

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

Minutes of Board Meeting held March 14, 2017

Call to Order: President Cheryl Kuonen called the meeting to order at 11:42 am.

Roll Call

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

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

Guests: Dwight Meyer, NEO intern and Kent SLIS student.

Approval of Agenda

Lorena Williams moved to approve the agenda as amended and Jim Wilkins seconded the motion. Motion passed by voice vote.

Approval of Minutes

Nancy Currie moved and Lorena Williams seconded a motion to approve the minutes of the January 17, 2017 meeting. Motion passed by voice vote.

Correspondence

Betsy shared several pieces of correspondence:

1. Email to Rachelle Perry from Janet Ingraham Dwyer from the State Library of Ohio praising Rachelle for the excellent job she did organizing the Children's Summer Reading Workshop.
2. A note to Betsy from Brianna Carter from the Warren-Trumbull County Public Library. Brianna used Betsy's story about her dental hygienist's experience with libraries in a customer service training she was leading at WTCPL. The story made a big impact on the attendees.
3. A note to Betsy from Michelle Alleman of the McKinley Memorial Library thanking her for participation in her district's legislative breakfast.
4. A note to Betsy from OELMA thanking her for her assistance in preparing a grant which they received.

Reports

Financial Report

Debbie submitted a written report as well as financial reports for December 31, 2016 and January, 31, 2017.

She highlighted the following:

- 68 libraries have returned their letters of intent.
- Revenue for continuing education is down by \$9,000 from last year. However expenses for workshops are also down and income from consulting is up.

From the January Fund Summary

	Local Fund	State Fund	LSTA Grant
Total Revenue for Month	\$ 5,236.47	\$ 36,404.25	(Year to date) \$9,927.00
Total Expenses for month	\$ 2,069.97	\$ 12,298.50	\$ 1,349.20
Year-to-Date Balance	\$ 1,094,848.43	\$ 24,496.75	\$ 8,577.80

Executive Director

Betsy submitted a written report and highlighted several items:

- She started visiting libraries again and she has been to 53 libraries so far.
- She talked to State Librarian Beverly Cain about state-wide delivery system costs and it resulted in the State Library awarding a \$3,500 continuing education grant to each regional library system! She will use the grant money for Melissa's salary which will make funds available for delivery service.
- The State Library will take over the Ellison Die database. The process is more involved than expected, but once complete, NEO will be down to only one server.

Betsy introduced Dwight Meyer. Dwight is NEO's intern and a student at Kent State's SLIS. Dwight is investigating the possibilities of NEO providing some kind of PR/Marketing and/or grant writing assistance.

Education and Events Coordinator

Melissa submitted a written report and highlighted several events:

- Over 50 people registered for Betsy's Motivating Staff webinar.
- She has booked "A Day for Circulation Staff" at 4 locations around the region, in an effort to make the program available to more people
- She distributed a chart which indicates that program attendance has really increased. She compared attendance figures from January 1 – March 1, 2016 and 2017. In 2016 NEO held 14 programs and 289 people attended; in 2017 NEO hosted 17 programs and 489 people attended them. The number of geographic members attending programs increased from 60 in 2016 to 83 in 2017.

Youth Services Education and Events Coordinator

Rachelle submitted a written report and highlighted several items:

- She presented a program for the Cleveland Metropolitan School District Librarians. Between 40-50 librarians attended and NEO has received a number of calls about programs already.
- 37 people attended the Teen Summer Reading Workshop and 115 attended the Children's Summer Reading Workshop.
- She found speakers for a workshop on developing library programs for children of all abilities.

Research and Innovation Coordinator

Holly Klingler submitted a report and highlighted several items:

- The first “Program in a Box” and “e-STEAM in a Box” kits have been sent out to libraries for beta testing.
- The next two “in a Box” programs will be e-Health and Teen STEAM.
- She is developing some beginner coding workshops.

Finance Committee Report

Jim Wilkins, chair of the Finance Committee, reported that after several meetings, the committee has come up with a new dues schedule. The new schedule maintains the Gold, Silver and Bronze levels. It is based on revenue rather than number of FTEs. The number of revenue categories have been increased.

Over all, larger libraries will see their dues increase, smaller libraries will see a small increase and mid-range libraries will get a little break.

The dues for School, Special and Academic Libraries will stay the same. We are beginning to see some increased participation from academic libraries and it would better not to make changes just yet.

Lunch has been renamed “all day food service” because it includes morning and afternoon snacks as well as lunch. We will charge \$25 for all day food service when meetings are at the Hilton Garden Inn and \$15 when meetings are held at a library.

Board Resolution 2017-18 Membership Dues and Fees

The Finance committee recommended that the Board approve the proposed changes in membership dues for 2018-2019. Motion passed unanimously by roll call vote.

Board Resolution 2017-21 Fee Schedule Change

The Finance Committee recommended that the Board approve the proposed changes to the special all day events and to set the price for the LSTA kits at \$35 for dues-paying members and \$70 for geographic members.

Motion carried unanimously by roll call vote.

Board President

Cheryl reported that the Nominating Committee is starting its work for the 2017-2018 Board.

Advocacy

Rock Creek and Wickliffe are the only two libraries that have not rejoined.

New Business

Board Resolution 2017-19 Bylaws Update

The new bylaws were posted on the website for 30 days; no one commented on them.

The Bylaws committee (Cheryl Kuonen spoke for the chair) recommended the Board approve the 2017-2018 Bylaws Update. Motion passed unanimously by roll call vote.

Board Resolution 2017-20 Administrative Policy Manual Update 2017-2018

The changes to the Administrative Policy were primarily typographical, clarification and calendar issues.

The Bylaws committee (Cheryl Kuonen spoke for the chair) recommended the Board approve the 2017-2018 Administrative Policy Manual update. Motion passed unanimously by voice vote.

Items Too late for the Agenda

Drones

Betsy and Holly led a discussion about NEO's drones and insurance liability. It is not clear how much, if any, liability coverage there is for the use of drones. Individual libraries have received different information from their insurance carriers. Some libraries and policies are very liberal and some don't cover the use of drones.

Betsy and Holly are not comfortable sending out a 'drone kit'. Joe Z. wondered if it would be possible to send a kit without a drone.

Betsy and Holly will talk to NEO's insurance agent to find out more information about NEO's liability.

Statewide conference with OLC, OELMA, etc.

Betsy participated on a conference call about this proposed conference. Discussion continues. The organizers are still looking for a location. Melissa and Debbie have stepped down from their roles; Betsy will continue to participate on the Planning Committee. The next meeting will be in March sometime.

Upcoming Meetings

Critical Conversations

Thursday May, 4, 2017 9:30am – 4:00pm
Hilton Garden Inn
8971 Wilcox Drive
Twinsburg, OH 44087

Finance Committee

Tuesday, May 16, 2017 9:00am – 10:45am
1580 Georgetown Road, Hudson, OH 44236

Board of Trustees Meeting

Tuesday, May 16, 2017 11:00am
1580 Georgetown Road, Hudson, OH 44236

Adjournment

Lorena Williams moved and Joe Zappitello seconded the motion to adjourn the meeting. Meeting adjourned at 12:55pm.

Cheryl Kuonen, President

Date

Jane Carle, Secretary

Date