

**Northeast Ohio Regional Library System – Regular Board Meeting  
March 18, 2014  
NEO-RLS Office  
1580 Georgetown Rd. Hudson, Ohio 44236**

**Call to Order and Roll Call**

Vice President/President Elect Nancy Currie called the meeting to order at 10:10am. Those present included Mary Frances Burns, Jane Carle, Nancy Currie, Cheryl Kuonen, Betsy Lantz, Laura Leonard, Sheba Marcus-Bey, Jim Wilkins and Anita Woods. Also present were NEO Staff Cathy Hakala-Ausperk, Debbie Blair, Melissa Lattanzi, Holly Klingler and Jim Brainard.

There were no guests at the meeting.

**Approval of Agenda**

Nancy recommended that Board Officer Reports become Item #2 on the agenda, before the approval of the December 17<sup>th</sup> minutes. Burns recommended that the agenda be approved as amended and Betsy Lantz seconded the motion. Motion passed unanimously by voice vote.

**Board Officer Reports**

Currie invited Pres. Sheba Marcus-Bey to give the Board an update on her situation at the East Cleveland Public Library. Marcus-Bey expects that her situation will be resolved by the end of this week and she hopes that she will be back as President of NEO in April. She will attend today's meeting but will not vote on anything. Marcus-Bey expressed her appreciation for all the support she has received.

Andrew Davis joined the meeting at 10:20am.

**Approval of Minutes**

The last names of Board members Kuonen and Lantz were misspelled in the December 17<sup>th</sup> minutes. Some typographical errors were corrected. Cheryl Kuonen moved and Betsy Lantz seconded a motion to approve the minutes of the meeting held on December 17, 2013 as amended. Motion carried by voice vote.

**Correspondence:** None presented.

**Reports**

**Financials**

Debbie Blair indicated that she was only able to prepare the December 2013 and January 2014 financials. She has been upgrading the accounting software and it is the first big upgrade since 2005. The upgrade has been difficult, but the overall system is good. She expects to be able to email the February financials to the Board in the very near future.

**December 2013 Financial Report**

Bank & Investment Report: In the NEO Cash Accounts month-to-date deposits were \$29,510.31 and month-to-date withdrawals were \$67,261.58 leaving an ending balance of \$1,428,657.49. The grand total of the NEO and OEBC Cash Accounts is \$1,440,662.08.

State Grant Fund: Month-to-date receipts were \$36,404.25 and month-to-date expenses were \$11,591.26. Year-to-date expenses were \$83,943.06, leaving 42.35% of the appropriations unencumbered.

Local Fund: Current month-to-date expenses were \$31,979.00 and year-to-date expenses were \$186,677.17, leaving 40.02% of the appropriations unencumbered.

Local Cash Fund: Revenue for the month of December was \$7,480.13 and expenses were \$31,979.00 leaving a loss of \$24,498.87. The projected end-of year balance for the fund is \$1,097,864.52.

After Dark/CPL Appropriations report: There was a correction in this report -- Debbie paid the Libraries Turn Outward expenses out of the wrong account, "All other services" and corrected it December by moving it to "Membership Meeting & Fees

Group Purchase Fund: Month-to-date revenue was \$2,218.13 and expenses were \$2,743.99 leaving a loss of \$525.86.

Debbie also included the NEO Investment Report and the check register for December.

### **Financial Reports for January 2014:**

Bank & Investment: In the NEO Cash Accounts month-to-date deposits were \$40,318.54 and withdrawals were \$60,495.36 leaving an ending balance of \$1,408,480.67. The grand totals of the NEO and OEBC Cash Accounts is \$1,420,485.26. State Grant Fund: Month-to-date expenses were \$9,474.00 and year-to-date expenses were \$93,417.06, leaving 35.85% of the appropriations unencumbered.

Local Fund: month-to-date expenses were \$26,872.74 and year-to-date expenses were \$213,549.91, leaving 35.07% of the appropriations unencumbered. Local Cash Fund: Total revenue for the month was \$17,992.31 and total expenses were \$26,872.74, leaving a loss of \$8,880.42. The projected end-of-year balance is \$1,115,856.83

After Dark/CPL Appropriations report: There was no activity in the After Dark account. There is a fund balance of \$1,695.71 which will be moved into the General Fund, per discussion with Beverly Cain, State Librarian of Ohio.

Group Purchase Fund: Revenue for the month was \$594.12; year-to-date revenue was \$11,441.78. The check register was included with the Board packet.

Mary Frances Burns moved to accept the December 2013 and January 2014 financial reports as presented. Anita Woods seconded the motion. Motion carried unanimously by roll call vote.

### **Director's Report**

Cathy Hakala-Ausperk submitted a written report and highlighted some things from that report.

1. Kudos to the staff for all the hard work and enthusiasm they had during the office move. The staff received a round of applause from the Board.
2. CHA offered the position of Office Manager to a very good candidate and is waiting to hear if he/she will accept the position.
3. There were blue folder/notebooks on the table for the Board Members – they are new marketing tools.
4. MyNeo has been delayed because of the move but is expected to be up and running by the end of March. This will be more efficient for both staff and members.
5. Will be attending a Regional Library meeting in the near future.

### **Technology Report**

Jim Brainard submitted a written report.

1. Worked very hard to get the internet and phones working in the new office. Prior to the move NEO had 8 servers, he decommissioned two and virtualized 4 more so now NEO only has 2 servers.
2. After 6/30/2014, NEO will no longer support library websites on its servers.

### Continuing Education Report

Melissa submitted a written report.

1. She has been teaching lots of people how to use Adobe Connect – for the webinars.
2. She worked with the Mentor Public Library and with Cleveland Public Library on staff seminars.
3. There will be a joint Staff Day in October 2014.
4. The Director's Retreat will be May 22-23 at Mohican State Park; speakers include Deborah O'Connor, Pamela Hickson-Stevenson and Holly Bodnar (replaced by Marti Peden).

### Emerging Technologies Report

Holly Klingler submitted a written report. She has been very busy with webinars and other presentations. Holly and Melissa are working together to expand NEO's online marketing; looking at website analytics and social media reach.

### Youth Services Report

Amanda Hoover submitted a written report. Cathy Hakala-Ausperk pointed out the permanent Book Look on display in the training room at the new office. Now people will be able to drop in and browse the collection.

### Board Officers' Reports

Nancy Currie announced that Susan Roberts has resigned from the NEO-RLS Board and from the Mansfield-Richland County Public Library. Her term expires in June of 2016. Joe Palmer, the Director of Mansfield, offered to fill Susan's position on the Board. The bylaws state that the President must appoint someone to fill a vacancy. Nancy Currie, acting president, made the appointment.

