

**Northeast Ohio Regional Library System  
Board of Trustees Meeting  
March 19, 2013  
NEO-RLS  
4445 Mahoning Ave. NW  
Warren, OH 44483**

**Call to Order and Roll Call**

The meeting was called to order at 10:35am by Board President Betsy Lantz. Those present were Mary Frances Burns, Jane Carle, Andrew Davis, Patrick Finan, Betsy Lantz, Sheba Marcus-Bey, Kerry Reed, Susan Roberts, Cecelia Swanson, Jim Wilkins, Anita Woods and Joe Zappitello. Absent Board members included Nancy Currie, Rose Guerrieri and Laura Leonard.

Also present were Cathy Hakala-Ausperk, Deb Blair, Amanda Howe, and Noah Himes.

**Introduction of Guests**

Hakala-Ausperk introduced DeeAnna Culbertson, a practicum student from Kent State's School of Library and Information Science. One of DeeAnna's projects has been to develop the Program Plus+ Kits. A Plus+ Kit is a 'library program in a box'; it comes with everything necessary to host a program. Themes include:

- Zombie Bash for teens,
- Baby Sign; teaching sign language for babies and toddlers,
- Preschool Movement and Music,
- Lego – simple machines and robotics for elementary school students, and
- Decades (1950s, 1960s) for adults.

**Approval of Agenda**

Lantz asked that the first item under VI. New Business, Board Resolution 2013-24 Recognition of Service for AfterDark Supervisor and Operators be moved just after III. Correspondence. Swanson moved and Marcus-Bay seconded that the Board approve the Agenda as revised. Motion carried unanimously by voice vote.

**Approval of Minutes**

Roberts moved and Davis seconded a motion to approve the minutes of the February 19, 2013 meeting. Motion carried by voice vote with 9 yes and 3 abstaining.

**Correspondence**

None presented.

**Board Resolution 2013-14 Board Resolution 2013-24 Recognition of Service for AfterDark Supervisor and Operators**

Lantz presented this Board Resolution which recognizes, with appreciation, Noah Himes for his eight years of dedicated service to the AfterDark Virtual Reference Service. The resolution also thanks the AfterDark Operators for their service.

Burns made a motion to accept the Board Resolution; Wilkins seconded the motion. Board Resolution 24-2013 accepted unanimously by voice vote.

### **Financial Report**

Fiscal Officer Blair submitted financial report for the month ending February 28, 2013.

Bank & Investment Report: In the NEO Cash Accounts month-to-date deposits were \$75,306.54 and withdrawals were \$91,317.05, leaving a month-end balance of \$1,407,132.73. In the OEBC Cash Accounts month-to-date deposits were \$621.63 and withdrawals were \$2,213.00. The ending balance for the month was \$784,646.02. The grand total in these accounts was \$2,191,778.75.

State Grant Fund: Current month-to-date expenses were \$12,119.04. The unexpended balance for the current year was \$29,795.53, leaving 20.05% of the budgeted amount available.

Local Fund: Current month-to-date expenditures were \$28,549.90, with \$90,681.99 encumbered. This leaves \$247,442.14 unencumbered for the year. 40.95% of the budget remains unencumbered.

Local Cash Fund: Total revenue for February was \$4,129.84 and expenses were \$28,549.90. Projected end-of-year balance is \$1,053,423.84

AfterDark Appropriations Report: February expenses were \$24,691.41 and year-to-date expenses were \$152,017.07.

Roberts moved and Woods seconded a motion to accept the Fiscal Officer's Financial Report for the month of February. Motion carried unanimously by roll call vote.

### **Director's Report**

Hakala-Ausperk submitted a written report. She congratulated Tech Analyst Jim Brainard upon receiving 2 special certifications. Brainard is working on a Dell group purchase for the membership.

Hakala-Ausperk was one of the speakers at Jump Start Your Career at Kent State University and also participated in an American Library Association live webcast on library security.

She reported that NEO received a contract from the Westlake Porter Public Library to help them with their strategic plan.

The Letters of Intent continue to arrive. At this time, all but 4 public libraries have renewed; all but 2 academic libraries have renewed; all but 9 school libraries have renewed – and one new has joined; 1 student has renewed and 4 new have joined. 10 public libraries, 1 academic library and 2 schools changed from full to CE memberships; 1 public library changed from full to Technology Membership; our one new school came in as a CE member.

## **Technology Department**

Rob Taylor and Jim Brainard submitted a written report. Hakala-Ausperk reported that they have been extremely busy providing a variety of tech assistance. Additionally they are developing some continuing education programs; two webinars and two face-to-face programs.

## **Senior Continuing Education Specialist Report**

Melissa Lattanzi submitted a written report. Hakala-Ausperk reported that the Violent Intruder Training has been very successful.

Lattanzi and Hakala-Ausperk are creating a budget/calendar for CE planning purposes.

## **Youth Services Coordinator Report**

Amanda Hoover submitted a written report. She reported that she is looking at creating a Common Core Workshop. Additionally, she will be attending the Virginia Hamilton Conference at KSU.

## **Committee Officers**

Sheba Marcus-Bey and Susan Roberts reported that the Personnel and Finance Committees met and have three Board Resolutions to bring before the Board:

### **Board Resolution 2013-26 Updated Employee Handbook**

Most of the changes made to the Employee Handbook were to fix grammatical errors and for clarification. The committees proposed a change to the definition of regular part time employees. The new handbook defines regular part time employees as those working a minimum of 20 hours a week, down from 22.5 hours a week. Other changes include removing some of the specifics of the telecommuting policy, and updating the definition of 'immediate family' for sick and bereavement leave.

The Personnel and Finance Committees put forth Board Resolution 2013-26 Updated Employee Handbook for the Board's approval. Motion carried unanimously by roll call vote.

### **Board Resolution 2013-27 Updated Position Descriptions.**

Burns moved and Finan seconded a motion for the Board to enter Executive Session to discuss personnel and position descriptions. Motion carried unanimously by roll call vote and the Board entered Executive Session at 11:07am.

At 11:24am the Board came out of Executive Session.

The joint committees put forth Board Resolution 2013-27 for approval. The resolution was approved by roll call vote; 11 yea and 1 nay vote, Andrew Davis.

### **Board Resolution 2013-28 Salary Adjustment**

The committees proposed BR 2013-28 for approval. The resolution was approved by roll call vote; 11 yea and 1 nay vote, Andrew Davis.

#### **Board President**

Lantz thanked all those who volunteered to participate on the Facilities Task Force: Andrew Mangels, Mary Frances Burns, Denise Cardon, Joe Palmer, Nancy Currie, Jim Wilkins and Sheba Marcus Bey.

#### **Current Business**

Hakala-Ausperk distributed copies of the Administrative Policy Manual which was approved by the Board on February 19, 2013.

#### **New Business**

##### **Board Resolution 2013-25 Budget Transfer #1**

Fiscal Officer Blair presented this resolution which transfers funds (\$2,500) from Contingency to Management Consulting. Reed moved and Burns seconded the motion to accept Board Resolution 2013-25. The resolution was approved unanimously by roll call vote.

#### **Items too Late for the Agenda**

None presented

#### **Public Comment**

None

#### **Adjournment**

Andrew Davis moved and Joe Zappitello seconded a motion to adjourn the meeting. By unanimous voice vote the meeting was adjourned at 11:35am.

#### **Upcoming Meetings**

##### **Spring Showcase—April 16, 2013**

Morning Workshop: The Possibilities of Libraries in Civic Engagement  
Afternoon Luncheon and Civic Engagement

Akron Wellness Center  
4125 Medina Rd.  
Akron, OH 44333

#### **Special Board Meeting**

Monday, April 22, 2013 10:00am

NEO-RLS Offices  
4445 Mahoning Avenue, NW  
Warren, OH 44483

**Finance Committee Meeting**

Tuesday, May 21, 2013 10:00am — 11:30am

Harbor-Topky Library  
1633 Walnut Blvd.  
Ashtabula, OH 44004

**Board of Trustees Meeting**

Tuesday, May 21, 2013, 11:30am – 12:30pm

Harbor-Topky Library  
1633 Walnut Blvd.  
Ashtabula, OH 44004

**Northeast Ohio Regional Library System  
Special Board of Trustees Meeting  
April 22, 2013  
NEO-RLS  
4445 Mahoning Ave. NW  
Warren, OH 44483**

**Call to Order and Roll Call**

President Betsy Lantz called the meeting to order at 10:02am. Present were Mary Frances Burns, Jane Carle, Nancy Currie, Andrew Davis, Patrick Finan, Betsy Lantz, Laura Leonard, Sheba Marcus-Bey, Kerry Reed, Susan Roberts, Cecelia Swanson, Jim Wilkins, and Joe Zappitello. Rose Guerrieri was absent.

Also present were Cathy Hakala-Ausperk, Debbie Blair, Melissa Lattanzi, Amanda Howe, Rose Marie Pecchio and Elaine Casterline.

**Introduction of Guests**

Andrew Mangels, chair of the Facilities Task Force and Joe Palmer, member of the Task Force were present.

**Approval of the Agenda**

Burns moved and Davis seconded a motion to approve the agenda. The motion carried unanimously by voice vote.

**Board Resolution 2013-29 Recommendation of Facilities Task Force**

Betsy expressed her appreciation to Andrew and the rest of the Task Force for their hard work and diligence while taking all the issues involved in this process under serious consideration. She also commended the Board for their receptiveness to the new ideas and changes that have been brought before them this year. She added that the Board has been very good at considering all options and remaining collegial and very committed to NEO-RLS. Betsy also thanked Cathy and the NEO staff for gathering together the information needed by the Task Force in a timely manner.

