; Rob spent some time at there and the staff was thrilled with his help!

### **Continuing Education Specialist Report**

- Melissa distributed a three month snapshot of upcoming seminars. They include: a 3-part Disaster Planning webinar; 2 separate seminars on E-readers; and two webinars on using technology in adult programming with Linda Braun.
- Holly Klingler, who interned at NEO, will present a webinar on interpreting body language.
- NEO now has a 24/7 Training Library – archives of all the webinars. Cost to view is half the cost of a regular webinar.
- The Popular Materials Repair webinar will be available both live and via Adobe Connect. Melissa will videotape the class.
- Staff Day is up to 12 libraries – 352 attendees. Baker & Taylor will underwrite the cost of breakfast and Ebsco is sending bags for handouts.
- The Fall Showcase will be September 18<sup>th</sup> and the featured speaker will be George Needham.

### **After Dark Coordinator**

Noah reported that After Dark will receive funding from the State Library for another year.

### **Youth Services Specialist**

Amanda highlighted a few items from her written report:

- She will be observing a robot camp at Cuyahoga County Public Library at the end of June.
- She is in the process of updating the Storytelling Kits.
- She is working on a Mother Goose program for the fall.

*Sheba Marcus-Bey entered the Board meeting at 10:35*

### **Board Officers Report**

Patrick announced that Nancy Currie: Madison Public Library, Zone 2; Rose Guerrieri, Kent State University, Trumbull Campus, Academic; Cecilia Swanson, Portage County District Library, Zone 2; Jim Wilkins, Warren-Trumbull County Public Library, Zone 1; and Anita Woods, Westlake Porter Public Library, Zone 1 will join the Board in July.

Patrick thanked outgoing Board Members Carrier Burrier, Bill Tokarczyk and Linda Yanko for their service to NEO-RLS.

Patrick suggested that the By-Laws Committee look at the Board Election process next year; specific concerns are what happens to a Board Member if his/her Library is in one Zone and changes Zones? Does that Board Member need to be replaced?

Patrick requested that the Board enter Executive Session to discuss Board Resolutions 2012-23. Mary Frances Burns moved and Jim Wilkins seconded a motion to enter Executive Session. Motion passed unanimously by roll call vote. The Board went into Executive Session at 10:40am.

Mary Frances Burns moved and Laura Leonard seconded a motion for the Board to exit Executive Session. The motion passed unanimously by roll call vote and the board exited Executive Session at 10:48am.

### **Board Resolution 2012-23: Update to Fiscal Officer Salary Range**

The current salary range for the Fiscal Officer is significantly lower than comparable industry levels and has not been reset since 2006. BR 2012-23 would put the NEO Fiscal Officers salary range at \$40,000-\$50,000; and the salary range for the current Fiscal Officer, Debbie Blair, at \$43,000.

Bill Tokarczyk moved and Rose Guerrieri seconded a motion to approve this resolution. After some discussion it was decided to offer Fiscal Officer Blair the salary of \$44,000 for the fiscal year beginning July 1, 2012.

Bill Tokarczyk moved and Rose Guerrieri seconded a motion to approve the amended resolution. The motion passed unanimously by roll call vote.

### **Board Resolution 2012-24: Updated Employee Handbook**

The NEO Employee Handbook has been reviewed, updated and made as comprehensive as possible. The Personnel Committee moved that the Board approve the updated Employee Handbook. Motion passed unanimously by voice vote.

**Board Resolution 2012-25: Annual Appropriations Resolution**

The Finance Committee presented the budget for Fiscal Year 2012-2013. Over all it is very close to the 2011-2012 budget. It includes a 1.5% salary increase as recommended by both the Finance and Personnel committees. The budget also shows a decrease in expenses of \$20,223 in the General Fund due to the elimination of some leases for postage and copy machines.

There were some questions for the Committee:

Q. What happens when the NOLA Trust stops subsidizing the rent in two more years?

A. The Board and staff will have to start looking into options for this.

Q. How is the Tech Department doing with income generation?

A. The Tech Department is just about breaking even now.

The Finance Committee recommended that the Board approve the Annual Appropriations as submitted. Motion passed unanimously by roll call vote.

**Board Resolution 2012-26: Year-End Fund Transfers.**

This resolution allows the Fiscal Officer to make year-end transfers to the Local, KIN and State funds as needed in order to close the books on Fiscal Year 2011-12. Mary Frances Burns moved and Jim Wilkins seconded a motion to approve Board Resolution 2012-26. Motion carried unanimously by roll call vote.

**Board Resolution 2012-27: Acceptance of donation from NOLA Trust**

Debbie Blair presented this resolution to accept a cash contribution of \$50,000 from the NOLA Trust for use as a rent subsidy for the NEO-RLS Offices and Conference Center.

Laura Leonard moved and Andrew Davis seconded a motion to approve the resolution. The motion carried unanimously by roll call vote.

**Board Resolution 2012-28: Salary Treatment for 2012-2013**

The Personnel Committee presented this resolution which includes as 1.5% increase for all employees with six months or more of service. This increase will bring the salaries in line with comparable positions elsewhere.

Patrick asked if there is money in the budget for this increase and Debbie responded that there is enough money in the budget to cover the increase.

Motion presented by the Personnel Committee. Motion passed unanimously by roll call vote.

Cathy thanked the Board on behalf of the entire staff.

**Board Resolution 2012-29: Acceptance of Strategic Plan**

Jim Wilkins, chair of the Strategic Planning committee presented a motion that the Board accept *Taking Control of the Future* as the 24 month plan that will start in July 2012. Motion passed by voice vote.

**New Business**

Cathy extended thanks to outgoing President Patrick Finan for his services to the Board and to NEO-RLS.

Patrick extended his thanks to the Board for all their hard work this year and to the NEO-RLS staff as well. He said it had been a great experience; he enjoyed working with Cathy and Debbie and that the entire staff is incredibly good at what they do.

There was a round of applause for Patrick.

**Items too Late for the Agenda – None**

**Public Comment -- None**

**Next Meeting**

Tuesday July 17, 2012 at 10:00am  
NEO-RLS Offices  
4445 Mahoning Ave. NW  
Warren, OH 44483  
330-847-7744

**Adjournment**

Carrie Burrier moved and Andrew Davis seconded a motion to adjourn the meeting. Motion passed by voice vote.

**Northeast Ohio Regional Library System  
Board of Trustees Meeting  
July 17, 2012  
NEO-RLS Offices  
4445 Mahoning Ave. NW  
Warren, OH 44483**

**Call to Order/Roll Call**

Board President Betsy Lantz called the meeting to order at 10:05am.

Present: Mary Frances Burns, Jane Carle, Nancy Currie, Andrew Davis, Patrick Finan, Rose Guerrieri, Betsy Lantz, Sheba Marcus-Bey, Kerry Reed, Susan Roberts, Cecilia Swanson, Anita Woods and Joe Zappitello.

