

Northeast Ohio Regional Library System – Regular Board Meeting Minutes

January 20, 2015

NEO-RLS Office

1580 Georgetown Road

Hudson, OH 44236

Call to Order and Roll Call

President Nancy Currie called the meeting to order at 11:15am. Those present included Mary Frances Burns, Jane Carle, Andrew Davis, Cheryl Kuonen, Laura Leonard, Sheba Marcus-Bey, Joe Palmer, Kathy Pape, Cecelia Swanson, Jim Wilkins and Joe Zappitello. Board Members absent were Rose Guerrieri and Anita Woods

Staff members present were Cathy Hakala-Ausperk, Debbie Blair, Melissa Lattanzi, Holly Klingler, and Rachelle Perry

Appointment/Oath of Office

Nancy introduced Jane Kirkland from the Cleveland Museum of Art. Jane is the Serials and Electronic Resources Librarian at the Museum. Jane was sworn in as the newest member of the Board of Trustees. She replaces Betsy Lantz.

Introduction of Guests

Guests included Kara Carowick, NEO-RLS intern, and Grace Reichert, notary public

Approval of the Agenda

Laura Leonard moved and Joe Palmer seconded a motion to approve the agenda as modified. Motion passed unanimously by voice vote.

Approval of Minutes

Joe P. moved and Jim Wilkins seconded a motion to approve the minutes of the November 18th meeting. Motion carried unanimously by voice vote.

Correspondence

Cathy H-A had a sympathy card for Board Members to sign. Lorrie Wheeler was Director of the Claymont Public Libraries. She was very active in the development of NEO-RLS, in 2006, after the dissolution of NOLA, CAMLS and MOLO.

Reports

Financial Reports

Fiscal Officer Debbie Blair prepared financial reports for November and December 2014. She noted that the OEBC accounts are closed as of December 31, 2014.

Mary Frances Burns inquired about BluePay, a vendor on the check register. BluePay is the credit card processing agent for online payments.

Jim Wilkins moved and Mary Frances Burns seconded a motion to accept the November and December 2014 financial reports as submitted. Motion carried unanimously by roll call vote.

Director's Report

Cathy submitted a written report. She highlighted several items.

1. OLC's Legislative Day is scheduled for April 28. NEO-RLS will get a 'fun bus' for the trip.
2. She has been communicating with Library Directors about NEO's new fee structure.
3. There are 17 people registered for the Director's Retreat
4. NEO has been asked to sign a memorandum of understanding between Belmont College and the State Library of Ohio along with several Library Support Staff Certification Ohio partners. The MOU is to "foster regular discussions" regarding the development of a statewide collaborative model for educating library support staff and to develop a 'stackable' professional development model which can lead to a BA or MA in Library and Information science. There was discussion. The NEO-RLS Board opted not to sign the MOU.
5. Cathy is very excited about the possibilities of working with Pennsylvania libraries; exchanging information, etc.

Continuing Education Report

Melissa submitted a written report.

- The first of the 3 Summer Reading events was very well received
- New Supervisors' Academy is posted; it has been broken into two sessions
- Melissa has been approached by the Northeast Florida Information Network about possible collaboration for the 2016 New Supervisors' Academy.

Emerging Technologies

Holly submitted a written report.

- She presented several tech programs for the public and all have been very well received.
- NEO has a drone!

- She attended the Consumer Electronics Show and has lots of information for the Emerging Technologies Symposium.

NEO-RLS Intern Report

Kara Carowick, NEO's Intern, will be leaving NEO in the next week. While here, she has been working on development of NEO Docs. This will be a clearinghouse of library-specific materials like job descriptions, bylaws, and other areas.

Kara worked closely with Holly Klingler. She thanked the Board for the opportunity to intern with the organization.

Youth Services Coordinator/Office Administrator

Rachelle submitted a written report. Her program, "A Day In BeTWEEN" workshop was a great success and she received a lot of positive feedback. She has been helping Melissa with the summer reading workshops.

Board Officers – No Report

Committee/Task Force Chairs

Strategic Planning

The strategic planning process has been completed and NEO 2016 has been prepared. The new plan was developed from NEO's vision of being relevant and responsive to libraries. Based on discussions of the vision and core values, the mission became clear; NEO helps libraries succeed. The Board developed 4 goals;

1. Keep Libraries ahead of the curve
2. Be well known
3. Involve talent
4. Be fiscally sound

The staff developed objectives and action steps that will meet these goals.

The Strategic Planning Task Force recommended that the Board approve Strategic Plan resolution 2015-16 accepting the new plan. The resolution passed unanimously by voice vote.

Bylaws Committee

Committee Chair Cecelia Swanson reported on the recommended changes to the Bylaws and the Administrative Policy Manual. The committee recommended that the Board approve the Bylaws/Policy Update Resolution 2015-17. There was a brief discussion. If approved by the

Board, the updated bylaws will be posted to the NEO-RLS Website for 30 days. If no protests are made during the 30-day period, the NEO-RLS board will adopt the changes as presented.

The motion passed unanimously by voice vote.

Board President Report

Nancy reported that the personnel issue is completed.

New Business

Budget Revision Local Fund Resolution 2015-18. This is a request to transfer \$7,500 from Contingencies to cover a short fall in the Temporary Contract Labor and Legal/Auditor Fees. Cheryl Kuonen moved and Laura Leonard seconded the motion to approve the resolution. Motion passed unanimously by roll call vote.

2014-2015 Capital/Technology Budget Revision, Board Resolution #2015-19. This is a request to amend the 2014-2015 Capital/ Technology Fund appropriations by an increase of \$5,000. This is necessary to update our member management software and voucher system.

Laura Leonard moved and Cheryl Kuonen seconded a motion to approve this budget revision. Motion carried unanimously by roll call vote.

Items Too Late for the Agenda – none

Public Comments – none

Upcoming Meetings

Personnel Committee

Tuesday March 17, 2015, 9:00am
1580 Georgetown Rd., Hudson, OH 44236

Board of Trustees Meeting

Tuesday March 17, 2015, 11:00am
1580 Georgetown Rd., Hudson, OH 44236

Adjournment

Mary Frances moved and Laura Leonard seconded the motion to adjourn the meeting. The meeting was adjourned at 12:52pm.

Respectfully submitted by Jane R. Carle, Secretary.