Patrick Finan moved that the Board enter executive session to discuss the lease of the current office. Joe Zappitello seconded the motion. There was some discussion about the necessity of this. Betsy asked for a roll call vote. Voting 'yes' were Burns, Carle, Currie, Davis, Finan, Lantz, Marcus-Bey, Reed, Swanson, Woods and Zappitello. Voting 'No' were Leonard and Roberts.

The Board entered executive session at 10:06am.

The Board came out of executive session at 10:16am.

Pres. Lantz turned the meeting over to Andrew Mangels, chair of the Facilities Task Force. Andrew gave an overview of the Task Force's Final Report. He explained the methodology used, the questions asked and the recommendations presented.

He clarified that he had asked for representation on the Task Force from the NOLA Trust. While there were two NEO-RLS Board members on the Task Force who also sit on the NOLA Trust Board they did not represent the NOLA Trust. However, the Task Force felt confident that the other members of the NOLA Trust Board were kept apprised of the committee's progress.

After Andrew's presentation, there were many questions from the Board members.

Q. How much will the current landlord charge for one or two store fronts?

A. About \$8.00 a square foot. Common space cost is factored into the square foot price.

Q. Did the committee prioritize the goals? Was goal of saving money weighted more than the goal of finding a geographically central location?

A. Both of those goals go hand-in-hand. The Task Force did not prioritize -- being geographically accessible is just as important as being cost effective.

Q. The NOLA Trust will pay the rent at the Champion location through the end of the current lease in 2014. Why wouldn't we stay in this location and take a year to look for a new place? Why consolidate to one storefront?

A. We don't know how long it will take to find the right location. We are not rushing the process.

Many thanks to the NOLA Trust for subsidizing the office space. It would be irresponsible to continue paying for space the NEO staff is not using. Additionally, by consolidating into one store front there should be a decrease in utility costs.

Q. The Board just approved a new salary structure based on the local area. Will we have to revisit that based on a new location?

A. The Task Force didn't look at salaries and so there may be a need to do some comparative salary surveys.

Other comments:

Members of the Task Force expressed concern for staff. If the office location changes it could mean a 50-60 mile commute.

NEO-RLS is what it is today because of the Staff. The State Librarian has indicated that other Regional Library Systems should become 'more like NEO.'

Sentiments are still very strong regarding the consolidation of CAMLS/NOLA/MOLO.

The Board needs to be fiscally responsible and needs to merge the needs of the organization with the needs of the staff.

There are other expenses that the Board will have to take into consideration when determining whether to move or to consolidate the existing office.

Mary Frances Burns suggested a modification of Board Resolution 2013-29. The modified resolution reads:

The Board hereby accepts the recommendation of the Facilities' Task Force and directs the group to search for a viable commercial space to recommend as the NEO office.

Mary Frances Burns moved and Jim Wilkins seconded a motion to approve the modified resolution. Motion carried unanimously by roll call.

### **New Business**

#### **Board Resolution 2013-30**

The Executive Director and The Board President will contact the landlord about breaking the current lease, changing to a month-to-month lease and determine all costs, to NEO-RLS and to the owner, associated with the consolidation from three store fronts to one store front. Additionally, the Executive Director will send a copy of the current lease to the Trumbull County Prosecutor for an opinion on breaking the lease.

Jim Wilkins moved and Andrew Davis seconded the motion to approve Board Resolution 2013-30. Motion carried by roll call vote.

Mary Frances Burns asked that the minutes reflect the Board's gratitude to Mr. Mangels for his hard work keeping the Task Force moving forward.

### **Upcoming Meetings**

#### **Finance Committee Meeting**

Tuesday, May 21, 2013 10:00am — 11:00am

Harbor-Topky Library  
1633 Walnut Blvd.  
Ashtabula, OH 44004

#### **Board of Trustees Meeting**

Tuesday, May 21, 2013, 11:30am – 12:30pm

Harbor-Topky Library  
1633 Walnut Blvd.  
Ashtabula, OH 44004

The Board Meeting was adjourned at 11:39am.



Northeast Ohio Regional Library System  
Board of Trustees Meeting  
May 21, 2013  
Harbor-Topky Library  
1633 Walnut Blvd.  
Ashtabula, Ohio 44004

I. Call to Order

President Betsy Lantz called the meeting to order at 11:30am.

- a. Roll Call: Present were Mary Frances Burns, Jane Carle, Nancy Currie, Andrew Davis, Patrick, Finan, Betsy Lantz, Laura Leonard, Sheba Marcus-Bey, Susan Roberts, Jim Wilkins, Anita Woods, and Joe Zappitello. Cecelia Swanson arrived at 11:35am and Rose Guerrieri arrived at 11:40am.

Also present were Cathy Hakala-Ausperk, Debbie Blair, and Melissa Lattanzi.

- b. Introduction of Guests

Todd Brainard, the landlord of the property at 4445 Mahoning Ave. NW, Warren, Ohio, was present.

- c. Approval of the Agenda

Mary Frances Burns moved and Laura Leonard seconded a motion to modify the agenda to move Section VIII. Public Comments to the top of the agenda to allow Mr. Brainard the opportunity to speak to the Board without waiting through the entire Board meeting.

Voting YES: Burns, Carle, Lantz, Leonard, Marcus-Bey, Roberts, Wilkins, Woods and Zappitello.  
Voting NO: Currie, Davis, and Finan. Motion carried.

Jim Wilkins moved and Susan Roberts seconded a motion to approve the agenda as modified. Motion carried unanimously by voice Vote.

II. Public Comment

Mr. Brainard spoke to the Board regarding his concern for the lease on the property where NEO-RLS is currently located.

At 11:45 Mr. Brainard left the meeting.

III. Approval of Minutes

- a. Mary Frances Burns moved and Sheba Marcus-Bey seconded a motion to approve the minutes of the March 19, 2013 meeting. Motion carried unanimously by voice vote.

- b. Nancy Currie moved and Anita Woods seconded a motion to approve the minutes of the April 22, 2013 meeting. Motion carried by voice vote.

IV. Correspondence

- a. President Lantz read the following letter into the minutes:

To: Ms. Catherine Hakala-Ausperk  
Northeast Ohio Regional Library System  
4445 Mahoning Ave. NW  
Warren, OH 44483

From: Ms. Mary Anne Nichols

Date: May 20, 2013

Thank you for supervising the practicum experience for DeeAnna Culbertson, a Kent State University School of library and Information Science (KSU-SLIS) graduate student.

The Library education of our students is always greatly enriched by noted professionals who provide quality learning experiences for them. As a result, this culminating experience is one of the most important parts of the MLIS degree. Your thoughtful evaluation of this culminating experience practicum is greatly appreciated and feedback is important to students as they continue to learn about the profession.

I hope that the contributions made by the student have benefitted your organization and I hope that you will consider supervising practicum students from KSU-SLIS in the future.

Thank you again for your support and consideration.

Sincerely,

Ms. Mary Anne Nichols  
Associate Lecturer, Graduate Coordinator  
Phone: 330-672-0029

V. Reports

- a. Financials

Fiscal Officer Blair reported the financial reports for March and April 2013

March 31, 2013

**Bank & Investment Report:** For the NEO Cash Accounts, month-to-date deposits were \$31,991.26 and month-to-date withdrawals were \$90,713.42 leaving an ending balance of \$1,348,410.57. For the OEBC Cash Accounts the ending balance was \$784,774.48. The grand total Bank & Investments was \$2,133,185.05.

**State Grant Fund:** Month-to-date expenses were \$8,315.52. The current unexpended balance is \$21,480.01.

**Local Fund:** Month-to-date expenses were \$32,794.46. Current unencumbered amount is \$218,910.03.

**Local Cash Fund:** Total revenue was \$5,930.75 and expenses were \$43,863.71. The projected end-of-year balance is \$1,059,354.59

**AfterDark CPL Appropriations:** Total expenses for the month were \$21,996.62 and year-to-date expenses were \$174,013.69.

April 30, 2013

**Bank & Investment Report:** For the NEO Cash Accounts month-to-date deposits were \$101,241.69, withdrawals were \$104,942.33, leaving an ending balance of \$1,344,709.93. For the OEBC Cash Accounts, the ending balance was \$10,140.78 after distributing nearly \$770,000 in health insurance premium refunds to OEBC member libraries. The grand total Bank & Investments was \$1,354,850.71.

**State Grant Fund:** month-to-date expenses were \$6,255.01. The current unencumbered amount is \$15,225.00.

**Local Fund:** Month-to-date expenses were \$46,739.21. The current unencumbered balance is \$195,968.72.

**Local Cash Fund:** total revenue for the month was \$29,381.61 and total expenses were \$46,739.21. The projected end-of-the-year balance is \$1,088,736.20.

**AfterDark CPL Appropriations:** Total expenses for the month were \$25,424.28; year-to-date expenses were \$199,437.97.

Debbie projects that the Local Cash Fund expenses for the months of May and June will be close to \$46,000 each.

She reported that the OEBC audit has started. Additionally she is working with Noah Himes to close out the KnowItNow accounts.