Absent: Laura Leonard, Jim Wilkins

Also present: Cathy Hakala-Ausperk, Debbie Blair, Melissa Lattanzi, Kenny Carvalho, Rose Marie Pecchio and Noah Himes

Guests: Notary Public Marianne O'Halloran from McKinley Memorial Library

Patrick reported that Jim Wilkins' father and father-in-law both passed away recently. The Board will send a sympathy card.

For the benefit of the new Board members, each person at the meeting introduced him or herself.

**Approval of the Agenda**

Mary Frances Burns moved and Jane Carle seconded a motion to approve the agenda. Motion passed unanimously by voice vote.

**Oath of Office**

The Oath of Office was given to new Board Members Rose Guerrieri, Cecilia Swanson, Anita Woods and Nancy Currie.

**Election of Officers**

The Nominating Committee introduced the proposed slate of officers: Sheba Marcus-Bey for Vice President/President-Elect and Jane Carle as Secretary. Ballots were distributed and both candidates were elected unanimously.

The Oath of Office was given to President Elizabeth Lantz, Vice President/President Elect Sheba Marcus-Bey and Secretary Jane Carle.

**Board Resolution 2013-1: Appointment of NEO-RLS Staff for 2012-2012**



Mary Frances Burns moved and Susan Roberts seconded a motion to approve Board Resolution 2013-01 appointing Catherine Hakala-Ausperk as NEO-RLS Executive Director, Deborah Blair as Fiscal Officer and Rose Marie Pecchio as Deputy Fiscal Officer. This resolution also sets the salaries for the three positions.

Motion carried unanimously by roll call vote.

The Oath of Office was administered to the Fiscal and Deputy Fiscal Officers.

### **Approval of Minutes**

Andrew Davis moved and Patrick Finan seconded a motion to approve the minutes of the July 19, 2012 meeting. Motion carried unanimously by voice vote.

### **Financial Report**

Fiscal Officer Debbie Blair presented the report for the month of June 2012.

### **Bank & Investment Report**

NEO cash Accounts – month-to-date deposits were \$105,874.77 and month-to-date withdrawals were \$163,441.14. The ending balance for the month was \$1,256,322.09.

OEBC Cash Accounts – the ending balance for the month was \$941,933.64.

The grand total for both accounts was \$2,198,255.73.

### **State Grant Fund**

Current year month-to-date expenses were \$6,000 and year-to-date expenses were \$145,617.25. Current unencumbered percent is 0.0%; the State Grant has been fully expended.

### **Local Fund**

Current month-to-date expenses were \$69,273.59

Current year-to-date expenses were \$478,526.76.

This leaves 11.15% of the budget unencumbered; meaning we are under budget by \$63,295.24.

Congratulations to the entire NEO-RLS staff for diligently watching every penny that is spent.

### **Local Cash Fund Income Statement**

Total Revenue for the month of June was \$54,757.61 and Total Expenses for the month of June were \$69,273.59 giving a loss of \$14,515.98.

The Current Year income of \$88,950.91 plus the prior year unencumbered amount of \$1,195,534.83 gives a current balance of \$1,284,485.74. There is \$2,900 in encumbered funds which leaves NEO-RLS with a carryover of \$1,281,585.74.

### **After Dark CPL Appropriations**

Total expenses for June were \$40,742.27 and for the year were \$266,212.00; the entire budget was expended leaving a 0 balance.

### **After Dark Oregon Appropriations**

Total expenses for June were \$13,358.28 and year-to-date actual expenses were \$82,853.20. The year-to-date budget was \$80,777.98; expenses for the year were over budget by \$2,075.22. This amount equals the amount of 2008-2009 administrative costs that were not expended. Because our contract with Oregon has been cancelled (or not extended) Debbie is clearing up the error.

### **2011-2012 Budget Transfers**

All the transfers were within their categories with the exception of software; \$9,310.25 was transferred from personnel (compensated balances.) WebSense was not budgeted for 2011-12 (because OPLIN would be discontinuing WebSense grants in 2012-13 and offering a new free option) and the cost for license renewals was \$18,500.

Debbie included the check register in the Board packets. Cathy asked if the Board members wanted Debbie to continue this and the Board members requested that she continue this.

### **Director's Report**

Cathy submitted a written report and highlighted a few items:

- PLA will make the library advocacy program "Turning the Page 2.0" available to all states at no cost. Hopefully NEO will be the Ohio provider.
- Participation in ALA's Chapter Relations Committee will be very interesting. This committee serves as a 'bridge' between ALA and statewide professional groups.
- NeoSavings – Holly Klingler did a great job with this program and Cathy continues to talk to vendors to get better discounts for member.

Cathy thanked Rose Marie and Elaine for putting together the new binders for the Board members. The binders include a map of the region and the finalized strategic plan. The Board calendar hasn't been finalized and will be sent out via email.

### **Technology Department Report**

The Tech Team submitted a written report in the Board packets. Highlights include continued site visits; work at Morley Library, Harbor-Topky Public Library and Burton Public Library. The team continues to work on the process evaluations for the NEO Staff to aide in scheduling and workflow.

### **Senior Continuing Education Specialist Report**

Melissa submitted a written report. Highlights include:

- 68 people registered for the Summer Library Symposium
- Planning for fall classes is just about complete
- Twelve libraries are sending 352 staff members to Staff Day. Several vendors are providing food and take-away material for the attendees.

Melissa thanked the Board for sending her to the ALA conference. She attended a Disney Quality Service training program and will be able to present information from this in the fall.

Melissa and Cathy asked Board Members to 'talk up' the Fall showcase. The speaker is George Needham.

### **AfterDark Virtual Reference Service Report**

Noah reported that June was the last month that AfterDark provided virtual reference service to Oregon. He said that in the four years that AfterDark provided service, call volume increased 24% from beginning to end.

The KnowItNow24x7 management asked AfterDark to shut down the AfterDark Wiki. KIN24x7 has decided to create its own link library. The AfterDark Wiki was created in 2005 and contained information on over 70 subject areas and over 1500 links to quality websites.

Noah thanked Debbie for help with the budget questions related to running AfterDark.

### **Youth Services Specialist Report**

Amanda was vacation. She continues to weed the Story Kits and expand the Program Plus kits. The Program Plus Kits will be for all ages from preschool through young adult. She is preparing two LEGO kits and a Zombie kit.

### **Board Officers**

Sheba expressed thanks to the Board for the opportunity to be an officer of the Board and she is looking forward to the next two years.

Betsy asked Board members to sign up for one of the board committees. She will distribute the committee lists and board calendar when everyone has signed up for at least one committee.

