

Northeast Ohio Regional Library System
1580 Georgetown Road
Hudson, OH 44236

Minutes of Board Meeting held January 17, 2017

Call to Order: President Cheryl Kuonen called the meeting to order at 11:05am.

Roll Call

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

Staff members present: Betsy Lantz, Melissa Lattanzi, Debbie Blair, Holly Klingler and Rachelle Perry.

Approval of Agenda

Lorena Williams moved and Anita Woods seconded a motion to approve the agenda. Motion passed unanimously by voice vote.

Approval of Minutes

Nancy Currie moved to approve the minutes of the November 15, 2016 meeting. Jim Wilkins seconded the motion. Motion passed unanimously by voice vote.

Financial Report

Debbie submitted a written report as well as the November 2016 financials. The December financial reports were not available because of power outages at the office.

Debbie reported that as of the January Board meeting she has received 49 letters of intent including 7 new members.

As of November 30, 2016 the fund totals were:

Local Fund	\$1,123,751.74	
State Fund	12,671.50	
Capital/Tech Fun	12,841.06	
<u>Group Purchases</u>	<u>- 4,110.40</u>	(money to be collected)
Total	\$1,145,153.90	

Jim Wilkins made the motion to accept the November financial report and Laura Leonard seconded the motion. Motion passed unanimously by roll call vote.

Executive Director

Betsy submitted a written report and highlighted a few items. First Betsy thanked the Board and the Staff for a successful first 6 months on the job. She continues to visit libraries and has been to 47 of them. She is following up on the letters of intent from Kent State University and the University of Akron, then she will start contacting school libraries.

She is working with the other regionals to write a LSTA grant called "Digitization in a Box". Under the grant, the Regional system would purchase some shared equipment which would then be available for libraries to use for small projects.

Betsy is working on strategic planning and board development with the East Cleveland Public Library, the Kingsville Public Library and the Lorain County Public Library.

Betsy demonstrated the new website. As part of the new design the member management system will be enhanced. The new site will allow NEO to push info about member libraries and other library organizations. She hopes the new site will be up and running by the March Board Meeting.

Education and Events Coordinator

Melissa prepared a written report and highlighted a few items. She announced the addition of the New Supervisors Academy for 2017. The academy will run from March through October and will have four face-to-face events and six webinars.

Melissa and Betsy found a new location for the Directors' Retreat. It will be at the Glenmore Country Club in Canton. The retreat will focus on leadership strategies and staff development.

Research and Innovation Coordinator

Holly submitted a written report and highlighted some events. She discussed the Emerging Tech Symposium and the e-Tech Programs in a Box and the e-STEAM kits she is putting together.

Youth Services Education and Events Coordinator

Rachelle submitted a written report. She continues to visit libraries to discuss their needs. It is a challenge to make contacts with school librarians. There are almost 80 people registered for the summer reading program for children and about 25 for the teen program.

Board Officers

VP Jim Wilkins reported that the Finance Committee will meet on February 14 to work on dues and fees. If anyone has any ideas please send them to him.

Committees

The Bylaws Committee met. Chairperson Anita Woods discussed some of the proposed changes to the Bylaws and the Administrative Policy:

- Deleting information about individual memberships.
- Students currently attending Library school will receive Gold Member benefits at no cost.
- Board term limits set at three consecutive, full three year terms.
- The Board will delay approval of the documents until the dues have been approved.

Committees

Please note following:

The Finance Committee will meet on Tuesday, February 14, 2017 at 2pm (was 9am).

The Personnel Committee will meet on Tuesday, March 14, 2017 at 2pm (was 9am).

Nancy Currie, chair of the Personnel committee expressed appreciation to the Board members for their feedback on Betsy's 6-month evaluation.

New Business

Board Resolution 2017-15 Request to Establish Fund #207

This Special Revenue Fund will be used to account for those restricted revenues and expenditures associated with the LSTA grants that were awarded to NEO-RLS in November 2016 for e-Tech Programs in a Box and the e-STEAM kits.

Joe Palmer made a motion to approve the creation of this fund and Jim Wilkins seconded the motion. Motion passed unanimously by roll call vote.

Board Resolution 2017-16 LSTA Grant 2016-2017 Appropriation

This resolution allows the appropriation of \$9,927 from Fund #207 to purchase materials.

Laura Leonard moved that the Board approve this resolution and Nancy Curry seconded the motion. Motion passed unanimously by roll call vote.

Board Resolution 2017-17 2016-2017 Capital/Technology Budget Revision

This resolution will amend the 2016-2017 Capital/Technology Fund appropriations to install a new firewall.

Laura Leonard moved that the Board approve this resolution and Joe Zappitello seconded the motion. There was discussion. NeoThink is installing the new firewall and the NEO-RLS staff will make sure that they follow-up and troubleshoot.

The motion carried unanimously by roll call vote.

New Business

Betsy brought to the Board's attention a Memorandum of Understanding between OLC, ALAO, OELMA, OHIONET, The State Library of Ohio and the Regional Library systems to develop a statewide conference. The memorandum allows for *continued discussion* of the statewide conference.

Betsy recently attended a meeting of the organizing groups and the levels of involvement by all parties have changed since the earlier iteration. Previously, all of the organizations were to contribute to the event and recoup some costs. Now, it seems that OLC, OELMA and ALAO will put up the money for the event and then receive all the return. Ohionet is the fiscal agent and the State Library is contributing \$30,000 from LSTA for speakers.

There was discussion.

Joe Palmer made the following motion: The NEO-RLS Board of Trustees authorizes the Executive Director to sign the memorandum of understanding for continued discussion regarding a joint statewide conference and to report to the Board before making further commitment.

Jim Wilkins seconded the motion. Motion carried unanimously by voice vote.

Items Too Late for the Agenda

Melissa mentioned two course offerings: *Communicating Assertively* on March 1st at Reed Memorial Library and *Hearing from Your Patrons: Using Surveys and Other Evaluation Methods to Improve Your Program*. She encouraged all to attend.

Upcoming Meetings

Finance Committee

Tuesday, February 14, 2017 2:00pm
1580 Georgetown Road, Hudson, OH 44236

Personnel Committee

Tuesday, March 14, 2017 2pm
1580 Georgetown Road, Hudson, OH 44236

Board of Trustees Meeting

Tuesday, March 14, 2017 11am
1580 Georgetown Road, Hudson, OH 44236

Adjournment

Laura Leonard made a motion to adjourn the meeting. Jane Carle seconded the motion. Motion passed unanimously by voice vote. Meeting adjourned at 12:20pm.

Cheryl Kuonen, President

Date

Jane Carle, Secretary

Date