Mary Frances Burns moved and Anita Woods second a motion to accept the financial reports for March 2013 and April 2013 as presented. Motion passed unanimously by roll call vote.

b. Director

Cathy submitted a written report. She highlighted the news that the Public Library of Youngstown and Mahoning County and John Carroll University are new members of NEO-RLS.

c. Technology

Rob Taylor and Jim Brainard submitted a written report to the Board. They are continuing to develop the NEO app and they will be developing training for Office2013 and Windows 8.

d. Continuing Education

Melissa submitted a written report. Several of the CE offerings have been a combination of face-to-face meetings and webinars. Melissa reports that the Adobe Connect webinars are so much easier to set up than the videoconferencing was.

e. Youth Services

Amanda submitted a written report. Cathy reported that Amanda and Melissa are developing special training programs for the Youth Services librarians at Cleveland Public Library. The training will begin in September.

f. Committee Chairs

i. Personnel

Susan Roberts reminded the Board that evaluations of the Executive Director and Fiscal Officer are due to her by May 31.

ii. Bylaws

Cecelia Swanson presented, for the Bylaws Committee, Board Resolution 2013-31 Bylaws Updated. There was some discussion. The motion passed by roll call vote: voting YES were Burns, Carle, Currie, Davis, Guerrieri, Lantz, Leonard, Marcus-Bey, Reed, Roberts, Swanson, Wilkins, Woods and Zappitello. Voting NO was Finan.

VI. Current Business

- a. Susan Roberts moved and Mary Frances Burns seconded a motion to enter executive session to discuss the lease on the property at 4445 Mahoning Ave. NW in Warren, Ohio. Motion passed unanimously by roll call vote.

At 12:20pm the Board entered executive Session. At 1:00pm the Board came out of executive session.

At 12:45 Susan Roberts exited the meeting.

- b. Laura Leonard reported for the Facilities Task Force.

The Task Force made two recommendations: 1) the current space in Champion be consolidated from three offices down to one office, and 2) the Board should hire a relocation specialist to explore other options for after the current lease expires.

Jim Wilkins made a motion that the Board accept the Task Force's recommendation and contact a location specialist to begin the search process should the Board decide to move out of Champion. Cecilia Swanson seconded the motion. Motion passed unanimously by voice vote.

VII. New Business

- a. Board Resolution 2013-32 OEBC Payout

Jim Wilkins moved and Joe Zappitello seconded a motion to approve BR 2013-32. Motion passed with 12 Yes votes; Swanson was out of the room for the motion. (Roll call vote)

- b. Board Resolution 2013-33 NOLA Trust Gift

Mary Frances Burns moved and Andrew Davis second the motion to approve BR 2013-33, a donation from the NOLA Trust to be used for the End of the Year Luncheon and the subsidize the Director's Retreat. Motion passed with 12 yes votes; Swanson was out of the room for the motion. (Roll call vote)

- c. Board Resolution 2013-24 End of Year Gift and Luncheon

Mary Frances Burns moved and Sheba Marcus-Bey seconded for the approval of BR 2013-34 which provides for the End of Year Luncheon for the Board and a gift for the Board of Trustees President. The motion passed unanimously by voice vote.

- d. Board Resolution 2013-35 Year-End Transfers

This resolution allows the Fiscal Officer the authority to make year-end transfers to the Local, KIN and State funds as needed in order to balance the budget prior to the end of the FY 2012-2013. Nancy Currie moved and Anita Woods seconded the motion. The motion passed unanimously by roll call vote.

e. Board Resolution 2013-36 Permanent Appropriations

Sheba Marcus-Bey, as chair of the Finance Committee, recommended that the Board approve BR 2013-35. There was some discussion regarding clarifications of budget line reductions as well as increasing revenue streams. The resolution passed with 9 YES votes; voting YES were Burns, Carle, Currie, Guerrieri, Lantz, Leonard, Marcus-Bey, Wilkins, Woods, and Zappitello. Voting NO were Andrew Davis, Patrick Finan and Cecelia Swanson. (Roll call vote)

f. Board Resolution 2013-37 Budget Transfer

Patrick Finan moved and Mary Frances Burns seconded a motion to approve BR 2013-37 which allows the Fiscal Officer to transfer funds within the Local Budget. Motion passed unanimously by roll call vote.

VIII. Upcoming Meetings

Mary Frances Burns moved and Jim Wilkins seconded a motion instructing the staff to find a meeting space for the June Board Meeting, perhaps at the Hudson Library and Historical Society or the Stow-Monroe Falls Public Library, and luncheon. Motion carried unanimously by voice vote.

The next Board of Trustees Meeting will be on June 18, 2013; place and time to be announced.

IX. Adjournment

Laura Leonard moved and Andrew Davis seconded a motion to adjourn the meeting. Motion passed unanimously by voice vote and the meeting adjourned at 1:45pm.

Respectfully submitted by Jane R. Carle, Secretary, NEO-RLS Board of Trustees

**Northeast Ohio Regional Library System  
Board of Trustees Meeting**

June 18, 2013

Hudson Library & Historical Society

96 Library Street

Hudson, Ohio 44236

I. Call to Order

President Lantz called the meeting to order at 10:06am.

- a. Roll Call: Present were Mary Frances Burns, Jane Carle, Andrew Davis, Patrick Finan, Betsy Lantz, Laura Leonard, Sheba Marcus-Bey, Susan Roberts, Cecelia Swanson, Jim Wilkins, Anita Woods and Joe Zappitello

Also present were Cathy Hakala-Ausperk, Debby Blair and Melissa Lattanzi.

- b. Introduction of Guests – none present
- c. Approval of the Agenda

Mary Frances Burns moved and Susan Roberts seconded a motion to accept the agenda as presented. Motion passed by unanimous voice vote.

II. Approval of Minutes

Laura Leonard moved and Jim Wilkins seconded a motion to approve the minutes of the May 21, 2013 meeting. Motion carried unanimously by voice vote.

III. Correspondence – None

IV. Reports

- a. Financials – Fiscal Officer Debbie Blair reported the financial reports for May 2013

Bank & Investment Report: For the NEO Cash Accounts, month-to-date deposits were \$37,841.45 and withdrawals were \$126,016.09; the ending balance was \$1,256,535.29. IN the OEBC Cash Accounts there were no deposits or withdrawals and the ending balance was \$10,140.78. The Grand Total for the NEO and OEBC Cash Accounts was \$1,266,676.07.

State Grant Fund: Current year month-to-date expenses were \$9.135.00 and year-to-date expenses were \$139,527.25. This leaves 4.18% of the balance unencumbered.

Local Fund: Current year month-to-date expenses were \$52,606.05 and current year-to-date expenses were \$399,853.10. This leaves 33.83% of the balance unencumbered.

Local Cash Fund Income Statement: As of May 31, 2013 total revenue was \$17,515.67 and total expenses were \$52,606.05 resulting in a loss for the month of \$35,090.38.

AfterDark/CPL Appropriations: Expenses for May were \$27,862.56.

Mary Frances Burns moved and Cecelia Swanson seconded a motion to approve the financial reports as presented. Motion carried unanimously by roll call vote.

- b. Director's Report – Cathy highlighted a few items from her written report. The Director's Retreat was very successful; she received lots of good comments from the attendees and has a lot of ideas for the next retreat.

Cathy provided an update of the NEO Strategic Plan. We are halfway through the 2-year plan and have completed many of the goals. Cathy will work with the staff to update their goals for the next year.

- c. Technology – Cathy reported for the Technology staff.
  - i. The Tech team served seven libraries during May
  - ii. They are upgrading the staff computers to Microsoft Windows 8, Server 2013 and Office 13. Once this is complete, they will be able to teach classes on these systems.
  - iii. The Ellison Die database, called "Ellison & More" is up and running. Thanks to the entire staff that helped with this project.
- d. Continuing Education – Melissa submitted a written report in the Board packets. She reported that the Public Library of Youngstown and Mahoning Library accepted her proposal for developing their Staff Day program which will be held on Veteran's Day.

Back-to-the-Book will be on November 7<sup>th</sup> at the Twinsburg Hilton Garden Inn. Kate Mediatore Stover, who writes the She Reads column for Booklist Magazine will speak.

- e. Youth Services – Amanda submitted a written report. Cathy highlighted the Program + kits. The Zombie kit is now in circulation. The next two will be 1) the Lego kit for elementary school-aged children which will focus on STEM activities, and 2) a Baby kit.
- f. Board Officers – none
- g. Committee Chairs
  - i. Nominating Committee – Mary Frances Burns reported that she will have the slate of officers for FY2013-2014 at the July Board Meeting
  - ii. Personnel – Susan Roberts moved and Andrew Davis seconded a motion for the Board to enter executive session to discuss personnel issues. Motion approved unanimously by roll call vote and the Board went into executive session at 10:38am.

Rose Guerrieri entered the meeting at 10:57am.

Nancy Currie entered the meeting at 11:07am.

The Board came out of executive session at 11:09am.

- h. Board President. This is Betsy Lantz's final meeting as President of NEO-RLS! She offered congratulations to the Board members who were reelected; Sheba Marcus-Bey,

Susan Roberts, Mary Frances Burns and Joe Zappitello. And she congratulated Cheryl Kuonen, director of the Willowick Public Library, who will join the Board in July.

Betsy also thanked Sheba Marcus-Bey, Jane Carle, the committee chairs and the NEO-RLS staff for all their help and support during her year as President. To the entire Board she extended thanks for the collegial support. The Board tackled lots of tricky issues this year and she applauded the Board's discussion and dissent.

The Board gave Betsy a rousing round of applause!

V. Current Business – none

VI. New Business -- Jim Wilkins moved that the Board extend thanks to Noah Himes for all his hard work with KnowItNow and wish him all the best for the future. Mary Frances Burns seconded the motion. The motion passed unanimously by voice vote and the Board gave Noah a round of applause.

Rose Guerrieri pointed out that there was an error in the minutes of the May 21, 2013 meeting. She was marked as voting YES to approve the agenda of the meeting, when in fact she had not yet arrived at the meeting. Laura Leonard moved and Jim Wilkins seconded a motion to approve the minutes as amended. Motion unanimously approved by voice vote.