### **Current Business**

None

### **New Business**

### **Board Resolution 2013-2: 2012-2013 Bond Amounts**

Patrick Finan moved and Kerry Reed seconded a motion to continue the errors and omissions insurance policy for \$300,000 and to set the bonds at \$20,000 for the Executive Director, \$100,000 each for the Fiscal Officer and Deputy Fiscal Officer, and \$5,000 for the rest of the staff.

Nancy Currie inquired as to why the bonds for the fiscal officers' are only \$100,000 when the budget is \$1 million. Her insurance agent recommends that bond be for the full amount of the Budget. Debbie responded that the bond covers the cash balances. Debbie mentioned that at a recent Fiscal Officers' meeting there was discussion about increasing the errors and omissions policy amount in order to reduce the individual bond amount.

The motion passed unanimously by roll call.

**Board Resolution 2013-3: 2012-13 Authorization to Pay Bills**

Susan Roberts moved and Mary Frances Burns seconded a motion authorizing Debbie Blair and Rose Marie Pecchio to pay the bills for the current fiscal year.

The Board added the phrase 'within appropriations' to the last sentence of the resolution.

Susan Roberts moved and Mary Frances Burns seconded the amended motion. Motion passed unanimously by roll call vote.

**Board Resolution 2013-4; State Library Contract**

Nancy Curry moved and Kerry Reed seconded a motion to accept the contract from the State Library of Ohio. Motion passed unanimously by roll call vote.

**Board Resolution 2013-5: Petty Cash Fund**

Andrew Davis moved and Kerry Reed seconded a motion to accept the resolution setting the Petty Cash Fund for fiscal year 2012-13 at \$150.

Cecilia Swanson asked if that amount is sufficient. Debbie Blair said that it is.

Motion passed unanimously by roll call.

**Board Resolution 2013-6: Surplus Resolution**

Andrew Davis moved and Mary Frances Burns seconded a motion to approve the resolution allowing the Executive Director and/or Fiscal Officer to declare items that are no longer needed or serviceable as surplus. Such items may be sold, donated or discarded.

Motion passed unanimously by roll call vote.

**Board Resolution 2013-7: Check Signers**

Rose Guerrieri moved and Cecelia Swanson seconded a motion to authorize the following people to sign checks for NEO-RLS: Elizabeth Lantz, Sheba Marcus-Bey, Debora Blair, Rose Marie Pecchio and Patrick Finan.

Betsy expressed thanks to Patrick for remaining on the check signers' list. In the event of an emergency, Patrick lives and works closer to NEO than either Betsy or Sheba and can get to the NEO office sooner, if needed.

Motion passed unanimously by roll call vote.

**Items Too Late for the Agenda**

None

**Public Comments**

None

**Next Meeting**

Tuesday, August 21, 2012 at 10:00am

NEO-RLS Offices  
4445 Mahoning Ave. NW  
Warren, OH 44483

330-847-7744

**Adjournment**

Mary Frances Burns moved and Kerry Reed seconded a motion to adjourn the meeting. The meeting was adjourned at 11:05am.

Respectfully submitted by Jane Carle.

**Northeast Ohio Regional Library System  
Board of Trustees Meeting  
August 21, 2012  
NEO-RLS Offices  
4445 Mahoning Ave. NW  
Warren, OH 44483**

**Call to Order and Roll Call:**

The Meeting was called to order by Board President Betsy Lantz at 10:15 a.m. Board Members present included Mary Frances Burns, Nancy Currie, Andrew Davis, Patrick Finan, Rose Guerrieri, Laura Leonard, Sheba Marcus-Bey, Susan Roberts, Cecilia Swanson, Jim Wilkins, Anita Woods, and Joe Zappitello. Also present were Cathy Hakala-Ausperk, Noah Himes, Amanda Hoover, Melissa Lattanzi, and Rob Taylor.

**Introduction of Guests:**

Danielle DeMatteis, Notary Public from PNC Bank was introduced.

**Oath of Office:**

DeMatteis administered the Oath of Office for Board Member Jim Wilkins, and then left the meeting.

**Agenda Approval:**

Lantz requested that the Board consider adding Board Resolution 2013-8: Authorization to Add Staff Hours to the Agenda under *Items Too Late for the Agenda*. So moved by Currie; second by Woods. Motion passed by Voice Vote.

**Approval of Minutes:**

Swanson indicated that no technology work was done at Portage County District Library for the period as indicated in the minutes of July 17, 2012 Board Meeting. It was clarified that the work had been done for the Consortium. Leonard moved, and Guerrieri seconded that the minutes of the July 17, 2012 Board Meeting be accepted as amended. Motion carried by Voice Vote.

**Correspondence:**

There was no correspondence presented for this period.

**Financial Reports:**

Since Fiscal Officer Deb Blair was on vacation, Melissa Lattanzi present the Financial Reports for the period ending July 31, 2012.

**Bank and Investment Report:** \$280,612.25 was deposited in the NEO Cash Accounts, \$73,918.82 withdrawn, leaving a month end balance of \$1,463,015.52. In the OEBC Cash Accounts, \$280,753.72 was deposited and \$2,676.46 withdrawn, for a month end balance of \$939,398.65. The Grand total in these accounts at the end of the period was \$2,402,414.17.

**State Grant Fund:** Current month-to-date expenses were \$10,663.52. Since this is the first month of the budgeted period, the year-to-date expense is the same. The unexpended balance for the year is \$134,953.73, which leaves 89.20 % of the budgeted amount available.

**Financial Reports, cont.:**

**Local Fund:** Current month-to-date expenditures were \$32,782.85, with \$170,572.05 encumbered. This leaves \$377,600.10 unencumbered for the year. 65.03% of the budget remains unencumbered. While this report covers a month's expenditures (8.33% of the budget year), there are many items that are encumbered at the beginning of NEO's Fiscal Year.

**Local Cash Fund:** Total revenue for the month of July was \$254,662.24. Total expenses for the period were \$32,782.85, for a current balance of \$1,506,365.13. The projected end of year balance at this point is \$958,512.98.

**After Dark Appropriations:** July expenditures for the After Dark project were \$4,472.44, leaving \$266,847.56 of the budgeted amount available.

**Check Register:** This was not discussed at the meeting.

Finan moved that the Financial Reports be accepted as presented. His motion was seconded by Burns. Motion carried by a unanimous roll call vote.

**Director's Report:**

Hakala-Ausperk presented a written report and elaborated on several items in it. Hakala-Ausperk reported that both Blair and she attended the **State Library's Budget and Regional Library System Directors Meeting** on August 1<sup>st</sup> at the State Library. She distributed the State's Program Budget Request for Regional Library Systems and Extended Program Budget Request for the State's 2014-2015 Biennium Budget. The requested amount for the first item is \$524,222 (90% of 2013's amount); the second is \$58,247 (same as 2013's amount). Hakala-Ausperk also reported that Missy Lodge is now the State Library's Liaison to the Regionals, a move that is much appreciated. **Strategic Planning** for NEO is progressing well, as delineated in her report.