### Committee Reports

#### Bylaws Committee

Jim Wilkins reported that the Committee met to discuss the Bylaws and the Administrative Policy Manual. Some changes to the Administrative Policy manual were recommended; specifically an increase in the consulting fees. The fee schedule will be changed as follows:

#### Section 3.8.4 Fees and Services NEO Staff Consulting

	Full Member Charge	Geographic Member Charge
NEO Staff Consulting		
Staff Training Presentation	<del>\$90</del> \$65/hour	<del>\$180</del> \$130/hour
Strategic Planning	<del>\$90</del> \$65/hour	<del>\$180</del> \$130/hour
Technology Planning	<del>\$90</del> \$65/hour	<del>\$180</del> \$130/hour
CE Design	<del>\$90</del> \$65/hour	<del>\$180</del> \$130/hour
Director Searches	<del>\$90</del> \$65/hour	<del>\$180</del> \$130/hour

## **Strategic Planning Committee**

Nancy Currie reported that the committee met in February. They agreed on a timeline and expect to have a plan ready by late summer. The committee will present it first to the board and then to the staff and hopes to have it approved by the end of the calendar year.

## **New Business**

### **Board Resolution 2014-28: Updated Employee Handbook**

The Personnel Committee recommends that the Board approve the updated Employee Handbook which has been reviewed by NEO's attorney. The Board approved this unanimously by voice vote.

### **Board Resolution 2014-29: Technology Fund Appropriation Amendment**

This resolution authorizes the Fiscal Officer to appropriate an additional \$10,000 from the Technology Fund for the purchase of a new telephone and security system, accounting software updates and some new technologies to support presentations. Mary Frances Burns moved that the Board accept this resolution and Cheryl Kuonen seconded the motion. Motion passed unanimously by roll call vote.

### **Board Resolution 2014-30: Acceptance of Audit Report**

The Finance Committee moved that the Board accept the Audit Report as presented for fiscal years ended June 30, 2013 and 2012. Motion carried unanimously by voice vote.

### **Board Resolution 2014-31: Budget Transfer #3**

This request transfers \$3000 from the Health Insurance line to the Lecturers & Speakers line to cover expenses for the Spring Showcase. Jim Wilkins moved that the Board approve the transfer and Betsy Lantz seconded the motion. Motion passed unanimously by roll call vote.

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

### **Board Resolution 2014-32: Update Bylaws and Administrative Policy Manual.**

The Bylaws Committed made the motion that the Board accepts the following resolution:

The NEO Board Resolves to make the attached proposed changes to the Administrative Policy Manual effective today, March 18, 2014. The Board further resolves to make available to the membership the attached proposed changes to the Bylaws for thirty days.

The resolution passed unanimously by roll call vote.

## **Upcoming Meetings**

**Spring Showcase**

**April 16, 2014**

**9:30 – 11:30 The Possibilities of Libraries in Civic Engagement**

**12:00 – 3:30 Luncheon featuring Jamie LaRue: The Big Picture.**

**Hilton Garden Inn**

**8971 Wilcox dr.**

**Twinsburg, OH 44086**

**Board of Trustees Meeting**

**Tuesday, May 20, 2014 10:00 am**

**NEO-RLS, 1580 Georgetown Rd., Hudson, OH 44236**

**Adjournment**

At 11:35pm, Laura Leonard moved and Andrew Davis seconded a motion to adjourn the meeting. Motion passed unanimously by voice vote.

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

**Northeast Ohio Regional Library System – Regular Board Meeting**  
**May 20, 2014**  
**NEO-RLS Office**  
**1580 Georgetown Road, Hudson, Ohio 44236**

**Call to Order and Roll Call:**

The meeting was called to order by President Sheba Marcus-Bey at 10:12 a.m. Those present included Mary Frances Burns, Nancy Currie, Andrew Davis, Patrick Finan, Cheryl Kuonen, Elizabeth Lantz, Laura Leonard, Cecilia Swanson, Jim Wilkins, Anita Woods, and Joe Zappitello. Also present were Mansfield Director and soon to be Board Member Joseph Palmer; Valerie Kocin; NEO Staff Catherine Hakala-Ausperk, Debbie Blair, Rachel Perry, Holly Klinger, and Amanda Hoover. Rose Guerrieri arrived 10 minutes into the meeting.

**Oath of Office:**

Grace Reichard administered the Oath of Office to Joseph Palmer, who had been appointed by President Pro-Tem Nancy Currie to fill the position on the board vacated by Susan Roberts. All present welcomed Palmer to the Board.

**Agenda Approval:**

Betsy Lantz moved that the Agenda be accepted as presented. Second by Andrew Davis. Motion carried unanimously with voice vote.

**Approval of the Minutes:**

Several typos were identified. Burns moved that the corrections be made and the minutes be accepted with these changes. Second by Wilkins. Motion carried by voice vote.

**Correspondence:**

A thank-you letter was received from Angela Maxwell and Lori Guerrini (OELMA) in appreciation for the “Strengthening Your Core” workshop. Hakala-Ausperk credited Hoover for her work on this event.

**Financial Reports:**

Blair presented the Financial Reports as follows:

**Bank and Financial Report:**

- For February: \$63,341.43 was deposited into the NEO Accounts; \$83,804.56 was withdrawn, leaving a month-end balance of \$1,388,017.54. There was no activity in the OEBC Cash Accounts, leaving a month-end balance of \$12,004.59. The Grand Total in these accounts at the end of the February was \$1,400,022.13.
- For March: \$38,765.39 was deposited in the NEO Accounts, \$94,936.03 was withdrawn, leaving a month-end balance of \$1,331,846.90. There was no activity in the OEBC Cash accounts, so the balance remains as stated above. The Grand Total in these accounts was \$1,343,851.49 at the end of March.
- For April: \$74,118.33 was deposited into the NEO Accounts; \$73,971.54 was withdrawn, leaving a month-end balance of \$1,331,993.69. The Grand Total in these accounts at the end of April was \$1,343,998.28.

State Grant Fund:

- For February, Month-to-Date expenses were \$9,474. The Year-to-Date expenses were \$102,891.06. The Unexpended Balance at the end of February was \$42,726.19, leaving 29.34% of the budgeted amount available.
- For March, Month-to-Date expenses were \$9,474.00. The Year-to-Date expenses were \$112,365.06. The Unexpended Balance at the end of March was \$33,252.19, leaving 22.84% of the budgeted amount available.
- For April, Month-to-Date expenses were \$14,211.00. The Year-to-Date Expenses were \$126,576.06. The Unexpended Balance at the end of April is \$19,041.19, leaving 13.08% of the budgeted amount available.

Local Fund:

- During February, Month-to-Date expenses were \$45,149.71. Year-to Date expenses totaled \$258,695.80. This left \$172,366.67 unencumbered for the year, which is 31.93% of the budgeted amount.
- During March, Month-to-Date expenses were \$47,201.32. Year-to-Date expenses totaled \$305,897.12. This left \$132,789.29 unencumbered for the year, which is 24.6 % of the budgeted amount.
- During the month of April, Month-to-Date expenses were \$33,755.23. Year-to-Date expenses totaled \$339,652.35. This leaves \$120,919.25 unencumbered for the year, which is 22.4% of the budgeted amount.

