Northeast Ohio Regional Library System – Regular Board Meeting Minutes
March 17, 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 11:00am. Board members present were: Mary Frances Burns, Jane Carle, Andrew Davis, Rose Guerrieri, Cheryl Kuonen, Laura Leonard, Sheba Marcus-Bey, Joe Palmer, Kathy Pape, Cecelia Swanson, Jim Wilkins, Anita Woods, and Joe Zappitello.

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

Approval of the Agenda

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

Approval of Minutes

Joe Palmer moved and Joe Zappitello seconded a motion to approve the minutes of the January 20, 2015 meeting. Motion carried by voice vote.

Correspondence

None

Reports

Financial Reports

Fiscal Officer Debbie Blair prepared financial reports for January and February 2015.   She noted that at the end of January, the Group Purchase Fund showed a loss of $189.39. Mary Frances asked if NEO would recoup that loss and Debbie responded in the affirmative.

There were three budget transfers in January; $779 moved from X3999.101 Delivery Systems to cover shortfalls in the following accounts: X3510.101 Rent, X3750.101 Legal/Auditor Fee and X3640.101 Trash.

Cecelia Swanson asked about the miscellaneous category in the Local Income Revenue. It is comprised of things like E-rate and the NOLA Trust gift.

Mary Frances Burns moved and Anita Woods seconded a motion to approve the financial reports for January and February 2015. Motion carried unanimously by roll call vote.

Director's Report

Cathy submitted a written report. The "Fun Bus" to Legislative Day is on and Rachelle will be the hostess.

She participated in a two-day training for the Career Development Facilitator program at ALA. She said it was really great and she is learning lots. She plans to develop a program for NEO.

The Regional Library Meeting at the State Library of Ohio was one of the best she has every attended. They discussed reciprocity & duplication among the Regional systems in providing programs. State Librarian Beverly Cain was very interested in this idea.

The State Library has developed a consistent form for collecting data for quarterly reports.

Cathy noted:

- Board Elections will commence in two weeks.
- NEODOCS is up and running; includes job descriptions, evaluation forms, NEO bylaws. All should consider contributing to the database.
- The first meeting of the "League of Library Retirees" was very successful – NEO got some new volunteers!

Joe Palmer expressed appreciation of Cathy and all her work.

Continuing Education

Highlights from Melissa's report:

- NEO staff day up to 300 attendants
- Toastmaster's is coming to NEO – probably in the Fall
- Beverly Cain invited Melissa to present one of her speeches, "Today's Library" at the State Library Board meeting.
- Planning staff days' for East Cleveland Public Library and the Erie County libraries.

Emerging Technology

Highlights from Holly's report:

- She is still raving about attending the Consumer Electronics Show.
- Drones are a big hit wherever she presents, but especially with the League of Library Retirees!
- She has been working with Rachelle to develop some tech programs for teens.
- The Emerging Tech Symposium was very successful

Youth Services Coordinator/Office Administrator

Highlights from Rachelle's report:

- Developing a series of 4 Story Time Boot Camp Webinars
- Processed approximately 35 bins and over 600 video games for the circuit
- First Youth Services online chat was very successful; the next chat will happen in April
- NEO received $1050 from the State Library of Ohio in Workshop Suppor

Board Officers – no report

Committee/Task Force Chairs

Personnel Committee

Joe Palmer reported that the Personnel Committee reviewed the Employee Handbook. Cathy outlined the recommended changes. (pagination from Board Packet for March meeting)

Page	Proposed change
7 of 55	¶1 – the word "policies" will remain
8 of 55	7. the word 'will' will remain
9 of 55	9. including "staff or" 2. deleting sentence about merit pay
13 of 55	15. adding (See also Abandonment Statement)
14-16 of 55	Eliminating Grievance Procedure
18 of 55	1.a including "in excess of normal commute" to clarify 1.b delete 'and'
19 of 55	3.a.ii end sentence after residence. 3.b.ii delete
21 of 55	Delete Reduction in Force section Holidays 1.b delete 'and who are scheduled to work'
22 of 55	Office Closings: delete "due to inclement weather" 1. Add …heavy snow ",or other emergencies"
23 of 55	2. delete second "per payroll period"
24 of 55	6. add …full day "for non-exempt staff."
25 of 55	12. will read "Employees who retire will receive sick pay in the amount of 25% of any sick time earned but not taken.
26 of 55	Leave of Absence – needs clarification of the differences in types of leave -- Debbie Blair will investigate
28 of 55	Medical Insurance ¶ 1 – NEO-RLS provides…"individual"…health insurance

29 of 55	Delete Incident Report
32 of 55	Delete NEO-RLS Internal Phone System ¶
33 of 55	Delete ¶ beginning …NEO's Technology Analyst(s) will order…
34 of 55	Delete Mobile Technology Authorization Request form
37 of 55	Under Comprehensive Assistance… ¶1 will read: NEO-RLS has contracted with Family Service Association (FSA) to provide a Comprehensive Assistance Program for Employees (CAPE), a confidential program … Delete ¶ 2
38-40 of 55	Deleting these pages
41 of 55	Adding The Federalist…"Papers"… Adding sentence starting…"NEO-RLS abides by the Ohio Ethics Law which…"
41-47 of 55	Deleting text of Ohio Ethics Law

Joe Palmer thanked the Committee members for their hard work.

Board Resolution 2015-20 Updated Employee Handbook

The Personnel Committee recommended that the Board accept Board Resolution 2015-20 The Updated Employee Handbook. This includes the changes to the Employee Manual as presented with the exception of the section on Leaves of Absence. That section will be updated after further investigation by Debbie Blair.   The motion to accept the changes was unanimously approved by voice vote.

Board President

Nancy Currie thanked Laura Leonard, Cathy Hakala-Ausperk and Debbie Blair for their work on a fiscal plan for NEO-RLS. She expects to have information about the plan for the Board in May.

New Business

Board Resolution 2015-22 NOLA Gift Trust

Laura Leonard moved and Mary Frances Burns seconded a motion to approve this resolution which allows the Fiscal Officer to accept a donation of $7,828.16 from by the NOLA Trust.

The motion passed unanimously by roll call vote.

Items Too Late for the Agenda

1. Cathy asked that as many Board members as are able plan to attend the Spring Showcase.
2. The May Board meeting will begin at 11am so the Finance Committee can meet at 9am.
3. The Finance Committee will have an all-day meeting on April 24, 2015 at the NEO office.

Upcoming Meetings

SPRING SHOWCASE April 23, 2015
Mental Model Busting
(9:00 a.m. – 12:00 p.m.)
"But we have always done it like that!" Sometimes we are stuck in a mental model.   It shapes our behavior and limits our perception of options. Cheryl Gould's entertaining and engaging program will teach us how to bust these mental models!

Afternoon Showcase & Luncheon
(12:15 p.m. – 3:15 p.m.)
Cheryl Gould, Engaged Libraries, will discuss how People with Soft Skills Get More Done   and Are More Fun to Work With.

FINANCE COMMITTEE
Tuesday, May 19, 2015, 9:00 a.m.
1580 Georgetown Rd., Hudson, OH 44236
Agenda item – 2015-2016 Budget/Appropriations Request

BOARD OF TRUSTEES MEETING
Tuesday, May 19, 2015, 11:00 a.m.
1580 Georgetown Rd., Hudson, OH 44236

Adjournment

Cheryl Kuonen moved and Andrew Davis seconded a motion to adjourn the meeting. The meeting was adjourned at 12:28pm

Respectfully submitted by Jane R. Carle, Secretary

_____   _____
Nancy Currie, President   Date

_____   _____
Jane Carle, Secretary   Date