President Lantz thanked the Director for her efforts on our behalf.

**Technology Report:**

Taylor reported that following Carvalho's departure, he is trying to keep everything going smoothly until NEO can get someone else in to help with Members' technology needs. Taylor is enjoying the site visits and getting to know NEO Members. His written report outlined the Tech Department's activities of the reviewing period, and he reminded those present that details could be found there.

**Continuing Education Report:**

Lattanzi report that around 80 people had attended the **Successful Summer Library Symposium**. She thanked Noah Himes for his assistance in coordinating the MAC equipment and the video camera. The **Library Repairs Simulcast** went very well. Lattanzi added that there was the added challenge of seeing that both attendees in person and those attending online got the handouts. A survey of remote attendees indicated that they had found the presentation successful, and had felt included. **Fall Planning** is completed with the exception of the possible addition of a few more reference / technical services programs in November. There will also be an e-rate session. As of the meeting, there were already 41 people registered for the **Fall Showcase**. Final touches are being added to the **NEO Joint Staff Day** at Kent State. Lattanzi now has room assignments. Lattanzi was asked how Libraries would be billed for attendance at the Staff Day. She replied that Libraries will be invoiced after the event.

**After Dark Virtual Reference Services Report:**

Himes reported that July was the first month of After Dark's year, and that it is no longer serving Oregon. Himes also reported on a **payroll** snafu that turned into an opportunity. It was not understood that the Operators work as Vendors, not paid staff, and as such NEO has 30 days net to pay them. The delay that precipitated this discussion only affected those Operators who do not have direct deposit. While NEO will make every effort in the future to see that pay checks are issued as soon as possible, it is recognized that there may be occasions when checks may

**After Dark Report, cont.:**

not be issued with the Office's usual promptness. Himes was asked if it would be easier to require all Operators to be on Direct Deposit. Since at this time NEO does not pay other vendors electronically, it would not.

Hakala-Ausperk mentioned that someone from Akron Library had mentioned to her recently how pleasant it was to work with Noah.

**Youth Services Report:**

Hoover was excited to report that her first **Summer Library Symposium** went well, and that she enjoyed collaborating with Haily McQuinn from Youngstown as a presenter speaking on a *Children's Literature Update*. Howe has recently set up a **Twitter Account** to highlight NEO's activities. NEO can be "tweeted" at @NEO\_Today. She is enjoying doing this. Hoover is starting to work on **2013 Summer Reading** materials and program. She reminded those present that the *Mother Goose on the Loose* program will be presented on September 13<sup>th</sup> at the Stow-Monroe Falls Public Library. Hoover also mentioned that Melissa Lattanzi and she will have a booth at OELM where Lattanzi will be a presenter on *Time Management*.

**Board Officers' Reports:**

Lantz distributed updated **Committee Lists** and **Board Meeting Calendar** for the 2012 – 2013 NEO year.

**Committee Reports:**

There were none presented at this meeting.

**Current Business:**

There was none presented at this meeting.

**New Business:**

The Board considered **Resolution 2013 – 9: Depository Agreement for Star Ohio and Star Plus**. This will enable NEO to deposit money with these entities and to realize more (a little more) investment income. Wilkins moved that NEO enter into a depository agreement with those entities stated in the resolution. Second by Swanson. Motion carried unanimously by a roll call vote.

**Items to Late for the Agenda:**

Roberts introduced **Resolution 2013 – 8: Authorization to Add Technology Staff Hours** that was being brought to the Board for consideration by the Joint Finance and Personnel Committees. She asked Hakala-Ausperk to make the presentation about the Resolution. Hakala-Ausperk indicated the distributed report in which she outlined details of the possible action, including costs involved, and how the action would apply to NEO 2014, our current strategic plan. Briefly, the Resolution would allow the Executive Director to add 15 more staff hours to NEO's Technology Department, taking the 22.5 hour position vacated by Carvalho and making it a full time position. Hakala-Ausperk admits that while doing this will help with the current backlog, moving forward with this action will by no means allow NEO to progress with all the possible technology actions that are possible to get us back to "cutting edge."

A spirited discussion ensued, with Board Members asking more information and Staff supplying it, "what if" scenarios being discussed, concerns expressed, and encouragement given. When the discussion came to a close, Lantz called for the vote. Since the motion to accept the resolution was presented by the Joint Personnel and Finance Committees, no second was needed. The motion passed by a roll call vote consisting of 11 ayes, and 2



**Items Too Late for the Agenda, cont.:**

nays as follows: Guerrieri (yes), Lantz (yes), Marcus-Bey (yes) Roberts (yes), Swanson (no), Wilkins (yes), Woods (yes), Zappitello (yes), Burns (yes), Currie (yes), Davis (yes) and Finan (no).

A post-vote discussion included the plan of action to hire a new person, and planning to address the issue of costs for Technology Services and mileage for services for future budget years. Hakala-Ausperk will work with the appropriate committees as we go forward.

**Public Comments:**

Jim Wilkins took this opportunity to thank the Board for the cards and support he received upon the recent deaths of both his father and father-in-law.

**Upcoming Meetings:**

- The **Bylaws Committee** will meet on Tuesday, September 11<sup>th</sup> at 10 a.m. at the NEO Offices.
- There will not be a **September Board Meeting**, but all are reminded to register for the Fall Showcase.
- The **Fall Showcase** and a morning continuing Education Seminar will be held at the Hilton Garden Inn in Twinsburg on Tuesday, Sept 18<sup>th</sup>.
- The **October Board Meeting** will be on Tuesday, October 16<sup>th</sup> at 10 a.m. at the NEO Office.

**Adjournment:**

Guerrieri moved and Zappitello supported the motion that the meeting be brought to a close at 11:17 a.m. Motion carried unanimously by voice vote.

Respectfully Submitted by Secretary Pro-Tem Mary Frances Burns

Northeast Ohio Regional Library System  
Minutes of Board of Trustees Meeting  
October 16, 2012  
NEO-RLS Offices  
4445 Mahoning Ave. NW  
Warren, OH 44483

**Call to Order and Roll Call:**

The Meeting was called to order by Board President Betsy Lantz at 10:14am. Board Members present included: Mary Frances Burns, Jane Carle, Nancy Currie, Andrew Davis, Patrick Finan, Rose Guerrieri, Betsy Lantz, Laura Leonard, Sheba Marcus-Bey, Kerry Reed, Susan Roberts, Cecelia Swanson, Jim Wilkins, Anita Woods, and Joe Zappitello. Also present were Cathy Hakala-Ausperk, Deborah Blair, Melissa Lattanzi, Rob Taylor and Amanda Howe.