Local Income Statement:

- Total revenue for the month of February was \$2,264.44. Total expenses were \$45,149.71, for a balance of \$1,398,608.65. The projected year-end balance at the end of February was \$1,117,509.45
- Total revenue for the month of March was \$6,712.93. Total expenses were \$47,201.32, for a balance of \$1,358,120.26. The projected year-end balance at the end of March \$1,124,222.38.
- Total revenue for the month of April was \$9,851.86. Total expenses were \$33,755.23, for a current balance of \$1,334,216.89. The projected year-end balance at the end of April is \$1,134,074.24.

Group Purchase Fund:

- There was no revenue received into the Group Purchase Fund in February, leaving the existing Year-to-Date total revenue at \$11,441.78. There was \$53.11 in expenses for February, making the Year-to-Date expenses in this account \$14,101.06.
- There was no income received in March either. However, there was \$1,164.13 in expenses in March, making the Year-to-Date expenses \$15,265.19.
- There was \$2,380.29 received into the Group Purchase Fund in April of April, but no expenses, which remain at \$15,265.19 for the year. There is revenue related to this account that has not yet been collected, accounting for the difference.

Capital/ Technology Fund:

- During February, the Month-to-Date expenses were \$4,475.00, making the current Year-to-Date expenses \$7,085.00.
- During March, there was \$5,567.50 expended, for a total Year-to-Date of \$12,652.50.
- There was no action within this fund during April.

Burns moved to accept the Financial Reports as presented. Second by Zappitello. Motion carried by a unanimous roll call vote.

Blair was asked about the capital fund, and after answering the question, indicated that she will include this information in future reports. Blair also reported that the Health Insurance for Staff will only have a five percent increase with the new policy year in July.

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

While Hakala-Ausperk submitted a written report, she chose to highlight the following:

- She complimented the Staff on getting MyNEO up with all else that was going on due to the move, new location, etc.
- Hakala-Ausperk spoke about the “garage sales” that were necessary to clear out the old office. Per a conversation with Todd Brainard, the landlord, it appears that we will not need to do any post-vacancy improvements to it.
- The April 2014 Spring Showcase was very successful and garnered the most compliments on one to date. Cheryl Gould will be the presenter at the Showcase in 2015.
- NEO was represented recently by booths at the North and Northeast OLC Chapter conferences. In future months, there will also be representation at ALOA, OELMA, OLC Annual conference, and other Chapter Conferences.

### **Continuing Education Report:**

Lattanzi submitted a written report, but was not able to attend the meeting as she was with a team competing in the Destination Imagination World finals. In her absence, Hakala-Ausperk indicated the following:

- The Mentoring Page set up by Lattanzi has really taken off. In addition, Lattanzi has booked Terry Pasadine to do a program on mentoring on June 12<sup>th</sup>.
- Richard Gallagher will keynote the NEO Joint Staff Day presentation on Columbus Day. He is the author of *The Customer Service Survival Kit*.
- A reminder that NEO is offering a free program on stress as part of the new office's grand opening.

### **Emerging Technologies Report:**

Holly Klinger also submitted a written report but chose to highlight the following:

- Klinger mentioned the many activities in which she has represented NEO during the reporting period, along with some upcoming ones.
- She has been asked to serve on the Euclid High School Computer Information Systems Advisory Committee.
- Klinger is working on a mobile Emerging Technology Lab (AKA “Petting Zoo”) to take on the road to libraries. She described some of the objects that the “zoo” will contain, including a sphere ball.

### **Youth Services Report:**

Besides her written report, Hoover highlighted the activities in which she participated or planned.

### **Board Officers Report:** (None at this Meeting)

### **Committee Reports:**

As newly-appointed Chair of the **Personnel Committee**, Betsy Lantz said she is spending time preparing to work on evaluations. She will be approaching the Board shortly for its input.

The **Planning Task Force**, chaired by Nancy Currie, has established a time line for its work. The Committee has been working on a survey that will be issued within a week. As part of its mission, the Task Force will sponsor a board retreat, tentatively set for the third Tuesday in September (in lieu of a Board Meeting) to discuss issues related to this.

There was a joint meeting of the **Finance and Personnel Committees** this a.m. prior to this meeting to address the 2014 – 2015 Proposed Budget and Appropriations (see below in New Business). On behalf of both Committees, Currie expressed how impressed all were with the document presented in light of the reality of less money and the move, etc.

**Board President's Report:**

Marcus-Bey thanked Lantz for agreeing to Chair the **Personnel Committee**. Marcus-Bey also expressed concern about NEO's financial picture over the next few years. She asked Jim Wilkins to chair a task force **look at dues** and cash flow. Wilkins agreed to do so.

**New Business:**

**Resolution 2014-33: Bylaws Updated for 2014 – 2015:**

Following the period of review by the membership, Leonard moved and was supported by Lantz that the Bylaws be accepted as presented. The motion passed by a roll-call vote with an abstention by Swanson.

**Resolution 2014-34: 2014 – 2015 Permanent Appropriations:**

The Joint Committee of the Finance Committee and Personnel Committees recommended that the Board accept the proposed 2014 – 2015 Permanent Appropriations as presented. The motion passed by a roll-call vote with an abstention by Finan.

**Items Too Late For the Agenda:** (None at this meeting)

**Public Comments:** (None at this meeting)

**Upcoming Meetings:**

The next regular meeting of the NEO Regional Library System will be held in Hudson at the NEO Office on June 17th at 10:00 a.m. It will be followed by NEO's free Grand Opening Workshop, "Healthy Stress" at 1 p.m. in the Hudson Office Training Room.

**Adjournment:**

Davis moved and Kuonen seconded that the meeting be brought to a close. Motion carried by voice vote.

Respectfully submitted by Secretary Pro-Tem Mary Frances Burns

**Northeast Ohio Regional Library System n—Regular Board Meeting  
June 17, 2014  
NEO-RLS Office  
1580 Georgetown Rd., Hudson, OH 44236**

**Call to Order and Roll Call**

The Meeting was called to order by President Sheba Marcus-Bey at 10:02am. Those present included Mary Frances Burns, Jane Carle, Nancy Currie, Patrick Finan, Cheryl Kuonen, Betsy Lantz, Laura Leonard, Joe Palmer, Cecilia Swanson, Jim Wilkins, and Anita Woods. Also present were NEO Staff Catherine Hakala-Ausperk, Debbie Blair, Melissa Lattanzi, Holly Klingler, Amanda Hover and Rachelle Perry.

**Agenda Approval**

Joe Palmer moved that the Agenda be accepted as presented. Mary Frances Burns seconded. Motion carried unanimously by voice vote.

Andrew Davis entered the meeting at 10:05am.