VII. Items Too Late for the Agenda – None

VIII. Public Comments – None

IX. Upcoming Meetings

a. Board of Trustees Meeting, Tuesday July 16, 2013 – Location to be announced

X. Adjournment

a. Rose Guerrieri moved and Andrew Davis seconded a motion to adjourn the meeting. The motion passed unanimously by voice vote and the meeting adjourned at 11:20.

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Elizabeth Lantz, President

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Date

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Jane Carle

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Date



Northeast Ohio Regional Library System  
Board of Trustees Meeting  
July 16, 2013  
Twinsburg Public Library  
11050 Ravenna Road  
Twinsburg, OH 44087

I. Call to Order

President Sheba Marcus-Bey called the meeting to order at 10:04am.

- a. Roll Call: Present were Mary Frances Burns, Jane Carle, Nancy Currie, Andrew Davis, Patrick Finan, Rose Guerrieri, Cheryl Kuonen, Betsy Lantz, Laura Leonard, Sheba Marcus-Bey, Susan Roberts, Jim Wilkins and Joe Zappitello. Absent were Cecelia Swanson and Anita Woods.

Also present were Cathy Hakala-Ausperk, Debbie Blair, Melissa Lattanzi and Rose Marie Pecchio from the NEO-RLS staff and Kevin Kelly, a Notary Public.

- b. Introduction of Guests – none present

- c. Approval of the Agenda

Mary Frances Burns moved and Nancy Currie seconded a motion to approve the agenda as presented. Motion passed by unanimous voice vote.

II. Elections/Appointments/Oaths

- a. The Oath of Office was given to the New Board Members

- b. Election of Officers: Nominating Committee Chair Mary Frances presented the slate officers for 2013-14. Nancy Currie was elected Vice President/President Elect and Jane Carle was elected Secretary.

- c. The Oath of Office was administered to the 2013-14 President, Vice President/President Elect and Secretary.

- d. Appointment of NEO-RLS Staff for 2013-14 – Board Resolution 2014-01.

Jim Wilkins moved and Betsy Lantz seconded to approve Catherine Hakala-Ausperk as Executive Director, Deborah Blair as Fiscal Officer and Rose Marie Pecchio as Deputy Fiscal Officer for the 2013-14 year. Motion passed unanimously by voice vote.

- e. The Oath of Office was administered to the Fiscal Officer and the Deputy Fiscal Officer.

III. Approval of Minutes

- a. Andrew Davis moved and Susan Roberts seconded a motion to approve the minutes of the June 19, 2013 Board Meeting. Motion approved, unanimously, by voice vote.

IV. Correspondence – none presented

V. Reports

- a. Financial Report

Debbie prepared a corrected copy of the **Local Cash Fund Income Statement** for May 31, 2013 which included the interest of \$124.85 for the Star Plus account.

**Bank & Investment Report:** At June 30, 2013, the grand total of the NEO Cash Accounts and the OEBC Cash Accounts was \$1,315,758.96.

**State Grant Fund:** At the end of the fiscal year, June 30, 2013, all the monies received from the State Grant, \$145, 617.25, were expended.

**Local Fund Appropriations Report:** For the month of June, there were expenses of \$69,694.55 which includes \$7,547.39 which should have been applied to the group purchasing fund last year. This money was incorrectly applied to the local fund and this expenditure in June corrects the error.

**Local Cash Fund Income Statement:** Income for the fiscal year ending June 30, 2013 was \$26,136.10 which includes \$21,147.82 from the OEBC payout which cannot be spend without Board approval. This means that NEO ended the year on a positive note, \$4,988 to the good!

**AfterDark/CPL Appropriations Report:** Expenditures for the month were \$40,729.79. We are expecting one more payment, for the month of June, from Cleveland Public Library. Debbie expects there will be about \$4000 left over after paying bills for previous commitments (Libraries Turn Outward program; payroll)

**Group Purchase Fund Income Statement:** in an effort to be transparent, Debbie will prepare this monthly report for the Board.

**Payroll Check Register:** in an effort to be transparent, Debbie will prepare this monthly report for the Board.

Debbie also reported that the OEBC audit is expected to finish up by the end of July.

Nancy Currie moved and Mary Frances Burns seconded a motion to approve the financial reports as presented. Motion passed unanimously by roll call vote.

- b. Director's Report: Cathy submitted a written report. She reported that ALA was excellent this year – lots of excitement and enthusiasm. She highlighted her continuing work with the Westlake Porter Public Library and announced that NEO has been hired by the Euclid Public Library to help them 1) develop a strategic plan, and 2) prepare a Staff day.
- c. Technology Report: Jim submitted a written report. Cathy added that they have extended the search for a Systems Librarian.
- d. Continuing Education: Melissa submitted a written report. While at ALA she attended a pre-conference session put on by Second City. She learned some great improv techniques that she hopes to put to use in some of the upcoming training events. She was pleased to report that there were about 60 people registered for the 'New Supervisors' Academy II' and 56 registered for 'A Day for Circ Staff.'
- e. Youth Services: Amanda submitted a written report. Cathy reported that the *Ellison and More* database is almost complete, thanks to Amanda, Elaine and the rest of the staff. Cathy also pointed out that Grand River Academy and the Brunswick Branch of the Medina County Public Library have volunteered to host Book Look + events.
- f. Board Officers – no report
- g. Committee Chairs – No reports
- h. Board President -- Sheba distributed the Board committee descriptions and asked for volunteers. She also reported that she has asked Nancy to work with her on an Ad Hoc Task Force for business and strategic planning.

VI. Current Business – None presented

VII. New Business

- a. Board Resolution 2014-2 Bond Amounts. Mary Frances moved and Jim seconded a motion to continue the errors and omissions insurance and set the bond amounts for the Executive Director, the Fiscal Officer and the Deputy Fiscal Officer. Motion passed unanimously by roll call vote.
- b. Board Resolution 2014-3 Authorization to Pay Bills. Laura moved and Andrew seconded a motion to approve this resolution which allows the Fiscal Officer and the Deputy Fiscal Officer to pay the bills for the 2013-14 fiscal year. Motion passed unanimously by roll call vote.
- c. Board Resolution 2014-4 State Library Contract. Nancy moved and Betsy seconded to approve this resolution to accept funding of \$145,617.25 from the State Library of Ohio for personnel expenses. Motion carried unanimously by roll call vote.
- d. Board Resolution 2014-5 Petty Cash Fund. Susan moved and Mary Frances seconded a motion to approve this resolution which sets the amount of petty cash at \$150 for FY 2013-14. Motion carried unanimously by roll call vote.
- e. Board Resolution 2014-6 Surplus. Laura moved and Betsy seconded a motion to accept this resolution allowing the Executive Director or the Fiscal Officer to declare items surplus. Motion carried unanimously by roll call vote.

- f. Board Resolution 2014-7 Check Signers. Mary Frances moved and Andrew seconded a motion to accept this resolution which authorizes Sheba Marcus-Bey, Nancy Currie, Deborah Blair and Rose Marie Pecchio to sign checks for NEO-RLS. Motion carried unanimously by roll call vote.
- g. Board Resolution 2014-8 KIN Budget Transfer #1. Rose moved and Jim seconded a motion to accept this resolution to transfer funds. Motion passed unanimously by roll call vote.
- h. Board Resolution 2014-9 Local Budget Transfer #3. Patrick moved and Jim seconded a motion to approve this resolution. Motion carried unanimously by roll call vote.

VIII. Items too Late for the Agenda

- a. Board Resolution 2014-10 Fund Transfer. Jim moved and Betsy seconded a motion to pass this fund transfer request which corrects revenue that was incorrectly posted in previous years. Motion passed unanimously by roll call vote.
- b. Board Resolution 2014-11 Budget Revision #1. Patrick moved and Cheryl Kuonen seconded a motion to approve this budget revision. Motion carried unanimously by roll call vote.
- c. Board Resolution 2014-12 Appropriations Request. Mary Frances moved and Susan seconded a motion to approve this resolution which appropriates funds for the 'Libraries Turn Outward' event and payroll expenses for July 2013. Motion passed unanimously by roll call vote.

IX. Public Comment – Mary Frances moved and Jim seconded a motion to formally thank the entire NEO-RLS staff for their fiscal accountability and responsibility and their efforts to eliminate the previously projected end-of-year deficit. A round of applause was given in unanimous approval of this motion.

X. Upcoming Meetings

Board of Trustees Meeting, Tuesday August 20, 2013 at 10am  
Pierce Streetsboro Library  
8990 Kirby Lane  
Streetsboro, OH 44241

XI. Adjournment – Betsy moved and Andrew seconded a motion to adjourn the meeting. The meeting was adjourned at 11:12am.

Respectfully submitted by Jane R. Carle, Secretary

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Sheba Marcus-Bey, President

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Date

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Jane Carle, Secretary

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Date

**Northeast Ohio Regional Library System  
Board of Trustees Meeting  
August 20, 2013  
Pierce Streetsboro Library  
8990 Kirby Lane  
Streetsboro, OH 44241**

**1. Call to Order**

President Sheba Marcus-Bey called the meeting to order at 10:06am.

**a. Roll Call:** Present were Mary Frances Burns, Jane Carle, Andrew Davis, Patrick Finan, Cheryl Kuonen, Betsy Lantz, Sheba Marcus-Bey, Susan Roberts, Cecelia Swanson, and Anita Woods. Absent were Nancy Currie, Rose Guerrieri, Laura Leonard, Jim Wilkins and Joe Zappitello.

Also present were Cathy Hakala-Ausperk, Debbie Blair, Melissa Lattanzi and Amanda Hoover.