Guests were Daphne Silchuk-Ashcraft from Medina County District Library and Jim Brainard

**Approval of the Agenda**

The following items were added to the agenda:  
Report from Committee Chair  
Board Resolution 2013-15 – NEO Health Benefits  
Board Resolution 2013-16 – Updated Salary Ranges.

Mary Frances Burns moved to accept the amended agenda and Susan Roberts seconded the motion. The motion was approved unanimously.

**Approval of August 21, 2013 Minutes**

Laura Leonard moved and Jim Wilkins seconded that the minutes of the August meeting be accepted as presented. Motion carried unanimously.

**Correspondence**

Cathy received nice correspondence from the Staff Day Event. Betsy shared them with the Board.

*9 October 2012*

*Dear Melissa.*

*Just a note to thank you (and the rest of the staff) on the efforts that went into the Staff Day yesterday. The day just flew by and was worth the time.*

*Thank you,*

*Mary Frances (Burns)*

10/9/12

*Dear Cathy & Melissa & everyone else on the NEO staff,*

*Just want to say Thank You! For all you did to plan and prepare for the NEO Staff Day. I thought it was terrific. My staff all enjoyed every bit of it. I hope that you are as pleased with the outcome as we are.*

*Please congratulate everyone at the NEO office for a job well done.*

*Jane (Carle)*

Excerpts from email comments...

1. From a presenter...

*Hello, I just wanted to say thank you again for letting me participate! I can honestly say, I had a blast! It was a lot of fun and I met some great people and connections. It seems like lots who attended felt the same way too. That's not easy to put together and you all made it look seamless, professional, and enjoyable. I drink my morning coffee from my NEOtoday mug with pride. ☺ Thank you!!*

2. From one of the directors...

*The day was really good and here is why: The staff like the variety of programs from which to choose. The format reduced the work on our own staff. In the past "staff day" felt like a lot of work to a few people. Even though there wasn't much time for networking, the format reminded us that we all have common concerns.*

3. From another director...

*Overall, my staff and I thought the 'Staff Day' was excellent. They really enjoyed the opportunity to meet and exchange 'war stories' with others in similar positions. I appreciated having time and space at the end of the day for my own staff meeting. It was a time for us to compare notes, decompress, and come up with some immediate action items, based on what we learned. I didn't hear any negatives about any of the sessions my staff attended – and they all learned something! The location was great, the food was good and the price was right. I would definitely do this again! You and your staff did a fantastic job of putting this all together.*

## Reports

### Financials

Fiscal Officer Deb Blair presented the financial reports for August and September.

#### August

Bank and Investment Report: \$344,560.88 was deposited in the NEO Cash Accounts, \$285,650.85 withdrawn, leaving a month end balance of \$1,521,925.55. In the OEBC Cash Accounts, \$475,117.41 was deposited and \$474,965.35 withdrawn, leaving an ending balance of \$939,550.71. The grand total in these accounts at the end of the month was \$2,461,476.26

State Grant Fund: Current month-to-date expenses were \$14,406.39. Year-to-date expenses were \$25,069.91. The unencumbered balance for the year is \$116,179.23, which leaves 79.78% of the budgeted amount available.

Local Fund: Current month-to-date expenditures were \$25,551.78, current year-to-date expenditures were \$58,334.63. This leaves \$358,910.73 or 61.81% of the budget unencumbered

Local Cash Fund: Total revenue for the month was \$31,828.19 and expenses for the month were \$25,551.78. Projected end of the year balance is \$990,341.17. Patrick asked what comprises the Local Government contributions line. Deb answered that membership dues are recorded in that line item.

AfterDark Appropriations: Expenditures were \$14,454.64 for the month and \$18,927.08 for the year.

Check Register: This was not discussed at the meeting.

#### September

Bank and Investment Report: Month-to-Date Deposits in the NEO Cash were \$33,822.09 and withdrawals were \$102,966.63 leaving an ending balance of \$1,452,781. In the OEBC Cash Accounts deposits were \$153.12 and withdrawals were \$2,386.91 leaving an ending balance of \$937,316.92. The grand total ending balance was \$2,390,097.93

State Grant Fund: Month-to-Date expenses were \$14,666.00 and year –to-date expenses were \$39,735.91. The unencumbered balance for the year was \$102,470.72 which leaves 70.3% of the budgeted amount available.

Local Fund: Current month-to-date expenses were \$37,178.99 and year-to-date expenses were \$95,513.63. This leaves \$331,103.71, or 57.02% of the budget unencumbered.

Local Cash Fund: Total revenue for the month was \$3,983.61 and expenses were \$37,178.00 leaving a loss for the month of \$33,195.38. The projected end-of-the-year balance is \$994,324.78.

Patrick inquired about a loss of \$5,600.00 in the Contract Services line on the Revenue side of the balance sheet. Deb responded that this was a refund made to the Portage County District Public Library for a contract. The Refund was to PCDL and not to the Portage County consortium.

After Dark Appropriations: September expenses were \$15,034 and year-to-date expenses were \$33,961.24.

Check Register: This was not discussed at the meeting.

Cathy Hakala-Ausperk noted that NEO received the E-Rate commitment of \$3,896.00. Kudos go to Rose Marie and Debbie for figuring out how the E-Rate process works.

### **Director's Report**

- Cathy introduced the new Tech Analyst, Jim Brainard. Jim previously worked at the Warren-Trumbull County Public Library system. He has a bachelor's degree in technology and is pursuing a Master's Degree in the same field.
- At the request of Patrick Finan, Cathy distributed the 2011 Marketing Actions & Impact report she prepared for the NOLA Trust. The report includes marketing expenditures for 2011, the summary of open-ended marketing survey responses and the results of a Survey Monkey marketing survey. Cathy noted that according to the survey, more of the respondents know more about NEO's services now than they did in the previous year.
- Debbie completed the 2012-2013 Member List. New members include Henderson Memorial Public Library, East Cleveland Public Library, Ritter Public Library and KSU Main Campus Library. Three school libraries and the Massillon Public Library dropped their memberships.
- Cathy & Melissa are working on developing a NEO Director's Retreat.
- Staff Day was an enormous success and they have had many requests to do it again next year. She was pleased that we were able to get so many local speakers.

### **Technology Report**

Rob submitted a written report and highlighted a few items:

- He is very glad to have Jim on board.
- The mail server has been repaired and everything is returning to good order.
- He has been on lots of site visits; putting out fires and successfully getting things back in order.

### **Senior Continuing Education Specialist Report**

Melissa submitted a written report. She has been doing lots of teaching lately as well as coordinating several big events, including Staff Day and the Fall Showcase.

### **AfterDark Virtual Reference Service**

Noah was not able to attend the meeting. Mary Frances Burns had a question about the statistics and wondered if the comparisons needed to be changed because of the change in AfterDark Hours. Cathy

said that the number of hours for AfterDark has not changed, they have shifted. She suggested that Noah might look at the usage statistics during school hours.