**Approval of the Minutes**

Several misspellings were identified. Nancy Currie moved that the corrections be made and the minutes be accepted with the changes. Betsy Lantz seconded. Motion carried unanimously by voice vote.

Rose Guerrieri entered the meeting at 10:07am.

**Correspondence**

Sheba Marcus-Bey read a thank you note from Susan Ungham, Medina County District Library.

**Reports**

**Financial Reports**

Fiscal Officer Debbie Blair presented the Financial Reports as follows:

Bank & Investment Report: For the month ending May 31, 2014, \$27,396.70 was deposited in the NEO accounts and \$87,421.60 was withdrawn, leaving a month-end balance of \$1,271,968.79. There was no activity in the OEBC Cash Accounted leaving a month-end balance of \$12,004.59. The grand total in these accounts was \$1,283,973.38.

State Grant Fund: Monthly expenses were \$9,474.00 and year-to-date expenses were \$136,050.06 for the month of May. At the end of the month 6.57% of the balance remained unencumbered.

Local Fund: In May, monthly expenses were \$48,001.13 and year-to-date expenses were \$387,653.48. At the end of the month 15.58% of the fund remained unencumbered.

Local Income: Revenue was \$1207.97 and expenses were \$48,001.13 for the month of May. The current year-to-date balance is \$1,287,423.73.

Group Purchase Fund Income Statement: In May we received revenue of \$750 and had expenses of \$350, income for the month was \$400. Year-to-date the fund has a negative balance of \$9,368.12.

Capital/Technology Fund: Expenditures of \$4,157.74 for the month of May. The current balance is \$33,189.76.

The Check Register was included with the Financial Reports.

Debbie responded to questions: the expenditure in account X4500 in the Local Fund was for software for the accounting system upgrade; regarding the \$9,000 deficit in the Group Purchase Fund, Debbie expects payment very soon.

Betsy Lantz made a motion to accept the financial reports as presented. Joe Palmer seconded the motion. Motion passed unanimously by roll call vote.

### **Director's Report**

Cathy Hakala-Ausperk (CHA) included a written report in the Board packets. She provided additional information at the meeting.

1. The results of the NEO Board election are in. Jane Carle, Andrew Davis, Betsy Lantz and Laura Leonard were reelected for their zones and Kathy Pape, Conneaut Public Library, was elected as Geographic Member representative.
2. CHA highlighted the newsletter feature from MY NEO. Called NEO News, the newsletter is very easy to put together and goes out to the more than 1,000 people in the MY NEO database.
3. CHA gave us an update on the Strategic Plan. It is about 75% complete. She is very pleased with the plan; "it helps us stay focused," says CHA. Sheba Marcus-Bey inquired about the point on the Strategic Plan regarding increasing interest in NEO CE outside of northeastern Ohio. CHA is working with Lorena Williams, Hubbard Public Library, to identify the right people to contact in Pennsylvania. Lorena worked in PA prior to coming to Hubbard Public Library.

Joe Zappitello entered the meeting at 10:18am.

### **Continuing Education Coordinator's Report**

Melissa Lattanzi submitted a written report.

In addition to activities covered in her report, Melissa has been planning for several Staff Days. She recently planned East Cleveland's Staff Day) and is working on one for Elyria Public Library. Sheba Marcus-Bey complimented Melissa on her ability to pull together an excellent program in just under 2 months. There were 5 break-out sessions; the whole day was well received.

NEO Staff Day will be on October 13<sup>th</sup> and the keynote speaker is Rich Gallagher, author of the Customer Service Survival Kit. Geauga County Public Library and Shaker Heights Public Library are among those attending. The cost is \$25 per person.

### **Emerging Technologies Report**

Holly submitted a written report highlighted the following: she is taking the Emerging Tech Lab on the road. It costs \$90 for members and \$180 for nonmembers for an hour-long demo of the latest and greatest tech gadgets!

### **Youth Services Report**

Amanda submitted a written report. The next Book Look will be on September 9 in Wayne County.

### **Board Officers – No Report**

### **Committee Reports**

**Planning Committee** – Nancy Currie reminded the Board to complete the online survey about NEO services.

**Personnel Committee** -- Betsy Lantz reported that as there wasn't a quorum at the committee meeting, the Board will table the discussion of Board Resolution 2014-35 – Position Description Changes.

Betsy also discussed the evaluations of the Executive Director and the Fiscal Officer. She has received 10 evaluations for the Director and 9 evaluations for the Fiscal Officer. She will compile the results for the Board and meet with Cathy & Debbie.

**Nominating Committee** – Mary Frances Burns reported that the committee has had first contact with Board members to develop a slate of officers. One person has come forward for the position of Vice President /President-Elect.

### **Board President**

Sheba Marcus-Bey thanked the following people:

- The entire staff for a successful move from Warren to Hudson and for their flexibility in this year of transition.
- Melissa for doing such a great job with CE, from webinars, staff days and the Showcase.
- Nancy Currie for filling in as President of the Board when Sheba had to temporarily withdraw from the position.
- Cathy & Debbie for their professionalism, vision and leadership.
- The Board for help with the NOLA Trust transition.

### **New Business**

### **Board Resolution 2014-25 Year-Transfers**

This resolution gives the Fiscal Officer the authority to make any year-end transfers between accounts as needed to balance the budget for the end of FY2013-2014. Jim Wilkins moved to approve the resolution. Mary Frances Burns seconded the motion. Motion passed unanimously by roll call vote.

**Board Resolution 2014-36 KIN Budget Revision #1**

This resolution amends the 2013-2014 Know It Now Fund appropriations to include \$1,700 for Management Consulting as authorized by the State Librarian.

Debbie Blair explained that this is the amount left in the KIN Budget after the expenses for the Libraries Turn Outward conference for school librarians. The State Librarian authorized NEO to keep the balance. The KIN fund is now closed. Joe Palmer moved to approve the resolution. Jim Wilkins seconded the motion. Motion carried unanimously by roll call vote.

Items too Late for the Agenda

Sheba Marcus-Bey announced that Patrick Finan is transitioning off the NEO-RLS Board of Trustees. We will miss his acumen and knowledge. The Board responded by giving Patrick a round of applause and thanking him for his service.

**Public Comments – none**

**Upcoming Meetings**

Board of Trustees Meeting  
Tuesday, July 15, 2014 10:00am  
NEO-RLS  
1580 Georgetown Road  
Hudson, OH 44236

**Adjournment**

Mary Frances Burns moved to adjourn the meeting. Andrew Davis seconded the motion. The motion passed unanimously by voice vote and the meeting was closed at 10:58am.

Respectfully submitted by Jane Carle.

## **Northeast Ohio Regional Library System – Regular Board Meeting**

**July 15, 2014**

**NEO-RLS Office  
1580 Georgetown Rd., Hudson, OH 44236  
Board of Trustee Meeting**

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

President Nancy Currie called the meeting to order at 10:00am. Those present included: Mary Frances Burns, Jane Carle, Cheryl Kuonen, Laura Leonard, Joe Palmer, Cecilia Swanson, Jim Wilkins, Anita Woods and Joe Zappitello. Absent were: Andrew Davis, Rose Guerrieri, Betsy Lantz and Sheba Marcus-Bey.