**b. Introduction of Guests.** Ned Gold, legal counsel for the NOLA Trust and Rose Ann Lubert, director of the Girard Public Library and President of the NOLA Trust.

**c. Approval of the Agenda.** Sheba requested an adjustment to the agenda to move the discussion of the NOLA Trust (New Business, item a.) to the beginning of the meeting. Debbie asked to add Board Resolution 2014-17 Budget Transfer to the agenda. Mary Frances moved and Betsy seconded that the agenda be modified as requested. Motion carried by voice vote.

**II. Ned Gold/ NOLA Trust**

Mr. Gold discussed the history of the NOLA Trust and pointed out the clear distinction between the NEO-RLS and the NOLA Trust.

Mr. Gold announced that on behalf of the NOLA Trust Board of Trustees, he has drawn up papers to dissolve the NOLA Trust and disburse remaining balance of funds to the Constituent Members based on a percentage of the base dues each member paid to NOLA for the 2005-2006 Fiscal Year

The target date for dissolution is January 2014. Mr. Gold has requested an audit from the State before disbursing the funds. And he suggests that some funds be held in reserve in the event of any outstanding debt.

There was some discussion about Employee Identification Numbers (EIN) associated with the Trust accounts; some accounts have a NOLA EIN and some have a NEO-RLS EIN.

At 10:20am Mr. Gold left the meeting.

At 10:21am Mary Frances Burns moved and Susan Roberts seconded a motion for the Board to enter executive session to discuss the dissolution of the NOLA Trust and disbursement of the funds. Motion carried unanimously by roll call vote. *The Board went into Executive Session for the purpose of discussing a legal matter in regards to the NOLA Trust. Upon receiving the latest Open Meetings Act Booklet, dated 2013, it was discovered that this reason is no longer valid unless Legal Counsel is present. This is noted, and will not occur again.* *\*The italicized section added following October Board Meeting*

At 10:43 the Board came out of executive session. Susan Roberts made a motion authorizing the Executive Director, the Board President and the Fiscal Officer to seek legal counsel on behalf of the NEO-RLS Board in the matter of the dissolution of the NOLA Trust. The cost for the legal counsel is not to exceed \$5,000 and will be taken out of general operating funds. Anita Woods seconded the motion. Roll Call vote: Yes votes – Jane Carle, Andrew Davis, Cheryl Kuonen, Betsy Lantz, Sheba Marcus-Bey, Susan Roberts, Cecelia Swanson, and Andrew Davis. No votes – Mary Frances Burns and Patrick Finan. Motion passed. Board Resolution 2014-18

### III. Approval of the Minutes

Cathy noted that Cheryl Kuonen's name was misspelled in the minutes and that it will be corrected. Andrew Davis moved and Betsy Lantz seconded a motion to approve the minutes as corrected. There was discussion: Cecelia Swanson pointed out that under the section, *Items too late for the agenda*, that Jim Wilkins and Betsy Lantz seconded a motion; however no one made the motion in the first place. The minutes were amended to read that Jim Wilkins made the motion and Betsy Lantz seconded it.

Andrew Davis moved to accept the minutes of the July meeting as corrected and amended. Betsy Lantz seconded the motion. Motion carried by voice vote.

### IV. Correspondence

Cathy had a sympathy card for Board Members to sign and send to the family of Donna Wall.

### V. Reports

- a. **Financial Report** – Debbie Blair presented the financial report for the month ending July 31, 2013.

**Bank & Investment Report:** Month-to-date deposits for the NEO Cash Accounts and OEBC Cash Accounts were \$60,415.44 and withdrawals were \$72,037.30. The ending balance for the month was \$1,304,137.01.

**State Grant Fund:** month-to-date expenses were \$10,663.51. 92.68% of the current year appropriations of \$145,617.25 are unencumbered.

**Local Fund:** Month-to-date expenses were \$34,405.21. The annual appropriation for this fund is \$539,795.00 and 54.74% of that is unencumbered. This is because Debbie uses blanket certificates.

**Local Cash Fund Income Statement:** Total revenue for July was \$33,679.65 and total expenses were \$34,405.21. The projected end-of-year balance is \$804,506.49.

**After Dark CPL Appropriations Report:** Total expenses were \$4505.95 and total revenue was zero. This report reflects the final payroll.

**Group Purchase Income Statement:** Total revenue was \$4,273.07 and total expenses were zero.

**Investment Report:** This is a new report prepared by Debbie. It is a quarterly report and shows all the accounts for NEO-RLS, the NOLA Trust and OEBC.

The check register was also included in the Board packet.

At 10:55 Joe Zappitello entered the meeting.

Betsy Lantz made the motion to accept the financial reports as presented. Mary Frances Burns seconded the motion. Motion carried by roll call vote: 10 Yes and 1 abstention (Joe Zappitello).

**b. Director's Report**

Cathy thanked Debbie for her hard work. Debbie always does what's required of her and very often goes above and beyond those requirements. Cathy also congratulated Amanda upon the achievement of her Master of Library and Information Science from Kent State University.

Cathy noted that the staff evaluations are finished and each person has identified new goals for the coming year. These goals have been incorporated into the NEO 2014 Strategic Plan.

**c. Technology Report**

Cathy congratulated Jim on the achievement of his Master of Science in Information Security & Assurance from Western Governors University.

Jim has been very busy providing lots of help to libraries and his response time is very good. Joe Zappitello concurred, "He can give you a time frame about when he might get to you."

**d. Continuing Education Coordinator Report**

Melissa said that July and August have been busier than usual this year and we have had great attendance at all programs. She highlighted *Back to the Book XIV* on November 7 at the Twinsburg Library. The theme is Promote Reading: Find Opportunities. Guest speakers include local author Jane Ann Turzillo, author of *Wicked Women of Northeast Ohio*; Kaite Stover, a writer for *Booklist*, Rollie Welch from the Cleveland Public Library. It should be an excellent program.

Mary Frances Burns noted that there was no membership meeting scheduled for the fall. Cathy Hakala-Ausperk reminded the Board that the bylaws were changed in FY 2012-13 to state that NEO-RLS *may* have 2 membership meetings per fiscal year. This fiscal year (2013-14) we will have a membership meeting on April 15, 2014.

**e. Youth Services Coordinator Report**

Amanda submitted a written report. Things are going very well; she is working on the NEO Star Award for the Spring Showcase. The first Book Look +Plus event was very successful and there is another planned for 11/15 at the Grand River Academy.

**f. Board Officers – no report**

**g. Committee Chair**

Susan Roberts reported for the Personnel Committee which met prior to the Board Meeting. The Personnel Committee submitted **Board Resolution 2014-16 Emerging Technologies Librarian** for approval.

The Emerging Technologies Librarian is a new position and replaces the unfilled Systems Librarian position. Cathy Hakala-Ausperk surveyed library directors to determine their needs. The top two are 1) help with hardware and software issues; currently handled by Jim Brainard, and 2) Training. The emphasis of the new position will be on training, consulting, and supporting the use of technology in all application in libraries. The person in this position will provide at least 2 webinars a month and at least 6 face-to-face events. This person will generate revenue for NEO-RLS and lessen the need to hire outside speakers for technology training.

The motion to approve Board Resolution 2014-16 passed: 10 yes and 1 no (Patrick Finan).

**h. Board President – No Report**

**VI. New Business**

**a. Board Resolution 2014-13 Depository Agreements**

This resolution will allow the Fiscal Officer to enter five year depository agreements with First Place Bank, Huntington Bank, Chase Bank and Middlefield Bank. Debbie Blair explained that while attending CPIM training it was stressed that organizations open Depository Agreements with banks that we don't usually do business with in the event that we have to make a change.

Joe Zappitello moved and Susan Roberts seconded the motion to approve this resolution. Motion carried unanimously by roll call vote.

**b. Board Resolution 2014-14 Budget Transfer**

This resolution allows the transfer of funds from account X3350.101 Cleaning Contract to Account X3999.101 Delivery System to cover the increased cost of delivery service. This is necessary because at the time the budget was prepared, we did not know the cost of the statewide delivery service.

Andrew Davis moved and Anita Woods seconded a motion to approve this board resolution. Motion carried unanimously by roll call vote.

**c. Board Resolution 2014-15 Fund Transfer**

This resolution allows the transfer of \$5,319.33 from the Oregon KIN fund to close that fund. Of that amount, \$1,215.20 will be transferred to the Cleveland KIN Fund to cover Libraries Turn Outward commitments and \$4,104.13 will be transferred to the local fund as profit from the program. Cathy Hakala-Ausperk asked State Librarian Beverly Cain what NEO-RLS should do with the remaining \$4104.13. Cain said that NEO-RLS should keep the money.

Susan Roberts moved and Mary Francis Burns seconded a motion to approve Board Resolution 2014-15. Motion carried unanimously by roll call vote.

**d. Board Resolution 2014-17 Budget Transfer**

This resolution amends the 2013-14 budget by transferring local funds of \$4,000 from Professional Salaries to Contract Labor to cover contracting costs for information technology.

Anita Woods moved to accept Board Resolution 2014-17; Betsy Lantz seconded the motion. Motion carried unanimously by roll call vote.

**VII. Items Too Late for the Agenda – none**

**VIII. Public Comments – none**

**IX. Upcoming Meetings**

Board of Trustees Meeting  
Tuesday, October 15, 2013, 10:00am  
Twinsburg Public Library  
10050 Ravenna Road  
Twinsburg, Ohio 44807 330-425-4268

**X. Adjournment**

Mary Frances Burns moved and Betsy Lantz seconded a motion to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 11:40am.

