

Northeast Regional Library System – Regular Board Meeting Minutes

May 19, 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 11:02am. Board Members present were: Mary Frances Burns, Jane Carle, Rose Guerrieri, Jane Kirkland, Cheryl Kuonen, Laura Leonard, Sheba Marcus-Bey, Kathy Pape, Cecelia Swanson, Jim Wilkins, Anita Woods and Joe Zappitello. Absent: Joe Palmer

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

Congratulations to Melissa Lattanzi on her 20th anniversary as a NEO employee! Melissa is a valuable asset to the organization and we truly appreciate all she does for us.

Approval of the Agenda

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

Approval of Minutes

Mary Frances Burns moved and Jim Wilkins seconded a motion to approve the minutes of the March 17, 2015 meeting. Motion carried unanimously by voice vote.

Reports

Financials

Fiscal Officer Debbie Blair submitted financial reports for March and April of 2015.

She created a new report, "The Fund Summary Report." This report consolidates the revenue and expenses for the Local, State, Capital/Technology and Group Purchasing account in one spreadsheet. It identifies the major categories of expenses and income and provides a snapshot of all the accounts.

It was agreed that in future this report will be included in the Board Packets, along with the Local Fund Appropriations Report which provides further detail for local fund expenses. If Board members have questions about the Fund Summary Report, Debbie will provide the back-up reports.

There was a question about the revenue in the Group Purchase Account. Where did we get the \$10,357.88? It was generated by NEO Staff Day and the Legislative Day Bus fees.

Jim Wilkins moved and Cecelia Swanson seconded a motion to approve the Financial Reports for March and April. Motion carried unanimously by roll call vote.

The Board thanks Debbie for creating the new summary report.

Director's Report

Cathy reported on the election of new Board members. The results are: Zone 1 – Lorena Williams and Nancy Currie; Zone 2 – Anita Woods and Jim Wilkins; Academic – Rose Guerrieri.

Cathy submitted a written report and highlighted the following:

1. The State Library of Ohio developed new reporting forms for the Regional Library Systems. They will be helpful as all systems will be collecting the same information. CHA is going to start using the same format for the NEO Board meetings.
2. The Regional Library Systems have been asked to participate in a new statewide delivery opportunity. Under State Librarian Beverly Cain's proposal, NEO will act as the fiscal agent for the statewide delivery contract. NEO will bill the other Regional Systems for their participation and other Regionals will bill their membership for service. NEO will add a 2% administrative fee, which is based on the percentage of libraries serviced in each region. The State Library will continue in its role in preparing the RFP, selecting a vendor and facilitating services. If approved by all parties, this will go into effect in 2017.
3. As a result of her participation in the Career Development Facilitator training, CHA wants to create a Career Center at NEO. The Center would provide resume help and possibly be a clearinghouse for internships. CHA wants to send another NEO staff member to the Facilitator Training and at the Regional Library meeting asked Beverly Cain for some money for training. Ms. Cain agreed and gave each of the Regional Systems \$1,000 for training!
4. Cathy suggested that board members write a note to Beverly Cain and Missy Lodge thanking them for the \$1,000 and for all their support.
5. Cathy plans to join the Hudson Chamber of Commerce.

Continuing Education Report

Melissa submitted a written report and highlighted portions:

1. A Day for Circ Staff was a huge success and it will be repeated in September in North Ridgeville and, possibly, in Wayne County.
2. Three large library systems with a total of 360 attendees will participate in NEO's Staff Day.
3. Melissa is now the VP for Education of Toastmasters in Solon. She will leverage information learned in this position to establish NEO's Toastmasters chapter.

Emerging Technology Report

Holly submitted a written report and highlighted the following:

1. She has been doing lots of tech presentations...many for teens.
2. She has done several body language presentations too.
3. She and Cathy will be developing Moodle courses.

At 11:50am Mary Frances Burns left the meeting.

Office Administrator/Youth Services Coordinator

Rachelle submitted a written report. She has been very busy – taking the NEO show on the road with Holly. She was pleased to participate in Legislative Day with the East Cleveland Library staff.

Board Officers

President

Nancy Currie reported the following:

1. Joe Palmer would appreciate it if all Board members would submit their evaluations of the Director and the Fiscal Officer ASAP.
2. Andrew Davis has resigned from the Board. He is leaving Ohio. Nancy hopes to have a replacement for him by the July Board Meeting.

Committee Chairs

Laura Leonard reported for the Finance Committee. The committee brought the following and brought resolutions before the Board:

Board Resolution #2015-23 2015 Financial Strategy Resolution

This resolution includes guidelines that serve as financial guideposts for the organization.

There was discussion about the following:

- Libraries outside NEO's 22 counties are welcome to utilize our services and programs. Ohio libraries that pay dues to their Regional Systems will be offered a 25% discount. Libraries outside Ohio will pay full price.

Several questions were raised:

Why would libraries outside of Ohio pay full price; why not charge more?

The Regional's are supported by state funds; this puts geographic members on the same level as libraries outside the state.

Should we create an out-of-state membership? How will we charge out-of-state Libraries and/or businesses?

It was decided to remove the line "Libraries outside Ohio will pay full price" from the resolution. The Finance Committee was charged with the task of developing a framework for determining charges for businesses and out-of-state libraries.

The motion to accept the amended resolution passed unanimously by roll call vote.

Board Resolution 2015-24 2015 Health Insurance Premium

This resolution allows the use of funds returned to NEO-RLS from OEBC for two health insurance premium holidays at a total cost of \$7,898.12.

This resolution passed unanimously by roll call vote.

Debbie Blair reported that NEO's current health insurance provider, The Stark County Council of Governments, is also giving two premium holidays in 2015-2016. SCOG reports rate increases of just 2.6% for the coming year.

Board Resolution 2015-25 2015-2016 Wage Increases

This resolution proposes 3% increases for all employees.

This resolution passed unanimously by roll call vote.

Board Resolution 2015-26 Permanent Appropriations Resolution 2015-2016

This resolution passed unanimously by roll call vote.

New Business

Board Resolution 2015-27 End of Year Transfers

This resolution allows the Fiscal Officer to make year-end transfers as needed in order to balance the budget prior to the end of FY 2014-2015.

Jane Carle moved and Jane Kirkland seconded a motion to approve this resolution. Motion passed unanimously by roll call vote.

Upcoming Meetings

Board of Trustees Meeting

Tuesday, July 21, 2015 at 10:00am

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Adjournment

Sheba Marcus-Bey moved and Joe Zappitello seconded a motion to adjourn the meeting. The meeting adjourned at 12:50pm.

Respectfully submitted by Jane R. Carle, Secretary.

Nancy Currie, President

Date

Jane Carle, Secretary

Date