NEO staff members present: Cathy Hakala-Ausperk, Debbie Blair, Melissa Lattanzi, Amanda Hover, Rachelle Perry and Holly Klingler.

Guests: Kathy Pape, new NEO Board member, and Grace Reichart, a notary public.

### **Approval of Agenda**

Mary Frances Burns moved and Joe Palmer seconded a motion to approve the agenda as presented. Motion carried unanimously by voice vote.

### **Oath of Office for New and Returning Board Members**

New Board Members Jane Carle, Kathy Pape and Laura Leonard took the oath of office.

### **Election of Officers**

Mary Frances Burns, Chair of the Nominating Committee, distributed ballots for Vice President/President Elect and Secretary. Nominees were: Laura Leonard for VP/Pres and Jane Carle for Secretary.

*At 10:05 Andrew Davis entered the meeting and took the oath of office as a returning Board Member.*

Both Laura and Jane won their elections.

### **Oath of Office for 2014-2015 Officers**

President Nancy Currie, Vice President/President Elect Laura Leonard, and Secretary Jane Carle took the oath of office.

### **Appointment of NEO-RLS Staff for 2014-2015**

Jim Wilkins moved and Mary Frances Burns seconded the motion to approve Board Resolution 2015-1 appointing of Catherine Hakala-Ausperk as Executive Director/ Deputy Fiscal Officer and Deborah Blair as Fiscal Officer. Motion carried unanimously by roll call vote.

## **Oath of Office for 2014-2015 Staff**

Cathy and Debbie took their oaths of office.

*After notarizing all signatures, Ms. Reichart left the meeting.*

## **Approval of June 17, 2014 Minutes**

Cheryl Kuonen made the motion to accept the minutes of the June 17<sup>th</sup> meeting as written. Joe Zappitello seconded the motion; motion carried unanimously by voice vote.

## **Correspondence**

President Nancy Currie received two pieces of correspondence.

Melissa L. Ziminsky, Adult Services Manager, Kent Free Library wrote regarding the successful NEO Open House and program by Ned Parks. Jeanne Mauriocourt, Director of Educational Programs, Lakeside Chautauqua wrote about the great job Holly did with a program on Children & Technology.

## **Reports**

### **Financials**

Debbie presented the financials for the month and the year ending June 30, 2014.

Bank & Investment Report: The NEO Cash Accounts had month-to-date deposits of \$37,796.27 and month-to-date withdrawals of \$66,348.75 and an ending balance of \$1,243,416.32. The OEBC Cash Accounts had no receipts and \$10.08 in withdrawals leaving a balance of \$11,994.51. The Grand Total of the two accounts is \$1,255,410.82.

State Fund: We received a total of \$145,617.25 for the fiscal year and expended the same amount. Nothing unexpended or unencumbered.

Local Fund: Month-to-date expenses were \$26,879.43; year-to-date expenses were \$414,532.92. The current year unexpended balance is \$125,262.09 of which \$4,914.00 is encumbered.

Local Income: Total receipts for June were \$6,747.47 and expenses were \$26,879.43. The projected end-of-year balance is \$1,262,377.77. Debbie reported that \$50,000 of this balance has been moved to the Technology Fund, however because of a glitch in the software the amount still shows in the Local Income Fund. Dell is working on fixing this glitch.

After Dark CPL Appropriations Report: This fund has been closed.

Technology Fund: Month-to-date expenses of \$158.75 and year-to-date expenses of \$16,968.99. The current balance is \$33,031.01. CHA noted that NEOThink evaluated the current equipment and said that we are in pretty good shape; shouldn't be any surprise expenses. NEOThink is handling the system backups.

Group Purchase Fund: Total revenue for the month was \$6,585.78 and expenses were \$3,950.06. Income for the year is \$1,592.60 and the current balance is (\$6,730.47).

Debbie included the Investments Report and the Check Register in the Board Packet.

Joe Palmer moved that we accept the Financials as presented. Jim Wilkins seconded the motion. Motion carried by roll call vote: 11 yes and 1 abstention (Kathy Pape).

### **Director's Report**

CHA submitted a written report for the Board packets and added some highlights at the meeting.

- Strategic Planning continues apace; NEO has been hired by Ritter Public Library and is making a presentation at Kirtland Public Library in August.
- NEO will have a new KSU practicum student in the near future. Holly Klingler will supervise the student's work.
- CHA and Melissa Lattanzi attended the Regional Library Meeting at the State Library.
  - The State Library will be offering LSTA grants; the theme is literacy. CHA will develop a 'how to do it' webinar to help libraries with applications.
  - The State Library will be surveying Library directors and staff about the Regionals. Beverly Cain is very supportive of the Regional Library Systems and wants to make sure that things are working well. CHA encouraged all to participate in the survey.
  - Melissa is going to negotiate a Regional-wide contract with Andrew Sanderbeck and the People Connect Institute for webinars.
- CHA is applying to participate in ALA's Career Development Facilitators training. The Ohio Library Council has agreed to write a letter of support for Cathy in her pursuit of this training.

### **Continuing Education Report**

Melissa submitted a written report and highlighted the following:

- She developed a spreadsheet of attendance at all programs for the year for the Regional Library System meeting. NEO-RLS offers the most programs and has the best attendance – 2,267 people attended face-to-face and online CE programs.
- Six public library systems have signed up to attend Staff Day
- The "Day for" series continues to grow – she recently had a request to develop a "Day for IT"

### **Emerging Technology**

Holly submitted a written report and added the following highlights:

She was very excited to have the opportunity to play with Google Glass at the Hudson Public Library & Historical Society! She is taking the Tech Lab on the road and has visited Willoughby-Eastlake, Grafton-Midview and will be at Kirtland in August.

### **Youth Services**

Amanda submitted a report and provided additional information:

- There is a new addition to the Summer Symposium: Angela Johnson, a children's author and KSU in-house author will speak.
- She is tweaking the NEO Star program. This year, the top five nominees will be invited to the April Showcase; Beverly Cain will pick the winner.

## **Board Officers – No Reports**

### **Committee Chairs**

Jim Wilkins reported for the Dues Taskforce which met in June. The current dues structure does not work anymore. The taskforce developed a new structure based on FTEs. There will be three levels of membership; gold, silver, or bronze. Libraries will pay dues based on the number of FTEs employed and then, receive a percentage off of certain events based on level of membership (gold = free continuing education and 60% discount on other services, silver=50% discount and bronze=25%).

Cecilia Swanson asked why the structure is based on FTEs and not revenue. CHA responded that research indicates that the current and upcoming workforce want to see value from membership and this structure shows the value of NEO-RLS dues as an investment in a library's staff.

