

Northeast Ohio Regional Library System – Regular Board Meeting Minutes
March 15, 2016
NEO-RLS
1580 Georgetown Road
Hudson, Ohio 44236

Call to Order

President Laura Leonard called the meeting to order at 10:05am.

Roll Call

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

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

Approval of the Agenda

Laura requested the addition of Budget Resolution 2016-22 to the agenda.

Nancy Currie moved and Cheryl Kuonen seconded a motion to approve the agenda as amended. Motion passed unanimously by voice vote.

Approval of January 19, 2016 Minutes

Jim Wilkins moved and Cheryl Kuonen seconded a motion to approve the minutes of the January meeting. Motion carried by voice vote.

Correspondence

Laura Leonard reported that Holly Klingler received a note from Bev Follin, the programming coordinator at Henderson Public Library. Ms. Follin thanked Holly for bringing the Traveling Tech Lab to Henderson. She also thanked NEO for making the Tech Lab possible.

Executive Session

Linda Yanko moved and Anita Woods seconded the motion that the Board go into executive session to discuss personnel issues. Motion carried by roll call vote and at 10:08am the Board went into executive session.

At 10:24am the Board came out of executive session.

Rose Guerrieri entered the meeting at 10:25am.

The ad hoc Hiring Committee, Joe Palmer, Laura Leonard, Nancy Currie, Cheryl Kuonen and Joe Zappitello, moved that the Board hire Betsy Lantz as Director of Success/Executive Director at a

salary commencing at \$80,000, not to exceed the stated budget line, and all benefits as outlined by the committee.

The motion passed unanimously by roll call vote.

Reports

Fiscal Officer

Debbie Blair submitted financial reports for January 2016. As of 1/31/16 we had \$1,223,076.80 in the NEO Bank & Investment accounts. Nancy Currie asked if we would be spending less in the Professional Salary line since Cathy Hakala-Ausperk has retired. Debbie responded that it depends on when the new Director of Success begins work.

Interim Director

Debbie submitted a written report and highlighted the following:

- She participated in a conference call with the State Library and the other Regional Libraries. One topic of interest was that there may be an increase in the budget for 2017-2019!
- She was able to find a buyer for the copier that we replaced and avoided paying a \$500 fee to return the copier to the leasing company.
- Melissa is developing, and will facilitate, a staff day for the Pubic Library of Youngstown and Mahoning County.
- Rachele has been invited to facilitate at OLC's Annual Conference.

Continuing Education

Melissa Lattanzi submitted a written report and highlighted the following:

- She attended the KSU Career Expo for the College of Communication and Information. She said it was great and encouraged all to participate.
- She and Holly are working with Ashtabula County District Library on strategic planning.
- She has been doing lots of consulting; helping put together programs.

Nancy Currie asked how the consulting work has fit in with all the other things Melissa does. Is there need for an assistant? Melissa said she is making it work now; it is something to think about in the future.

Melissa encouraged the Board to attend the Spring Showcase on April 28th.

Youth Services

Rachelle submitted a written report and highlighted the following:

- The 'Picture This' program was excellent!
- She was invited to be a moderator at OLC's Annual Conference for their 'unprogram' on afterschool issues/programming.
- She is working on programming for "A Day for Teen Services."
- She is very excited to attend PLA.

Emerging Technologies

Holly submitted a written report and highlighted the following:

- She participated in a 'mock interview' with Melissa and Rachelle and one of NEO's library customers to help prepare the customer for an upcoming interview.
- The interns have been great! One of them is developing a webinar on project management.
- Several new 'toys' have been added to the Tech Lab.

Board Officers – no report

Committee Chairs – no report

Board President

Laura wondered when it would be time to recruit new board members. Debbie will get that information to her.

Advocacy

Joe Zappitello convinced the Rock Creek Public Library to join NEO.

New Business

Board Resolution 2016-19 Employee Handbook Update

Jim Wilkins moved and Cheryl Kuonen seconded a motion to approve the Employee Handbook as updated. Motion carried unanimously by voice vote.

Board Resolution 2016-20 Carterette Award

Nancy Currie moved and Lorena Williams seconded a motion that the Board present Mary Olson, Medina County District Library, with the 2016 Carterette Award at the Spring Showcase. The Carterette Award is given in recognition of an individual who has made a significant contribution to library staff training in 2015. Mary has presented Readers' Advisory for All breakout sessions at both NEO's and Erie County's Staff Day. In addition, she gave assistance with planning Back to the Book and was a presenter at that event.

Motion passed unanimously by voice vote.

Board Resolution 2016-21 Lifelong Friend Award

Jane Carle moved and Nancy Currie seconded a motion that the Board designate Mary Frances Burns as the recipient of the 2016 Lifelong Friend of NEO Award, in recognition of her passion and constant advocacy for the Regionals.

Motion carried unanimously by voice vote.

Board Resolution 2016-22 Local Budget Transfer

This resolution calls for the transfer of \$4,000 from Contingencies to Temporary Contract Labor to cover information technology services. NEO's use of NEOThink has been heavier than anticipated.

Nancy asked what amount was originally budgeted. Debbie reported we budgeted \$6,500 and the transfer will increase that budget line to \$10,500.

Cheryl Kuonen moved and Jim Wilkins seconded a motion for the Board to approve this resolution. The motion passed unanimously by roll call vote.

Items Too Late for the Agenda

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 payroll reports.

Upcoming Meetings

SPRING SHOWCASE

April 28, 2016 9:00 a.m. – 12:00 p.m.

Mental Model Busting

The morning's presentation will focus on the variety of opportunities where mentoring is a good fit, critical elements of successful mentorship programs, tales of "when good mentor relationships go bad," mentoring successes and best practices and the myriad of resources available to those desiring to create a program to meet needs and move the organization into a richer management and leadership structure.

Afternoon Showcase & Luncheon

(12:15 p.m. – 3:15 p.m.)

What's new at NEO and what prizes can you win? Who won NEO's Rising Star Award?

Libraries Transform! Julie Todaro, ALA President Elect

FINANCE COMMITTEE MEETING

Agenda item – 2016-2017 Budget

Tuesday, May 17, 2016, **9:30 a.m.**

1580 Georgetown Rd., Hudson OH 44236

BOARD OF TRUSTEES MEETING

Tuesday, May 17, 2016, **11:00 a.m.**

1580 Georgetown Rd., Hudson OH 44236

Adjournment

Jane Carle moved and Nancy Currie seconded a motion to adjourn. The meeting was adjourned at 11:27am.