### **Youth Services Specialist Report**

Amanda submitted a written report. Cathy praised the amount of activities Amanda is able to accomplish while working just 3 days a week.

Amanda helped Betsy Lantz and the Library and Education staff at the Cleveland Museum of Art to establish a new children's area in the museum. Betsy said that Amanda did an excellent job.

### **Committee Reports**

Cecelia Swanson reported for the Bylaws Committee.

1. The committee had a discussion on 'Partial Membership' and how this might affect the revenue stream. For example: NEO might offer just Continuing Education or Technology Services at 60% of the non-member rate. If a library only purchases the CE at the reduced rate, they would pay the 100% of geographic rate for any other services.
  - a. Consensus of the committee was to try the Partial Membership so the issue was forwarded to the Finance Committee.
2. The committee also discussed the makeup of the Board itself.
  - a. Should Board Seats be based on full-membership payment?
  - b. Should Board seats be based on geographic location or revenue?
  - c. Consensus of the committee was to look at the makeup of the board and include geographic members.

There was considerable discussion about this issue and a number of points were raised. It was the consensus of the Board of Trustees that the Bylaws Committee further investigate the issue.

### **Board Officers**

Betsy Lantz thanked the Staff for their hard work on Staff Day and on the Showcase. There were some members of the Ohio Library Board at the showcase and they were very complimentary about what NEO is doing.

Betsy is establishing a task force to investigate the NEO-RLS appropriations and the carry-over amount that is left at the end of the fiscal year. The task force will answer the following questions:

1. What should the carry-over amount be?
2. What is the Board's rationale for the carry-over
3. What will the carry-over be used for?

### **Current Business**

None

### **Board Resolution 2013-10 Fund Balance policy**

This resolution will adopt the Fund Balance Policy as suggested by the Ohio Auditor of State and add it as 3.1.6 in the Administrative Policy Manual. Kerry Reed moved and Anita Woods second a motion to approve this resolution. Motion carried unanimously.

### **Board Resolution 2013-11 Proposed 2013-2014 Fee Schedule**

The Finance Committee presented this resolution which proposes to increase NEO's service fees by 30%; this is the first increase in fees since NEO was created in 2006.

There was some discussion about this proposal. The Board determined that NEO members will continue to receive up to 30 minutes of technical consulting for no charge. That statement will be added to the resolution. Motion passed unanimously by voice vote.

### **Board Resolution 2013-12 Encumber Funds for School Summit**

This resolution will allow NEO to encumber \$19,360.33 from KnowItNow for a state-wide school summit. Laura Leonard moved and Nancy Currie seconded the motion. The motion passed unanimously by roll call vote.

### **Board Resolution 2013-13 Budget Revision #1**

This resolution amends the 2012-13 budget to include encumbrances from the end of fiscal year 2011-12. Mary Frances Burns moved and Kerry Reed seconded the motion. Motion passed unanimously by roll call vote.

### **Board Resolution 2013-14 OEBC Contract**

This resolution allows NEO-RLS to act as the fiscal agent for OEBC through June 2013. Laura Leonard moved and Mary Frances Burns second a motion to approve this resolution. Motion carried by voice vote; 13 yes and 2 abstentions.

### **Board Resolution 2013-15 NEO-RLS 2013 Health Benefits.**

Under this resolution, the NEO health benefits will move from the current carrier, The Ohio Plan, to the Stark County Schools Council of Government. This will provide a cost savings to NEO because the SCSCOG offers lower premiums, lower deductibles and increased dental benefits. Additionally, the organization has a history of offering "premium holidays." The resolution was proposed by the Finance and the Personnel Committees. Motion carried by roll call vote; 14 yes and 1 abstention.

### **Board Resolution 2013-16 Update Position Descriptions**

At 11:45 am Rose Guerrieri moved and Mary Frances Burns seconded for the Board to enter executive session to discuss salary ranges. Motion carried unanimously by roll call vote.

At 12:04 the Board exited executive session.

Jim Wilkins moved and Mary Frances Burns moved to approve Board Resolution #2013-16 as follows (amendment in red)

The attached salary ranges are hereby approved and the personnel committee will further consider implementation following Board adoption of updated job descriptions.

The motion passed unanimously by roll call vote.

Betsy thanked the Bylaws, Finance and Personnel committees for all their hard work on these resolutions

### **Upcoming Meetings**

#### **Board of Trustees**

Tuesday, November 20, 2012 at 10:00am

Mansfield/Richland County Public Library  
43 West 3<sup>rd</sup> Street  
Mansfield, OH

#### **Joint Personnel/Finance Committee**

Tuesday, November 20, 2012 at 9:00am

Mansfield/Richland County Public Library  
43 West 3<sup>rd</sup> Street  
Mansfield, OH

### **Adjournment**

Laura Leonard moved and Andrew Davis seconded to adjourn the meeting. Motion passed unanimously by voice vote.

Meeting adjourned at 12:20pm.

Respectfully submitted by Jane R. Carle



## **Northeast Ohio Regional Library System**

Minutes of the Board of Trustees Meeting  
November 20, 2012  
Mansfield/Richland County Public Library  
43 West 3<sup>rd</sup> Street  
Mansfield, OH

### **Call to Order and Roll Call**

President Betsy Lantz called the meeting to order at 10:17am. Board Members present included: Mary Frances Burns, Jane Carle, Nancy Currie, Andrew Davis, Patrick Finan, Rose Guerrieri, Laura Leonard, Sheba Marcus-Bey, Susan Roberts, Cecelia Swanson, Jim Wilkins and Anita Woods. Also present were Cathy Hakala-Ausperk and Debbie Blair.

Guests: Denise Cardon from the Northeast Ohio Medical University (NEOMED), a member of the Bylaws Committee.

### **Approval of the Agenda**

The following items were added to the agenda:

Board Resolution 2013-17 Ad Hoc Memberships  
Board Resolution 2013-18 E-Rate Service

Andrew Davis moved and Anita Woods seconded a motion to approve the agenda as amended. Motion carried unanimously by voice vote.

### **Approval of Minutes**

There was a correction to the minutes. The first paragraph of page 9 of the minutes should read "at 12:04 the Board exited executive session."

Mary Frances Burns moved and Nancy Currie seconded a motion to approve the minutes as corrected. Motion carried unanimously by voice vote.

### **Correspondence**

Cathy received correspondence from Lakitia Austin, the Outreach Program Coordinator for Kent State University, thanking NEO for our support of the Virginia Hamilton Conference.

Cathy also received a nice letter from Beverly Cain, the State Librarian, congratulating the staff and Board on the successful Fall Showcase.

## Reports

### Fiscal Officer's Report

Fiscal Officer Debbie Blair presented the financial reports for October.