CHA distributed a draft of the letter that will be sent to library directors outlining the changes. Each letter will be personalized for each library, showing what the dues were for the immediate past year and what they would be under the new structure.

Cecilia Swanson suggested a sentence be added about the investment in staff. Mary Frances Burns suggested adding a statement about what additional services each library purchased in the immediate past year (i.e. book discussion, game circuits, strategic planning, etc.).

CHA asked the Board to encourage other library directors to contact Jim Wilkins if they have questions.

The Dues Taskforce and the Finance committee will meet in August and hope to present the new structure to the Board in the fall.

*[Kathy Pape and Joe Zappitello left the meeting at 11:10am]*

### **Board President**

Approval of Board Calendar – the calendar for 2-14-2015 reduces the number of Board Meetings. Joe Palmer moved to approve the calendar and Laura Leonard seconded the motion. Motion carried by voice vote.

### **Committee Descriptions and Sign-up**

CHA distributed the Committee sign-up sheets. All Board members are encouraged to participate. Nancy Currie will contact previous committee members and encourage continued participation.

## **Current Business – None**

### **New Business**

- Board Resolution 2015-2 – Bond Amounts for Executive Director/Deputy Fiscal Officer and Fiscal Officer

Mary Frances Burns moved and Joe Palmer seconded a motion to approve BR 2015-2. Motion carried unanimously by roll call vote.

- Board Resolution 2015-3 – Authorization to Pay Bills

Joe Palmer moved and Andrew Davis seconded a motion authorizing the Fiscal Officer and/or Deputy Fiscal Officer to pay the bills for 2014-15 fiscal year. The resolution also authorized the payments via EFT to several named vendors. The motion carried unanimously by roll call vote.

- Board Resolution 2015-4 – Petty Cash

Anita Woods moved and Mary Frances Burns seconded a motion to set the amount of the petty cash fund at \$150.00. Motion carried unanimously by roll call vote.

- Board Resolution 2015-5 – Surplus

Mary Frances Burns moved and Andrew Davis seconded a motion allowing the Executive Director of Fiscal Officer to declare items that are no longer serviceable or needed as surplus during FY 2014-2015. Motion carried unanimously by roll call vote.

- Board Resolution 2015-6 Check Signers

Jane Carle moved and Mary Frances Burns seconded a motion to authorize the following people to sign checks for NEO-RLS: Nancy Currie, President NEO-RLS Board of Trustees; Laura Leonard, Vice President/President Elect NEO-RLS Board of Trustees; Deborah Blair, Fiscal Officer; Catherine Hakala-Ausperk, Deputy Fiscal Officer. Motion carried by roll call vote.

- Board Resolution 2015-7 Capital/Technology 2014-2015 Appropriation

Joe Palmer moved and Anita Woods seconded a motion to approve this resolution to appropriate \$2000 from the Capital/Technology Fund to allow NEO-RLS staff to maintain an up-to-date Travelling Tech Lab.

There was discussion. Cecilia Swanson suggested increasing the amount to \$2,500.

Joe Palmer moved that the Board accept the resolution as amended. Anita Woods seconded the motion as amended. Motion passed unanimously by roll call vote.

- Board Resolution 2015-8 Budget Revisions

Jim Wilkins moved and Jane Carle seconded a motion to accept this resolution which amends the 2014-2015 Local Fund Budget and Capital/Technology Fund Budget to include the encumbered amounts from the end of FY 2013-2014. Motion carried by roll call vote.

- Board Resolution 2015-9 State Library Contract

Andrew Davis moved and Cheryl Kuonen seconded a motion approve the resolution to accept the contract from the State Library of Ohio with funding at \$145,617.25. Motion carried unanimously by roll call vote.

- Board Resolution 2015-10 Budget Transfer #3

Mary France Burns moved and Jim Wilkins seconded a motion to accept this resolution. Motion carried by roll call vote.

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

CHA reminded the Board of the Strategic Planning Retreat to be held on September 16, 2014. Please respond to the strategic planning survey prior to that date.

### **Public Comments – none**

### **Upcoming meetings**

Tuesday August 19, 2014 @ NEO-RLS Office

- 9:00am Finance Committee Meeting

Tuesday September 16, 2014 @ NEO-RLS Office

- 10:00am-noon Board of Trustees Meeting
- Noon – 1pm Lunch – cost \$10.00. *Please email Rachelle Perry if you plan to stay for lunch.*
- 1:00pm – 3:30pm NEO-RLS Board of Trustees Strategic Planning Meeting

### **Adjourn**

Joe Palmer moved and Mary Frances Burns seconded a motion to adjourn the meeting. The meeting was adjourned at 11:33am.

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

**Northeast Ohio Regional Library System  
Board of Trustees Special Meeting Minutes  
October 24, 2014  
NEO-RLS  
1580 Georgetown Road  
Hudson, OH 44236**

**Call to Order**

President Nancy Currie called the meeting to order at 10:03am. Board members present were: Mary Frances Burns, Jane Carle, Nancy Currie, Cheryl Kuonen, Betsy Lantz, Sheba Marcus-Bey, Joe Palmer, Kathy Pape, Cecelia Swanson, Jim Wilkins, Anita Woods and Joe Zappitello. Absent: Andrew Davis, Rose Guerrieri, and Laura Leonard.

Also present was NEO-RLS Executive Director Cathy Hakala-Ausperk

Guests: John Hyman, attorney with Meyers, Roman, Friedberg & Lewis.

**Approval of Agenda**

Jim Wilkins moved and Betsy Lantz seconded a motion to approve the agenda. Motion carried by voice vote.

**Executive Session**

Jim Wilkins moved that the Board enter Executive Session to discuss personnel issues. Joe Palmer seconded the motion. Motion carried unanimously by roll call vote. The Board entered Executive Session at 10:06am.

The Board came out of Executive Session at 11:12am.

Mary Frances Burns made a motion that Board President Nancy Currie be directed to send a certified letter to Amanda Hoover requesting that Ms. Hoover submit any information in support of her appeal in writing by November 7, 2014. Ms. Hoover's letter is to be sent to Nancy Currie at the Madison Public Library.

Sheba Marcus-Bey seconded the motion. The motion passed unanimously by voice vote.

**Adjournment**

Joe Zappitello moved and Cheryl Kuonen seconded a motion to adjourn the meeting. Meeting adjourned at 11:25am.

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

## **Northeast Ohio Regional Library System – Regular Board Meeting Minutes**

September 16, 2014

NEO-RLS Office

1580 Georgetown Rd., Hudson, OH 44236

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

President Nancy Currie called the meeting to order at 10:01am. Those present included: Mary Frances Burns, Jane Carle, Andrew Davis, Rose Guerrieri, Cheryl Kuonen, Betsy Lantz, Laura Leonard, Sheba Marcus-Bey, Joe Palmer, Kathy Pape, Jim Wilkins, Anita Woods and Joe Zappitello.