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Sheba Marcus-Bey, President

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Date

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Jane Carle

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Date



**Northeast Ohio Regional Library System - Board of Trustee Meeting**

**October 15, 2013**

**Twinsburg Public Library**

**10050 Ravenna Rd. Twinsburg, OH 44087**

**Call to Order and Roll Call:**

The meeting began at 10:00 a.m. with a tour of the facilities at 1580 Georgetown Road, Hudson, Ohio 44236. The meeting was then called to order by Board Secretary / President Pro Tem President Jane Carle at 11:00 a.m. Those present included Mary Frances Burns, Andrew Davis, Patrick Finan, Rose Guerrieri, Betsy Lantz, Laura Leonard, Susan Roberts, Cecilia Swanson, Jim Wilkins, and Anita Woods. Joe Zappitello arrived at 11:10; Laura Leonard Left at 11:40. Also present were NEO Staff Catherine Hakala-Ausperk, Deborah Blair, and Melissa Lattanzi.

**Introduction of Guests:**

Andrew Mangels, the Facilities Task Force Chair, was introduced.

**Agenda Approval:**

There were no changes to the Agenda.

**Approval of the Minutes:**

Swanson moved and Davis seconded that the minutes of the August 20, 2013 meeting at Streetsboro be accepted with one change. On page 4 of 32, the Board went into Executive Session for the purpose of discussing a legal matter in regards to the NOLA Trust. Upon receiving the latest Open Meetings Act Booklet, dated 2013, it was discovered that this reason is no longer valid unless Legal Counsel is present. This is noted, and will not occur again. Motion unanimously carried by Voice Vote.

**Correspondence:** None

**Financial Reports:**

Blair presented the financial Reports dated August 31, 2013 and September 30, 2013 as follows:

**Bank and Investment Report:**

- For August, \$280,262.01 was deposited in the NEO Cash Accounts; \$72,824.41 was withdrawn, leaving a month-end balance of \$1,503,933.83. In the OEBC Cash Accounts, \$9,605.61 was deposited, and \$25 was withdrawn, leaving a month-end total of \$17,221.39. The grand total in these accounts at the end of the reporting period was \$1,521,155.22.
- For September, \$51,377.59 was deposited in the NEO Cash Accounts; \$72,285.66 was withdrawn, leaving a month-end balance of \$1,483,025.76. In the OEBC Cash Accounts, there were no deposits, but \$25 was withdrawn, leaving a month-end total of \$17,196.39. The grand total in these accounts at the end of the reporting period was \$1,500,222.15.

**State Grant Fund:**

- For August: Current month-to-date expenses were \$13,708.50. The unexpended balance for the current year is \$121,245.24, which leaves 83.26% of the budgeted amount available.

- For September: Current month-to-date expenses were \$20,562.77. The unexpended balance for the current year is \$100,682.47, which leaves 69.14% of the budgeted amount available.

#### Local Fund:

- For August: Current month-to-date expenditures were \$30,445.65, with \$281,498.12 encumbered. This leaves \$475,004.14 unencumbered for the year. 52.15% of the budget remains unencumbered.
- For September: Current month-to-date expenditures were \$22,587.46, with encumbered. This leaves \$259,344.39 unencumbered for the year. 48.04% of the budget remains unencumbered.

#### Local Cash Fund:

- For August: Total revenue for the month was \$191,848.33. Total expenses for the period were \$30,445.65, for a current balance of \$1,471,298.86. The projected end of year balance at this point is \$996,354.82.
- For September: Total revenue for the month was \$22,677.16. Total expenses for the period were \$22,587.46, for a current balance of \$1,471,388.66. The projected end of year balance at this point is \$1,019,031.98

#### After Dark Appropriations Report:

- August revenue of the After Dark Project was \$22,610.00. This was the final payment. Total expenditures for the After Dark project were \$4,505.95. There were no changes in September.

#### Group Purchase Fund:

- For August: Total revenue for the month was \$1,600.00. Total expenses were \$871.08. This leaves a remaining balance of \$5,001.99.
- For September: There was no revenue for the month. Total Expenses were \$435.00. This leaves a remaining balance of \$4,566.99

#### Check Registers: No Comments

Burns moved that the Financial Reports for August and September be accepted as presented. Her motion was seconded by Lantz. Motion carried unanimously by a roll call vote.

Blair also reported that the 2012-2013 audit is complete on the OEBC Fund. There were two comments in the Management Letter: That an IBNR report had not been done, and that there were some post-dated purchases orders. There were two citations issued: There had been some reclassification of funds, which had been done the same way before, but not caught in previous audits. Also, OEBC should have been sending annual reports of which GASB 54 should have been applied. She also reported that due to activity in 2013, there will be another audit next year.

#### Director's Report:

Hakala-Ausperk presented a written report and elaborated on several items in it. She commended Mangels for his efforts on leading the **Facilities Committee**. She also wanted to verbally recognize CE Coordinator Melissa Lattanzi's **published article in ALA's Learning Exchange** and presentation. Hakala-Ausperk reported briefly on the joint **NEO Staff Day** at Kent State. There were 160 people in attendance who attended 18 breakout sessions. In addition, she reported that NEO had a Table at the **OLC Conference** at Kalahari.

### **Technology Report:**

It has been (as usual) a busy month for the Technology Department. Jim Brainard was unable to be at the meeting, but submitted a written report. Hakala-Ausperk commented on the **mentoring webpage** he created, and Brainard's entry into the **presentation** world for NEO.

### **Emerging Technologies Report:**

No report was submitted, due to the short tenure of the Emerging Technologies Coordinator.

### **Continuing Education Report:**

Lattanzi reported on her activities for the month, including an elaboration of Hakala-Ausperk's presentation about the Joint **NEO Staff Day**. The key-note presentation on "annotations on generations" was very well received. Fall **CE Focus groups** were held, and she will use that information for future programming. Lattanzi will be sending out a "**SurveyMonkey**" to identify strategic planning paths for 2014. She reminded those present to hold April 15, 2014 open for **NEO's Showcase** that will be held at Kent State. Lattanzi then fielded several questions about possible presentations. The August 21<sup>st</sup> **webinar on Cultural Innovation** was mentioned as having nation-wide attendance.

### **Youth Services Report:**

Amanda Hoover was not present, but had submitted a written report. Hoover will be staffing a table with Lattanzi at the **OELMA** conference, and spoke with **KSU** students, future students, alumnae, and friends of the Library School about NEO Services.

### **Board Officers' Reports:** None

### **Committee Reports:**

Facilities Task Force Chair Andrew Mangels presented a PowerPoint presentation that outlined the Task Force's continued work and subsequent recommendation. He fielded questions and comments related to the report with the help of the Task Force Members present. Following this, Lantz proposed that the Board accept Resolution 2014-18, authorizing the Director to enter into negotiations to lease the office space at 1580 Georgetown Road in Hudson for NEO-RLS. Her motion was supported by Roberts. The following roll call vote took place: Ayes – Guerrieri, Lantz, Leonard, Roberts, Swanson, Wilkins, Woods, Burns, and Carle. Nays - Davis, Finan. Abstention - Zappitello. Motion carried.

### **Board President's Report:**

In the absence of Board President Sheba Marcus-Bey, Hakala-Ausperk presented the Meyers-Roman letter written by Peter D. Brosse in regards to the NOLA Trust. Discussion ensued. Wilkins made a motion directing the Finance Committee to formulate questions that may be taken back to Meyers-Roman for further clarification. Second by Roberts. The motion passed unanimously by roll call vote (Leonard had left by this point so was not included in the vote). The Finance Committee would also need to make a recommendation to the Board authorizing the Office to expend more money since \$4,600 of the original \$5,000 was spent.

### **Current Business:**

Hakala-Ausperk presented information pertaining to the Staff’s search for a Member Management System. A report was distributed. The Board was reminded that the current accounting system would also need to be updated. It is the recommendation that NEO get the VIETH MMS System. To that end Guerrieri recommended that Board Accept Resolution 2014-19 be accepted. This motion was supported by Woods. Motion carried unanimously by roll-call vote.

**Items Too Late for the Agenda:** None

**Public Comments:** None

**Upcoming Meetings:**

There is no January Meeting.

- The **November Board Meeting** will be on Tuesday, November 19th at 10:00 a.m. at the Twinsburg Public Library
- **Finance Committee** TBA

**Adjournment:**

Lantz moved and Zappitello seconded that the meeting be brought to a close at 12:40 p.m. Motion carried by voice vote.

Respectfully submitted by Secretary Pro-Tem Mary France Burns

\_\_\_\_\_  
Sheba Marcus-Bey, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jane Carle

\_\_\_\_\_  
Date

**Northeast Ohio Regional Library System  
Board of Trustees Meeting  
November 19, 2013  
Twinsburg Public Library  
11050 Ravenna Rd. Twinsburg, Ohio 44087**

**Call to Order and Roll Call**

The meeting was called to order at 10:05 a.m. by President Sheba Marcus Bey. Those present included Mary Frances Burns, Jane Carle, Nancy Currie, Andrew Davis, Patrick Finan, Cheryl Kuonen, Betsy Lantz, Laura Leonard, Susan Roberts, Cecelia Swanson, Jim Wilkins, Anita Woods and Joe Zappitello. Also present were NEO Staff Members Cathy Hakala-Ausperk, Debbie Blair and Melissa Lattanzi.

**Introduction of Guests**

Andrew Mangels, Facilities Task Force Chair  
Rose Ann Lubert, President of the NOLA Trust  
Sarah Thomas Kovoov Esq., Attorney for the NOLA Trust  
Thomas Sumit Koovor, Assistant to Mrs. Kovoov.