Bank & Investment Report: \$65,104.75 was deposited in the NEO Cash Accounts; \$122,106.95 was withdrawn, leaving a month end balance of \$1,395,778.81. In the OEBC Cash Accounts, \$174.57 was deposited and \$130.00 was withdrawn leaving a month-end balance of \$937,361.49. The grand total in these accounts at the end of the month was \$2,333,140.30.

State Grant Fund: Current month-to-date expenses are \$21,169.04, current year-to-date expenses were \$60,904.95. The unencumbered balance is \$81,907.96, or 56.25% of the budget.

Local Fund: Month-to-date expenses were \$39,979.77, current year-to-date expenses were \$135,493.39. This leaves \$335,384.38, or 55.55% of the budget unencumbered.

Local Cash Fund: Revenue for the month was \$22,452.34 and expenses were \$39,979.77; this was a loss for the month of **\$17,527.43**. The projected end of the year balance is \$993,672.42,

The Board asked if all the dues had been paid yet. Fiscal Officer Blair responded that all but 2 libraries have paid their dues.

AfterDark CPL Appropriations: Month-to-date expenses were \$23,530.73.

The check register was not discussed.

Laura Leonard moved to approve the Fiscal Officer's Report and Cecelia Swanson seconded the motion. Motion carried unanimously by roll call vote.

### Director's Report

Cathy provided a written report and highlighted the following items:

The NEO staff will no longer attend every Board Meeting unless their expertise is deemed necessary.

She continues to facilitate the strategic planning process at Orrville, Burton and Warren Trumbull County Public Libraries. She has had requests from three other public libraries. She distributed copies of the information she takes to potential clients.

Cathy would like to represent NEO in the iLEAD USA program by applying to become a trainer/facilitator. The Board wondered how this activity would benefit NEO. Cathy said it

wouldn't benefit NEO directly, but it would be great for NEO to have a presence in the program. Cathy said she would have to miss one Board Meeting (June) but otherwise there should be no conflicts with her NEO duties. Hotel accommodations and conference meals are included; prep, meeting, and presentation time, and mileage would be picked up by NEO. The Board agreed that this is an excellent opportunity for both Cathy and NEO and she should pursue it.

### **Technology Report**

Rob submitted a written report. Cathy reported that Jim is settling in and working out very well. Both Rob and Jim have been very busy.

### **Continuing Education Specialist's Report**

Melissa submitted a written report. Cathy added that all the training has been going very well and that 71 people attended Back to the Book.

### **AfterDark Virtual Reference Service**

Noah Himes submitted a written report. Cleveland Public Library is soliciting proposals for after hours virtual reference service providers for the 2013-2014 year. Noah is preparing a proposal for submission. Proposals are due on December 7<sup>th</sup> and CPL KnowItNow will make a decision by December 21<sup>st</sup>. AfterDark's biggest competition comes from OCLC.

### **Youth Services Specialist**

Amanda submitted a written report. She is becoming more and more involved and planning bigger projects. There will be a practicum student from Youngstown State University, Donna Culbertson, working with Amanda beginning in December. Donna will be working on the Program Plus Kits (expanded Story Time Kits) that will be available for babies through adult.

### **Board Officers**

Betsy Lantz was pleased to report that Susan Roberts, Laura Leonard, Nancy Currie, Patrick Finan and Sheba Marcus-Bey agreed to participate on the 'carry over' task force.

### **New Business**

#### **Board Resolution 2013-17 2013-2014 Ad Hoc Membership**

This Resolution was presented by the Bylaws and Finance Committee. During the 2013-2014 contract year, NEO will pilot Ad Hoc memberships; one for technology and one for continuing education. Any Library purchasing an Ad Hoc membership will be considered a full member for the contract year.

There was some discussion about the issue. There was concern about the economic impact of the offer. Cathy surveyed the membership about interest in the offer. Among the full members that responded 7 said they would be very likely to purchase an Ad Hoc membership, 25 would think about it, and 12 would continue as Full Members. Among the Geographic members, 3 would purchase Ad Hoc Memberships and 9 would think about it.

The Finance Committee reported that if all current Full Members became Ad Hoc Members NEO would lose \$65,000 in income.

There was discussion about the cost of the membership. The two committees originally proposed that Ad Hoc membership dues would be 75% of regular dues. After discussion with the Board, it was agreed that Ad Hoc membership dues would be 60% of regular dues.

As the motion came out of committee, there was no second. The motion was approved unanimously by roll call vote.

Betsy Lantz expressed thanks to the Bylaws and Finance committees for their consideration of this matter and to the Board for being 'forward thinking.'

Cecelia Swanson thanked Cathy Hakala-Ausperk for her good idea to pursue the Ad Hoc Memberships.

#### **Board Resolution 2013-18 Add E-Rate as a New Service for the 2013-2014 Fiscal Year**

This Resolution was proposed by the Finance Committee. The NEO staff has become very well-versed in the preparation of E-Rate filing and would like to offer it as a fee-based service to members. NEO members that use the service would pay a fee equal to 25% of the E-Rate award.

After some discussion the Resolution was amended to cover only Tier 1 E-Rate filings.

Susan Roberts moved that the Resolution, as amended be accepted by the Board. Rose Guerrieri seconded the motion. Roll call vote: 10 yes votes, 2 no votes. Motion carried.

#### **Other Comments**

Cathy reported that the new position descriptions are currently being reviewed by Robin Wood and will be ready soon.

Betsy Lantz reported that the goal of the 'carry over' task force is to have a recommendation for the December Board Meeting.

**Upcoming Meetings**

**Joint Personnel/Finance Committees Meeting**

Tuesday, December 18, 2014 at 9:00am  
NEO-RLS Offices  
4445 Mahoning Ave. NW  
Warren, OH 44483 440-847-7744

**Board of Trustees**

December 18, 2012 at 10:00am  
NEO-RLS Offices  
4445 Mahoning Ave. NW  
Warren, OH 44483 440-847-7744

The Holiday Luncheon follows the meeting. Please RSVP to Rose Marie Pecchio your plans to attend.

**Adjournment**

Mary Frances Burns moved and Rose Guerrieri seconded a motion to adjourn the meeting. Motion passed unanimously and the meeting was adjourned at 10:59am.

Respectfully submitted by Jane R. Carle.

**Northeast Ohio Regional Library System  
Board of Trustee Meeting  
December 15, 2012  
NEO-RLS Offices  
4445 Mahoning Ave. NW  
Warren, OH 44483**

**Call to Order and Roll Call:**

The meeting was called to order by Board President Betsy Lantz at 10:12 a.m. Those present included Mary Frances Burns, Andrew Davis, Patrick Finan, Rose Guerrieri, Sheba Marcus-Bey, Cecelia Swanson, Jim Wilkins, Anita Woods, and Joe Zappitello. Also present were Catherine Hakala-Ausperk, Deborah Blair, Melissa Lattanzi, Amanda Hoover, Rob Taylor, and Jim Brainard.