NEO staff members present included: Cathy Hakala-Ausperk, Debbie Blair, Melissa Lattanzi, Holly Klingler and Rachelle Perry.

Guests: Kara Carowick, NEO-RLS Intern. Kara's project is called NEO Docs – it will be a centralized document resource center for library materials including articles, policies, best practices, etc.

### **Items too late for the Agenda**

Returning Board Member Betsy Lantz took the oath of office.

At 10:06 Cecelia Swanson entered the meeting.

### **Approval of the Minutes**

Betsy Lantz noted a typographical error on page 6 of 36; the word winter should read winner. Betsy moved to approve the minutes as corrected and Sheba Marcus-Bey seconded. Motion passed unanimously by voice vote.

### **Reports**

#### **Financials**

Fiscal Officer Debbie Blair presented the financial reports for July and August 2014.

#### **July 2015**

*Bank & Investment Report.* In the NEO Cash Accounts month-to-date deposits were \$ 188,839.65 and withdrawals were \$62,878.11 leaving an ending balance of \$1,369,377.85. There was no activity in the OEBC cash accounts; the ending balance is \$11,994.51. The grand total for the combined NEO and OEBC cash accounts is \$1,381,372.36.

*State Fund.* Month-to-date receipts were \$36,404.50 and expenses were \$10,876.50. 92.53% of the current year appropriations are unencumbered.

*Local Fund.* Month-to-date expenses were \$31,489.04. 50.11% of the current year appropriations remain unencumbered.

*Local Income.* Total revenue was \$129,405.04 and total expenses were \$31,489.04. The monthly balance, \$97,916.00 plus the prior year unencumbered, \$1,217,291.77, leaves a current balance of \$1,315,207.77.

*Capital/Technology Fund.* Expenses were \$51.99 and the current balance is \$32,979.02.

*Group Purchase Fund Income Statement.* Total revenue was \$5,125.20 and expenses were \$2581.68. Income for the month was \$2,543.52. The prior year ending balance was (\$6,730.47) leaving (\$4,186.95) still to be collected.

## **August 2014**

*Bank & Investment Report.* In the NEO cash accounts month-to-date deposits were \$72,093.18 and withdrawals were \$50,970.11 leaving an ending balance of \$1,390,500.92. In the OEBC cash accounts withdrawals were \$2,143.38, for audit expenses, leaving an ending balance of \$9,851.13. The grand total for the NEO and OEBC accounts is \$1,400,352.05.

*State Grant Fund.* No revenue was reported for the month of August. Expenses were \$13,983.00. 82.93% of the current year appropriations are unencumbered.

*Local Fund.* Month-to date expenses were \$18,853.26; current year-to-date expenses were \$50,342.30. 47.36% of the current year appropriations remain unencumbered.

*Local Income.* Revenue for the month was \$54,190.28 and expenses were \$18,853.26. Total income for the month was \$35,337.02. The monthly balance, \$35,337.02, plus the prior year unencumbered, \$1,217,291.77, leaves a current balance of \$1,350,544.79.

*Capital/Technology Fund.* Month-to-date expenses were \$230.94. The prior year ending balance, \$33,031.01, minus year-to-date expenses of \$282.93, leaves a current balance of \$32,748.08.

*Group Purchase Fund.* No activity in August.

Deb included the check registers for July and August in the Board Packet.

Deb noted that the OEBC audit has concluded. There is one finding on the audit. It has to do with fund balance classification on an annual report that the Auditors wanted but that OEBC had never prepared. The NEO annual report did recognize fund balance classifications on all funds, including OEBC.

Deb also noted that NEO-RLS has qualified for 2 premium holidays from the Stark County Council of Governments health insurance program.

Mary Frances Burns made a motion that the Board approve the financial reports for July and August 2014. Joe Palmer seconded the motion. Laura Leonard asked about the payments to the IRS. Debbie replied that we pay federal withholding tax.

The motion to approve the financial reports for July and August passed unanimously by roll call vote.

## **Director's Report**

Cathy included a written report in the Board packets. The strategic planning business continues to grow!

There are 375 attendees for NEO Staff Day. Registration is now open for 'single' attendees. Cathy is requesting help from the membership: she is looking for 3 people to act as NEO Hosts. There will be hosts in each breakout room and at the bottom of the stairs to help attendees find their way around the venue.

Cathy recently used her vacation time to lead a leadership retreat in Indiana. She will take vacation in October and will be the keynote speaker at a retreat in California.

Cathy distributed an updated Board Calendar.

## **Continuing Education**

Melissa Lattanzi submitted a written report. She highlighted the following:

- Two new programs: Working Well: Building Effective Relationships between Library and Union and 360° Evaluations and Beyond.
- Joined Toastmasters – hoping to create a Toastmasters group for NEO.
- Working with Kathy Williams to establish a retiree's network group.

## **Emerging Technologies**

Holly Klinger included a written report in the Board packets. Holly highlighted the following:

- She thanked the Board for allowing her to attend Library Leadership Ohio; it was a fantastic experience.
- She is supervising the new KSU GSLIS intern, Kara Carowick.
- Interest in the Tech Lab continues to grow.

## **Youth Services**

Amanda Hoover submitted a written report. Upcoming activities include Book Look Plus at Wayne County : the OELMA Back To School Event at the NEO office on 9/29 and the Youth Services Symposium at the Poland branch of the Public Library of Youngstown & Mahoning County on November 14.

Cathy reported that Rachelle Perry is developing an In-Between workshop that will include best practices, programs and other ideas for serving the 'Tween' population.

## **Committee Reports**

Nancy Currie commented that there was great response to the call for committee members – and the committees are filled.

Laura Leonard reported that the **Finance Committee** met and discussed the dues structure and the insurance premium holidays.

Jim Wilkins reported for the **Dues Task Force**:

#### **Board Resolution 2015-11 Dues Task Force Recommendation**

The Dues Task Force recommended that the Board approve the new dues structure: Gold, Silver, Bronze and Geographic.

There was discussion.

Betsy Lantz asked why the Special/Academic/School Libraries receive the same benefits but pay less in dues? Nancy Currie responded that the Task Force hopes the proposed dues will encourage more memberships from these library types.

Andrew Davis reported that some non-member libraries were encouraged by the proposed structure and may join.

Cathy and the staff are developing marketing material. The letters of intent will be personalized to each library – indicating what a library spent previously and comparing it to the new structure.

Nancy asked for a roll call vote.

Yes: Burns, Carle, Currie, Davis, Guerrieri, Kuonen, Lantz, Leonard, Marcus-Bey, Palmer, Pape, Wilkins, Woods & Zappitello.

No: Swanson.

Motion carried 14 to 1.

Jim thanked the Task Force for all their work on the new structure. Betsy Lantz suggested that NEO develop some webinars targeting Special, Academic and School Libraries.

