

Northeast Ohio Regional Library System – Regular Board Meeting Minutes

January 19, 2016

NEO-RLS

1580 Georgetown Road

Hudson, Ohio 44236

Call to Order

President Laura Leonard called the meeting to order at 11:11am.

Roll Call

Board members present were: Denise Cardon, Jane Carle, Nancy Currie, Jim Gill, Rose Guerrieri, Cheryl Kuonen, Laura Leonard, Sheba Marcus-Bey, Joe Palmer, Kathy Pape, Jim Wilkins, Lorena Williams, Anita Woods and Joe Zappitello. Linda Yanko was absent.

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

Approval of Agenda

On the agenda the date of the minutes to be approved was listed as September 15, 2015. It was corrected to read, November 17, 2015. Joe Palmer moved to accept the agenda as corrected. Jim Wilkins seconded the motion. Motion passed unanimously by voice vote.

Executive Session

The Personnel Committee moved that the Board enter executive session to discuss personnel issues. Motion carried unanimously by roll call vote. The Board entered executive session at 11:17am.

At 11:46 the Board exited executive session.

The Personnel Committee made a motion to appoint Debbie Blair as interim Director of NEO-RLS beginning on February 20, 2016 with a 15% increase in hourly wages.

The motion passed unanimously by roll call vote.

Debbie humbly and graciously accepted the position.

Financial Report

Debbie submitted financial reports for November 2015 and December 2015. Laura Leonard noted that as of 12/31 we have six months left in the budget year. She wondered if our expenses/receipts are higher or lower than previous years. Debbie they are about the same as in the past.

Debbie discussed the audit report. The audit was performed by Charles E. Harris & Associates and covered the years ended June 30, 2015 and 2014. It was a clean audit; there were no findings. There were a couple of comments in the management letter: one regarding non-compliance with purchase orders and the other regarding appropriations of the NOLA Trust funds. Both comments have been addressed.

Director's Report

Cathy submitted a written report. She discussed the Strategic Plan and praised the staff on their accomplishments in meeting the goals of the plan.

Debbie and Melissa will attend the next quarterly Regional Library System Meeting in Columbus.

Continuing Education Report

Melissa submitted a written report and highlighted the following:

- The Adult Summer Reading program and the Day for IT staff were both very successful.
- She and Holly will continue to offer strategic planning services.
- Best Practices for Evaluations that Inspire is full!
- She is hosting a Toastmaster's open house.

Laura asked if Melissa thought we would have to move classes to an outside location because of size. Melissa said that possibly for one or two classes, however holding classes at the office builds loyalty.

Sheba asked about Toastmasters. Melissa says that the group meets weekly for about 1.5 hours. There is a \$20 one-time fee to start; then another fee at the half-year mark. Currently there are about 6 people from outside the library community that are planning to attend.

Emerging Technologies

Holly submitted a written report.

She is developing an E-Health focus for the Tech Lab. This will tie into the summer reading theme for patrons. She showed off a couple of cool tech items including Grush, a smart toothbrush for kids!

Youth Services

Rachelle submitted a written report. She is very excited and grateful to be attending PLA this year.

Board Reports

VP Cheryl Kuonen reminded the board about Cathy's retirement party on February 5th.

President's Report

Laura thanked Cathy for moving NEO forward and for accomplishing great things!

New Business

Bylaws & Policy Updates Resolution

Anita Woods, chair of the Bylaws Committee discussed the changes proposed to the Bylaws.

Cheryl Kuonen discussed the changes to the Administrative Policy manual, specifically the change in dues.

Cheryl reported that we have 87 potential members throughout the region. We have heard from 31 libraries. We have 3 new members and 2 libraries have dropped their membership.

Here are the proposed changes to the dues structure.

| | Previous pricing | 2016-2017 pricing |
|--------------------|------------------|-------------------|
| Full Day Workshops | \$160 | \$200 |
| Half Day Workshops | \$80 | \$100 |
| Webinars | \$50 | \$60 |
| Consulting | \$200/hour | \$250/hour |

Gold membership library staff members can attend workshops and webinars for free; consulting and collection leasing is discounted by 75%

Silver membership library staff have access to workshops, webinars, consulting and collection leasing at a 60% discount.

Bronze membership library staff have access to workshops, webinars, consulting and collection leasing at a 40% discount.

Geographic members pay full prices plus 10% overhead charge for all workshops, webinars, consulting and collection leasing.

Board Resolution 2016-16 Administrative Policy Manual Update

The Bylaws committee moved that the Board accept the changes to the Administrative Policy Manual including the membership fees for 2016-2017 effective July 1, 2016. Motion carried unanimously by roll call vote.

Board Resolution 2016-17 Bylaws Manual Update

The Bylaws committee moved that the Board accept the changes to the Bylaws. The motion passed unanimously by voice vote.

The Board will make available to the membership the proposed changes to the Bylaws for thirty days. After the thirty day period, if no protests are expressed the NEO Board adopts the changes as presented.

Items too late for the agenda

Board Resolution 2016-18 Resolution of Appreciation

Laura Leonard moved that the Board accept a Resolution of Appreciation to Cathy Hakala-Ausperk, Director of Success, for her nearly 5 years of dedicated service to NEO's members, libraries, Board and staff. Cheryl Kuonen seconded the motion. The motions passed unanimously by voice vote, followed by a round of applause.

Cathy thanked the Board for the opportunity and declared that retiring from NEO-RLS was the best way to end her career in public libraries.

Jim Gill noted that his library has a levy on the ballot in March.

Upcoming Meetings

Personnel Committee Meeting

Agenda item – Update Staff Handbook & Staff Salary increases
Tuesday, March 15, 2016, **9:30am** -- **note new time**
1580 Georgetown Rd., Hudson, OH 44236

Board of Trustees Meeting

Tuesday, March 15, 2016, 11:00am
1580 Georgetown Rd., Hudson, OH 44236

Adjournment

Jim Wilkins moved to adjourn the meeting. Meeting adjourned at 12:43pm.

Addendum noted at March 15, 2016 meeting:

Debbie Blair reported that the County Auditor has asked for some segregation of duties for the Interim Director. Therefore Holly Klingler will handle the purchase orders; Rachelle Perry will take care of the receipts and bank deposits and Melissa will verify the payroll.

Respectfully submitted by Jane R. Carle.