**Approval of the Agenda**

One item was added to the agenda under Items too Late for the Agenda: a discussion about the dues for the 2014-2015 fiscal year.

Mary Frances Burns moved that the agenda be approved as amended. Cecelia Swanson seconded the motion. Motion carried unanimously by voice vote.

**Approval of October 15, 2013 Minutes**

Patrick Finan requested that the minutes of the October 15, 2013 meeting be amended to state that "the Board meeting began at 10:00am with a tour of the facilities at 1580 Georgetown Road, Hudson Ohio 44236."

Anita Woods requested that the spelling of her last name be corrected from Wood to Woods on the last page of the minutes.

Betsy Lantz moved and Laura Leonard seconded the motion that the minutes be accepted as corrected. Motion carried unanimously by voice vote.

**Correspondence** -- None

**Reports**

**Financial Report**

Fiscal Officer Debbie Blair presented the financial report for October 31, 2013.

Bank and Investment Report: In the NEO Cash Accounts \$79,463.22 was deposited and \$93,746.50 was withdrawn, leaving an ending balance of \$1,468,742.48. In the OEBC Cash

Accounts, nothing was deposited or withdrawn, leaving a balance of \$17,196.39. The grand total in these accounts at the end of the month was \$1,485,938.87.

State Grant Fund: Month-to-date expenses were \$13,708.51 and year-to-date expenses were \$58,643.96. This leaves 59.73% of the budget unencumbered.

Local Fund: Month-to-date expenditures were \$40,449.22 and year-to-date expenditures were 127,887.54. This leaves 43.94% of the total budget unencumbered.

Local Cash Fund Income Statement: For the month of October total revenue was \$62,587.04 and expenses were \$22,137.82. If all expenses were paid for the remainder of the fiscal year and no more income was generated the projected end-of-year balance would be \$1,081,619.02.

After Dark CPL Appropriations Report: income for the month of October was \$1,215.00 which came from a transfer in from the Oregon After Dark fund. Expenses were \$12,586.31, generated by the Libraries Turn Outward event.

Group Purchase Income Statement: This fund had revenue of \$865 and expenses of \$6,887.15 for the month of October.

Debbie also included the NEO-RLS Investment Report and the check register. She noted that the printer jammed several times while printing checks accounting for the missing checks listed on the report.

Debbie reported that the state auditors will begin the new audit on Wednesday, November 20, 2013.

Mary Frances Burns moved that the Board accept the Fiscal Officers financial report as presented. Betsy Lantz seconded the motion. Motion passed unanimously by roll call vote.

### **Director's Report**

Cathy submitted a written report and highlighted the following:

- The Mansfield/Richland Public Library hired NEO to facilitate the creation of their strategic plan.
- The Euclid Public Library strategic planning is going very well. Cathy will be leading a staff day to introduce the plan to the staff.
- Cleveland State University is now a member of NEO! There was some discussion about Octova Fest which celebrates the love of books and paper arts through diverse programs and events held by various libraries and institutions in Greater Cleveland during the month of October.
- The staff continues to work on the Membership Management System.

### **Technology Department Report**

Jim Brainard provided a written report. Cathy highlighted that attendees of Jim's "Upgrading to Server 2012" workshop have been requesting a follow-up. Jim continues to upgrade the NEO server.

## **Continuing Education Report**

Melissa submitted a written report and highlighted the following:

1. The bus tour of the Cuyahoga County Public Libraries was great and she is thinking about doing it again, maybe in the spring.
2. Back to the Book had the best attendance ever.
3. Youngstown Public Library was very pleased with their Staff Day and wants to sit down with Melissa to discuss training plans for 2014.
4. Jamie LaRue, Director of the Douglas County Public Library (CO) will be the keynote speaker at the NEO Spring Showcase on April 15, 2014. His theme will be "Telling the Library Story".

*Rose Guerrieri entered the meeting at 10:25am*

Sheba Marcus-Bey thanked Melissa for all her hard work.

## **Emerging Technologies**

Holly Klingler submitted a written report. Cathy reported that Holly starts working full time in January 2014. She added that there has been a great response to Holly 'Emerging Techbits' podcasts.

## **Youth Services**

Amanda submitted a written report. Cathy reported that Amanda met with Dr. Carolyn Brodie and others about the Summer Library Symposium. It will be held on August 5, 2014 and the speaker will be Steve Sheinkin the author of Newbery Honor book *Bomb: the Race to Build and Steal the World's Most Dangerous Weapon*, *Lincoln's Grave Robbers* and others.

Amanda is also planning to work with KSU on their May symposium featuring pop-up books with Robert Sabuda.

## **Board Officers Report -- None**

## **Committees**

Nancy Currie, chairperson of the Finance Committee reported that the committee met just prior to the board meeting to discuss concerns about the dissolution of the NOLA trust. The committee wants to make sure that the trust is dissolved in a way that is legally appropriate for the NEO Board. The Committee suggested that the Board get an opinion from the State Auditor regarding this. The Fiscal Officer will request this information from the State Auditor.

Susan Roberts, chair of the Personnel Committee, said that that committee will meet in December to go over the Personnel Manual.

## **Board President – None**

## **New Business**

### **Board Resolution 2014-20 Office Lease at 1580 Georgetown Road, Hudson, OH 44236**

Andrew Mangels, Chair of the Facilities Task Force gave an overview of the steps the taskforce went through to find the proposed location in Hudson, Ohio.

Cathy Hakala-Ausperk reported that after the October Board meeting, at which time she was given permission to negotiate a lease, she began talks with Georgetown Development Company.

After some back and forth, the two parties agreed on:

- Commencement of lease on March 1, 2014
- Rate of \$11.66/square foot for three years
- Improvements to space including installation of glass door between main office and back room; installation of a wall hung cabinet to hide existing phone/computer wiring; ADA compliance in bathrooms; relocation door in kitchen area to provide access to back room; and ADA compliance at front curb.

#### *Comments/Questions*

Blair: in the estimated moving costs \$5,000 will cover four different moving dates; \$5,000 necessary for new, narrower, tables for the training space.

Davis: What is the cost to move the T1? Cathy Hakala-Ausperk (CHA) is in conversation with OPLIN Director Stephen Hedges and he thinks we can assume there will be no costs to move as OPLIN will be taking care of some upgrades at the same time.

Burns: What about the Broker's fee? CHA: NEO doesn't pay this, the owner does.

Wilkins: this is a 3 year lease at \$11.66/sq foot with an option to renew for another 3 years with a 3% increase.

Swanson: Is there a way to get out of the lease if necessary? CHA: We have a fund set up with enough money to close out the lease in case anything happens to NEO-RLS.

Swanson: Regarding the lease at the current office; are there any specifics about when to notify landlord that we are not renewing? CHA: nothing specified in lease. But the NEO board requested we give 6 months notice. Also, we will request a walk through with Todd Brainard to determine what repairs need to be made.

Currie: regarding the new space, is anything specified in the lease regarding carpet cleaning or repair of HVAC system? CHA: yes, both are included in the lease. Manning: the landlord is the owner and has his own crew to handle this.

Finan: What about snowplowing? CHA: it is included in the lease – part of the maintenance agreement for the 'common space'.

Finan: Does the landlord want a copy of our liability policy? We may want to include in the lease. CHA: will investigate.

Finan: What kind of access does the landlord have to the space? CHA: no access.

Susan Roberts moved and Jim Wilkins seconded a motion to approved Board Resolution 2014-20 Office lease at 1580 Georgetown Road, Hudson, OH 44236.

Roll Call Vote. Yes: Burns, Carle, Currie, Guerrieri, Kuonen, Lantz, Leonard, Marcus-Bey, Roberts, Swanson, Wilkins, Woods, Zappitello. No: Davis and Finan. Motion carried 13 to 2.



### **Board Resolution 2014-31 NOLA Trust Gift**

Debbie Blair requests that the Board approve this resolution accepting a \$50,000 donation from the NOLA Trust. There are no stipulations attached to this gift.

Laura Leonard moved that the Board approve this resolution. Jim Wilkins seconded the motion. Motion carried unanimously by roll call vote.

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

#### **Membership Dues Schedule**

Cathy Hakala-Ausperk and Debbie Blair would like to keep the membership dues for fiscal 2014-2015 at the same level as those that were approved in 2012 for the current year.

Cecelia Swanson moved and Laura Leonard seconded a motion to approve the resolution.

Currie asked if offering reduced dues made a difference in the membership. CHA said that the reduced fee schedule has been successful. Several libraries said they wouldn't renew if NEO hadn't made the changes. Debbie said that 2 public libraries and 1 school library became members because of the CE and Tech options.

Motion carried unanimously by roll call vote.

#### **Public Comment**

Board Member Nancy Currie needs people to participate in the NEO Planning Committee. If you are interested, please let Cathy or Nancy know.

### **Upcoming Meetings**

#### **Personnel Committee**

Tuesday, December 17, 2013 at 9:00am

Board of Trustees Meeting

Tuesday, December 17, 2013 at 10:00am

Twinsburg Public Library

10050 Ravenna Road

Twinsburg, Ohio 44087

330-425-4268

### **Adjournment**

Mary Frances Burns moved and Rose Guerrieri seconded a motion to adjourn. Motion passed unanimously and the meeting was adjourned at 12:10pm.

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Sheba Marcus-Bey, President

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Date

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Jane Carle

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Date

**Northeast Ohio Regional Library System – Regular Board Meeting  
December 17, 2013  
Twinsburg Public Library  
10050 Ravenna Rd. Twinsburg, OH 44087**

**Call to Order and Roll Call:**

The meeting was called to order by President Sheba Marcus-Bey at 10:14 a.m. Those present included Mary Frances Burns, Nancy Currie, Andrew Davis, Cheryl Kuonen, Elizabeth Lantz, Laura Leonard, Susan Roberts, Cecelia Swanson, and Anita Woods. Also present were NEO Staff Catherine Hakala-Ausperk, Debbie Blair, Melissa Lattanzi, and Amanda Hoover.