#### **New Business**

##### **Board Resolution 2015-12 – Health Insurance Premium Holidays**

The Finance Committee recommended that the Board approve this resolution which authorizes the Fiscal Officer to use funds from the OEBC refund for two premium holidays.

The Board approved the resolution unanimously by roll call vote.

##### **Board Resolution 2015-13 Capital Technology Budget Revision**

This resolution amends the 2014-2015 Capital/Technology Fund budget by \$3,000 to purchase a new computer for the Executive Director and the Fiscal Officer.

Laura Leonard moved to approve the resolution and Joe Palmer seconded the motion. Motion passed unanimously by voice vote.

### **Upcoming Meetings**

#### **Personnel Committee**

Tuesday, November 18, 2014 9:00am \*\*new time\*\*  
1580 Georgetown Rd., Hudson, OH 44236

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

Tuesday, November 18, 2014 10:00am  
1580 Georgetown Rd., Hudson, OH 44236

### **Adjourn**

Mary Frances Burns moved and Cheryl Kuonen seconded to adjourn the meeting. The meeting was adjourned at 11:06am.

Respectfully submitted by Jane R. Carle, Secretary.

## **Northeastern Ohio Regional Library System – Regular Board Meeting Minutes**

November 18, 2014

NEO-RLS Office

1580 Georgetown Rd., OH 44236

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

President Nancy Currie called the meeting to order at 10:15am. Those present included: Jane Carle, Andrew Davis, Rose Guerrieri, Cheryl Kuonen, Betsy Lantz, Laura Leonard, Sheba Marcus-Bey, Joe Palmer, Cecelia Swanson, Jim Wilkins and Anita Woods.

Absent were Mary Frances Burns, Kathy Pape and Joe Zappitello

NEO Staff Members present included: Cathy Hakala-Ausperk, Debbie Blair, Melissa Lattanzi, Holly Klingler and Rachelle Perry.

Guests: Sara Phillips from East Cleveland Public Library.

### **Approval of Agenda**

Nancy Currie added approval of the minutes of the October 24, 2014 meeting to the agenda. Jim Wilkins made the motion to approve the agenda as amended. Joe Palmer seconded the motion. Motion carried unanimously by voice vote.

### **Approval of Minutes**

Jane Carle pointed out a typographical error in the minutes of the September meeting. Betsy Lantz moved that the minutes of the September 19, 2014 meeting be approved as corrected and the minutes of the October 24, 2014 meeting also be approved. Cheryl Kuonen seconded the motion. Motion carried unanimously by voice vote.

### **Correspondence**

Nancy received a note from Therese Feicht, the Deputy Director of the Geauga County Public Library System regarding the NEO-RLS Staff Day. She gave Melissa and the rest of the staff a glowing review!

Nancy received a letter of resignation from the Board from Betsy Lantz, effective immediately. Betsy is resigning due to unforeseen circumstances.

Nancy introduced **Board Resolution 2015-14 Recognition of Service to Elizabeth A. Lantz for Her Dedication and Service to NEO-RLS and the Library Community from the NEO-RLS Board of Trustees.**

Jane Carle moved and Sheba Marcus-Bey seconded a motion to approve this resolution. Motion carried unanimously by voice vote.

Betsy thanked the Board and the Staff for support and friendship. She said that working with NEO-RLS was a great experience.

Nancy announced that Joe Palmer will take over Betsy's role as chairperson of the Personnel Committee.

## **Reports**

### **Financials**

Fiscal Officer Debbie Blair prepared financial reports for September and October 2014. She noted that she issued the final checks for OEBC and should be able to close that account in November or December of 2014. Jim Wilkins moved to accept the financial reports. Rose Guerrieri seconded the motion. Motion passed by roll call vote.

### **Director's Report**

Cathy H-A submitted a written report. She highlighted the following:

Results of the State Library of Ohio Survey: continuing education is most important to those who participated in the survey. Beverly Cain, State Librarian, wants to see more collaboration/cooperation among the Regional Library Systems. Cathy will be sending ideas and suggestions to the State Library and the other Regionals on a monthly basis in the hopes of getting a project going.

Letters of Intent: Letters have been mailed to the 90+ public libraries. We have received responses from 15-20 libraries. Henderson Public Library, Hubbard Public Library and Newton Falls Public Library have all joined at the Gold level. CHA asked the Board members to reach out to other library directors and encourage them to join NEO-RLS.

*Mary Frances Burns entered the meeting at 10:48am.*

NEO-RLS entered a barter agreement with The Murphy Agency. NEO will receive about \$10,000 of marketing services in exchange for some equipment (lights, video camera and a Mac).

### **Continuing Education Report**

Melissa Lattanzi submitted a written report. She has been very busy putting together lots of CE seminars and webinars. She is working on programs for the coming six months and beyond.

### **Emerging Technology Report**

Holly submitted a written report. She has been taking her show on the road with great success. She had some toys at the meeting; a Moto360 smartwatch and a Polaroid camera cube. Fun stuff!

### **Youth Services Report**

Despite the fact that there has been no one in the Youth Services position, service has not been interrupted. Youth Services Symposium was a success and the staff is developing Summer Reading programs. The staff is also developing a Children's Back to the Book.

**Board Officers** – no report

### **Committee Chairs**

#### **Planning Task Force**

Rose Guerrieri reported on the strategic plan – the Neo Staff is in the process of developing specific steps to meet the goals of the new plan. The committee expects to present these at the January Board meeting.

### **Personnel Committee**

Joe Palmer moved that the Board enter executive session to discuss personnel issues. Sheba Marcus-Bey seconded the motion. Motion carried unanimously by voice vote. The Board entered executive session at 11:28am and came out of executive session at 11:45am.

The Personnel Committee moved that the NEO-RLS board of Directors take our attorney's advice to pay \$554.88, and no more, to Amanda Hoover and have our attorney work out a separation agreement with Ms. Hoover's attorney.

Motion carried unanimously by roll call vote.

*Board Resolution 2015-15 Office Administrator/Youth Services Coordinator Position & Pay Rate.*

The Personnel Committee recommended that the Board approve this resolution. Some discussion followed. Motion passed unanimously by roll call vote.

### **Board President**

Nancy thanked the NEO-RLS staff for their professionalism during this time.

She also offered thanks to Betsy Lantz for her years of service to NEO.

### **Next Meeting**

Bylaws/Policy Committee  
Tuesday, January 20, 2015, **9:00am**  
1580 Georgetown Rd., Hudson, OH 44236

Board of Trustees Meeting  
Tuesday, January 20, 2015, **11:00am**  
1580 Georgetown Rd., Hudson, OH 44236

Please note that the January 2015 Board Meeting will begin at 11:00am to give the Bylaws/Policy Committee more time for their meeting.

### **Adjournment**

Mary Frances Burns moved and Andrew Davis seconded a motion to adjourn the meeting. The meeting adjourned at 11:53am.

Respectfully submitted by Jane R. Carle