**Introduction of Guests:**

Cheryl Kuonen, the Director of Wickliffe Public Library was introduced.

**Agenda Approval:**

Lantz requested that Resolution 2013 – 19 and Resolution 2013 – 20 be added under “Items too Late for the Agenda”. Swanson made the motion, and it was supported by Davis. Motion carried unanimously by Voice Vote.

**Approval of the Minutes:**

Burns moved and Wilkins seconded that the minutes of the November 20, 2012 meeting at Mansfield Public Library be accepted as presented. Motion unanimously carried by Voice Vote.

**Correspondence:**

No correspondence was discussed.

**Financial Reports:**

Blair Presented the financial Reports dated November 30, 2012.

**Bank and Investment Report:** \$1,588,503.38 was deposited in the NEO Cash Accounts; \$1,506,463.10 was withdrawn, leaving a month-end balance of \$1,477,819.09. In the OEBC Cash Accounts, \$150,161.21 was deposited, and \$300,029.91 was withdrawn, leaving a month-end total of \$787,492.79. The grand total in these accounts at the end of the reporting period was \$2,265,311.88.

**State Grant Fund:** Current month-to-date expenses were \$75,045.67. The unexpended balance for the current year is \$70,571.58, which leaves 46.83% of the budgeted amount available.

**Local Fund:** Current month-to-date expenditures were \$35,289.42, with \$128,199.56 encumbered. This leaves \$432,956.89 unencumbered for the year. 50.48% of the budget remains unencumbered.

**Local Cash Fund:** Total revenue for the month of November was \$28,618.99. Total expenses for the period were \$35,289.42, for a current balance of \$1,455,248.30. The projected end of year balance at this point is \$1,022,291.41.

**After Dark Appropriations Report:** November expenditures for the After Dark project were \$24,169.82, leaving \$189,658.21 of the budgeted amount available.

**Check Register:** The Check Register was not discussed at the meeting.

Blair also distributed the new fee schedule. Wilkins moved that the Financial Reports be accepted as presented. His motion was seconded by Marcus-Bey. Motion carried unanimously by a Roll Call Vote.

### **Director's Report:**

Hakala-Ausperk presented a written report and elaborated on several items in it. She reported on items completed in support of the **strategic plan**, which included a tech department workflow management system, the use of member / participation lists for marketing, and exploring the possibility of offering E-Rate services as NEO Service. In addition, items in progress include updating the NEO servers, seeking input at OELMA and other conferences, and using showcases to capitalize on NEO marketing.

In addition, she thanked the NOLA Trust for the gift of \$3,000 in support of the upcoming **Director's Retreat**. Hakala-Ausperk was pleased to announce that she will be editing *Public Libraries* "**By the Book**" column. **Job Descriptions** are in the process of being updated, and she will bring them to the Board early spring. Finally, NEO has a new **practicum student**, DeeAnna Culbertson who started December 7<sup>th</sup>.

### **Technology Report:**

It has been (as usual) a busy month for the Technology Department. Taylor reported on many of the jobs that he and Jim Brainard were able to complete in the reviewing period, along with mentioning those that are ongoing. One that brought a cheer from those present was the setting up the anti-spam, anti-virus, and hMail webmail server. Brainard address the Help Desk Ticket System. The written report outlined the Tech Department's activities for the month, and those present were reminded that details could be found within it.

### **Continuing Education Report:**

Lattanzi reported on her activities for the month, including **presentations** she made and / or facilitated. A new edition of the **New Supervisors' Academy** is being planned, and the idea was well-received by those present. Lattanzi discussed trying simulcasting through ADOBE Connect that would enable there to be less travel, more people included, and the process going more smoothly than when she needs to go through Columbus. Some upcoming programs were mentioned in her written report.

### **AfterDark Virtual Reference Service Report:**

Hakala-Ausperk referred those present to the report submitted by Himes. She told us that NEO has submitted a bid to offer continue offering this service when the current contract expires. Bidders will be notified on December 21<sup>st</sup> about to whom the contract is awarded.

### **Youth Services Report:**

Hoover reported that she now has a new title, that of "Youth Services Coordinator". Besides reporting on some of her activities for the period, including several **summer reading** meeting and programs, she discussed her on-going projects. These include the NEO Star Award, planning the next Book Look, working with DeeAnna Culbertson (the Intern) on the program kits, and working with NORWELD on a possibly program focusing on Tweens.

### **Board Officers' Reports:**

There were none presented at this meeting.

### **Committee Reports:**

President Lantz thanked Hakala-Ausperk, the Committees, and Blair for their help in crafting the two new resolutions (see Items Too Late for the Agenda).

### **Current Business / New Business:**

There was none presented at this meeting.

### **Items Too Late for the Agenda:**

**Resolution 2013 – 19: Creation of Reserve Fund and Technology Fund:** It was reported that the Ad-Hoc committee had met at Mansfield Public Library to discuss the possibility of creating these fund in order to deal with surpluses that NEO may be carrying. A Technology Fund would be used to replace items rather than taking the funds from NEO's Operating Fund, which will help with the possible upcoming deficit. It would be used as needed. It would be replenished as needed when possible. Under existing policy, up to \$15,000 could be used each year from the Technology Fund without special permission from the Board. The Reserve Fund would require Board permission for use. Lantz expressed that we wanted to earmark monies for a graceful exit, should that become a necessity. The motion to accept Resolution 2013-19 was made by the Finance Committee. While a Committee Motion does not require a second, Lantz graciously accepted the one made by Zappitello. Motion carried unanimously by a roll call vote.

**Resolution 2013 – 20: Program Plus+ Kits as a New Service:** In the past, NEO had offered program kits, but they were out of date and not used. Hoover and Culbertson, under the direction of Hakala-Ausperk, have been working on creating newer program kits. They are envisioned as being available on a use-by-use basis, rather than as a circuit. They would be for all ages, rather than just for young people. They will be available on the website and the booking module. The Program Plus+ kits would be featured at the Spring Showcase. The Finance Committee moved that the Board accept Resolution 2013-20. Lantz graciously accepted a second by Burns, even though a motion made by a committee does not need a second. The motion carried unanimously by a Roll Call Vote.

### **Public Comments:**

Kuonen, the only visitor present, did not have any comments.

### **Upcoming Meetings:**

There is no January Meeting.

- The **Bylaws Committee** will meet on Tuesday, February 19<sup>th</sup> at 9:00 a.m. at the Westlake Porter Library
- The **February Board Meeting** will be on Tuesday, February 19<sup>th</sup> at 10:00 a.m. at the Westlake Porter Library

### **Adjournment:**

Davis moved and Zappitello supported the motion that the meeting be brought to a close at 10:55 a.m. Motion carried unanimously by a Voice Vote.

Respectfully Submitted by Secretary Pro-Tem Mary Frances Burns