**Agenda Approval:**

Several additions were made to the Agenda under Items Too Late for the Agenda (see later this report). Swanson recommended that the changes be accepted; second by Lantz. Motion carried unanimously with voice vote.

**Approval of the Minutes:**

The last name of two guests, Kovoov, was spelled two different ways in the minutes of November 19, 2013. (For the record, the spelling above is correct). Roberts moved that the correct spelling be determined and corrected in the minutes, and that the minutes otherwise be accepted as presented. Second by Currie. Motion carried by voice vote.

**Correspondence:**

Correspondence was received from Dave Yost, Auditor of State dated November 30, 2013, requesting that the Director and Fiscal Officer of NEO complete questionnaires to evaluate the risk of fraud. The Board inquired as to whether the Board was required to sign the documents (It is not). The questionnaires have been completed and submitted.

**Financial Reports:**

Blair presented the Financial Reports dated November 30, 2013 as follows:

**Bank and Financial Report:**

For November: \$67,605.35 was deposited in the NEO Cash Accounts; \$70,117.38 was withdrawn, leaving a month-end balance of \$1,466,230.45. In the OEBC Cash Accounts, \$5,026.80 was withdrawn, leaving a month-end balance of \$12,169.59. The grand total in these accounts at the end of the reporting period was \$1,478,400.04.

**State Grant Fund:**

During November, Month-to-Date expenses were \$13,708.51. The unexpended balance for the current year is \$73,265.45, which leaves 50.31% of the budgeted amount available.

**Local Fund:**

During November, Month-to-Date expenses were \$28,810.63, with \$153,892.56 encumbered. This leaves \$231,204.27 unencumbered for the year, which is 42.83% of the budgeted amount.

**Local Cash Fund:**

Total revenue for the month of November was \$8,756.37. Total expenses were \$26,810.63, for a current balance of \$1,475,481.22. The projected year-end balance at this point is \$1,090,384.39.

After Dark Appropriations:

\$5,886.75 was spent during this period on the Libraries Turn Outward seminar per State Library recommendation.

Group Purchase Fund:

\$1,891.46 was received as revenue during this period. There was \$1,252.22 expended on contracts. This leaves a year to date balance of \$-815.92.

Leonard moved to accept the Financial Reports as presented. Second by Kuonen. Motion carried by roll call vote.

Blair also reported that the **Auditor** was extremely thorough, that there will be an independent auditor (Cantor, etc.) doing the **OEBC audit**, and that the NEO Investment policy is now on file with the State Auditor. Blair was asked if she knew what the **health insurance increase** would be. She informed those present that that would not occur until July, and that there was no information available at this time.

Director's Report:

Director Hakala-Ausperk indicated that Carney-McNichols will be providing moving services to the **new facility** on February 28<sup>th</sup>. She also reported that the handicap ramp has been installed and two doors have been relocated. Staff are working on moving "to do" lists. A registered letter was sent to current landlord Todd Brainard informing him that NEO would not be extending the lease. Marcus-Bey had spoken with him and he thanked her for NEO being such a long-standing and good tenant. Marcus-Bey will insist on a walk-through, and will get all things noted at that event put in writing.

Other news: The Membership Management System is progressing. A "**Common Core**" kit is being created. The **Letters of Intent** will be issued next week. The quarterly **regional library system meetings** that had previously be coordinated by the State Library have been reinstated. The December meeting will be a conference call.

Technology Report:

Hakala-Ausperk presented the Technology Report in Brainard's absence. She gave an overview of what was in his written report, and indicated that the new office will have a **Virtual Service Environment**, and that Brainard will be doing a report on VSE's in the future. An aside: Hakala-Ausperk will be glad when the NEO Board Meetings will once again take place at NEO's headquarters so that Staff can attend.

Continuing Education Report:

Lattanzi referred those present to her written report and discussed some of the items present there, including the training provided **at Cuyahoga Falls**, the May 3<sup>rd</sup> event with **Carolyn Brodie** at Kent State, **YSS** in the fall, and an August 5<sup>th</sup> **Summer Library Symposium**. She is busy preparing the **2014 CE calendar**. NEO's own **Marcus-Bey** will be presenting at a program called "**Cultural Dynamics in Urban Librarianship**" in January.

Emerging Technologies Report:

In Holly Klinger's absence, Hakala-Ausperk highlighted some items in the **Emerging Technologies Report**. Klinger is meeting with people involved with emerging technologies areas. The next **podcast** on ET will be in January, and is already getting a lot of attention. Klinger will be a **full-time employee** in January, and will be working on the **strategic planning team** with Lattanzi and Hakala-Ausperk.

**Youth Services Report:**

Hoover presented the Youth Services Report. The next **summer reading workshop** will be on January 10<sup>th</sup>. There will also be three **teen summer reading podcasts** that will be provided by all the regionals working together. She reminded those present that they are invited to nominate new employees to be a **NEO Star**. The winner will be honored at the Spring Membership Meeting. The new Office will have a **permanent “Book Look”** on the Training Room wall.

**Board Officers Report:**

Vice-President Currie announced that the first **Strategic Planning** meeting will be held in January. Please inform Currie or Hakala-Ausperk if you can attend. More participants would be welcome.

**Committee Reports:**

The **Marketing Task Force** distributed the updated marketing goals and strategies. It has been cross-matched with NEO's. The Staff were given the opportunity to check it and to input ideas that became incorporated in this. The Marketing Task Force will meet again after Currie's meeting in January (see above).

**Board President's Report:**

Marcus-Bey took this opportunity to thank the Board for its commitment and support of NEO during the past year. She wished everyone happy holidays.

**New Business:**

While the Auditor was present in the NEO Office, Fiscal Officer Blair asked about the proper way to **dissolve the NEO Trust**. As previously mentioned, there had been no previous occasion when a Special Revenue Fund like it had been closed. Upon further examination, it was decided by the State Auditor's Office that as long as the procedures outlined in Article V of the Trust Formation Document are followed, it will suffice. To that end, Roberts recommended that **Resolution 2014-22** be passed: “The NEO Board hereby approves the dissolution of the NOLA Trust Committee and closing the **Special Revenue Fund 275** as long as the procedures are followed in Article V of the agreement between the Northeast Ohio Library Association (“NOLA”) through its Dissolution Committee established by Resolution of NOLA and the Northeast Ohio Regional Library System. The motion was supported by Leonard. Motion carried by a unanimous roll call vote.

Fiscal Officer Blair recommended that the Board pass **Resolution 2014-23**, which was **Budget Transfer #2**. This resolution would authorize moving monies within the **Local Fund** as follows: From X1120 (Professional Services): \$4,000 to X3995 (All Other Services) for repairs and signs (T-2) and \$9,720 to X3510 (Rent-Office) for overlapping rental fees (T-4); from X1140 (Clerical Salaries): \$5,000 to X5510 (Furniture and Equipment) for tables for the new meeting room (T-3), and \$2,700 to X3750 (Legal / Auditor Fees) for legal expenses (T-5). Burns moved to accept the Budget Transfers as presented; second by Lantz. Motion carried unanimously by a roll call vote.

**Employee Handbook:**

Personnel Committee Chair Roberts walked the Board through the suggested changes to the NEO Employee handbook. The Committee recommended that Resolution 2014-24 be passed by the Board accepting the updated Employee Handbook. It was asked how long it had been since the handbook had been vetted by an HR attorney. It has been seven years. This resolution was tabled until this can be done. Hakala-Ausperk gave fair warning that there will need to be a resolution in February to move money in order to pay for the legal fees for this.

**Items Too Late For the Agenda:**

**Deputy Fiscal-Officer Changes:**

- Pecchio is the current Deputy Fiscal Officer, but due to her decrease in hours, she will not be able to perform all the duties that may be necessary in Blair's absence. To that end, the Personnel Committee recommended that the Board pass the new **Resolution 2014-24** realigning her job duties, and changing her title to the **Office Administrator**. Motion carried by roll call vote.
- In addition, the Personnel Committee recommended that Director Hakala-Ausperk be appointed as the **new Deputy Fiscal Officer**. **Board Resolution 2014-25** resolves that this be so, effective December 17, 2013 and be in effect for the remainder of the 2013-2014 Fiscal Year. The motion carried by a roll call vote.
- The Personnel Committee recommended that the Board **accept Resolution 2014-26** changing the **bond amounts** for Hakala-Ausperk from \$20,000 to \$100,000 and removing the bonding for \$100,000 from Pecchio. She will henceforth be covered by the blanket bond, which is \$5,000. Motion carried by roll call vote.
- The Personnel Committed recommended that **Resolution 2014-27** be passed to authorize Marcus-Bey, Currie, Blair, and Hakala-Ausperk as **NEO check-signers**, and that all other individuals would no longer be authorized to do so.
- Notary Kevin Kelly swore in Hakala-Ausperk as the Deputy Fiscal Officer of the NEO Regional Library System.

**Public Comments:** None

**Upcoming Meetings:**

The next regular meeting of the NEO Regional Library System will be held in Twinsburg on February 18<sup>th</sup> at 10:00 a.m.

**Adjournment:**

Burns moved and Davis seconded that the meeting be brought to a close around 11:50 a.m. Motion carried by voice vote.

Respectfully submitted by Secretary Pro-Tem Mary Frances Burns