

Northeast Ohio Regional Library System

1580 Georgetown Road
Hudson, OH 44236

Minutes of Board Meeting held May 16, 2017

Call to Order

President Cheryl Kuonen called the meeting to order at 11:06am.

Roll Call

Board members present: Jane Carle, Nancy Currie, Jim Gill, Rose Guerrieri, Cheryl Kuonen, Laura Leonard, Joe Palmer, Jim Wilkins, Anita Woods, Linda Yanko, Joe Zappitello and Kathy Zappitello.

Board members absent: Denise Cardon, Sheba Marcus-Bey and Lorena Williams.

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

Guests: Dwight Meyer, NEO-RLS Intern and Chris May, Deputy Director at Mansfield/Richland County Public Library.

Approval of Agenda

Joe Palmer made and Kathy Zappitello seconded a motion to approve the agenda as amended. Motion carried unanimously by voice vote.

Approval of Minutes

Cheryl stated that if there are no corrections to the minutes they stand approved.

Correspondence

Betsy shared two pieces of correspondence.

1. A note from Allison Bates at Kent State University thanking NEO for continued contribution to the Virginia Hamilton Conference on Multicultural Literature for Youth.
2. A note from Denise Cardon thanking the NEO staff for their assistance with two programs held at NEOMED.

Lorena Williams entered the meeting at 11:15am.

Reports

Financial Report

Debbie submitted a written report and financial reports for February, March and April 2017.

She reported that 76 libraries have returned their letters of intent for 2017-2018. Eleven new libraries are joining.

As of April 30, 2017, NEO is on track with the budget to end the fiscal year with a deficit of \$80,000 - \$84,000.

SLIS Intern

NEO's intern, Dwight Meyer, was asked to research the possibilities of offering two new services; Grant Writing and Review Services and PR/Marketing Services. Dwight developed a needs assessment, conducted in-person interviews and collected online data. He then prepared two white papers to present his findings. Dwight was very thorough in his analysis and discussion of opportunities.

Executive Director

Betsy submitted a written report and a year-end review of issues facing NEO and progress on the strategic plan. She thanked the staff, acknowledging that there have been lots of changes. She said that the staff works well as a team and she appreciates their willingness to work outside of their comfort zones. She also thanked the Board members for their support.

She has visited 71 libraries so far.

She has been invited to speak at the Ohio Private Academic Libraries conference. This is an organization of small college libraries that don't have large staffs or the budget for continuing education opportunities. This market has great potential for NEO,

The Board gave Betsy a round of applause and acclamation for her successful first year as executive director of NEO.

Nancy Currie asked if there was a correlation between the new members and Betsy's library visits. Betsy said that only Baldwin Wallace University joined before she visited them. It appears that there is a correlation between the two things.

Jim Gill asked what her most unique experience has been. Betsy said she was most impressed with the Centerburg Public Library. It is a very small library which does some amazing things. They circulate bicycles!

Education and Events Coordinator

Melissa submitted a written report and highlighted the following:

- The ABCs of Community Partnerships was so successful that she hopes to make it an annual event.
- There are 30 people registered for the Directors' Retreat
- Staff Day has been moved to The Hilton Garden Inn in Twinsburg. Ned Parks will present a program on team building and Deborah Easton will present a program on communicating assertively. There will be breakout sessions.

Melissa distributed a graph which showed that total attendance from January 2017 – May 16, 2017 was 1108 and attendance for the same period in 2016 was 843. This is an increase of 265 people.

Youth Services Education and Events Coordinator

Rachelle submitted a written report and highlighted the following:

- The Every Child Ready to Read Workshop was very popular and she is planning to offer it twice a year.
- The Engaging Special Needs Youth workshop was very successful.

Research and Innovation Coordinator

Holly submitted a written report and highlighted the following:

- Seventy-eight people attended the Emerging Tech Symposium and the feedback was very positive. Betsy has been talking to some potential donors about the possibility of funding future tech symposiums.
- The next Emerging Tech Chat will be on June 5 at 10am.

Board Officers

Cheryl reported that it has come to her attention that a former member of NEO is actively soliciting for strategic planning business in our area.

Committee Chairs

Personnel Committee

Nancy asked for input on year-end evaluations.

Board Resolution 2017-22 NEO-RLS Employee Handbook Update. The committee reviewed the handbook in March. Majority of changes were in formatting, organization, and word choice/agreement. The Telecommuting policy was updated to reflect what procedures are being followed at present. The Personnel Committee recommended that the Board approve the changes. Resolution passed unanimously by roll call vote.

Board Resolution 2017-23 NEO-RLS Employee Job Description Update. The committee reviewed the job descriptions. Changes were made for clarity and consistency. The Personnel committee recommended that the Board approve the updated job descriptions. Resolution passed unanimously by roll call vote.

Finance Committee

The Finance Committee presented several resolutions

Board Resolution 2017-24 – Organizational Memberships

This resolution allows a 50% discount for half-day and full-day workshops for current OELMA, ALAO, and SLA members.

Joe Palmer wondered why this was necessary. Betsy responded that the continuing education offered by the three associations is very inexpensive compared to NEOs. This resolution will make NEO's prices more reasonable and attractive. Additionally, it may encourage participants to join NEO.

Motion passed unanimously by roll call vote.

Board Resolution 2017-25 – Estimates of Revenue

NEO-RLS is not required to prepare estimated revenues as are public libraries. However, it is a good exercise and helpful for planning purposes.

Estimated figures adjusted the revenue generated from workshops to be based on actual attendance instead of total capacity.

Resolution approved unanimously by roll call vote.

Board Resolution 2017-26 Annual Appropriation Resolution for 2017-2018

Betsy and Debbie prepared a PowerPoint presentation on NEO's finances. They made a thorough study of the budget and developed the following goals:

- Eliminate the deficit within five years. They have developed a plan to do this by 2020-2021.
- Continue the comprehensive and strategic examination of the budget process
- Add resources to lecturers and speakers budget to see if we can increase attendance at workshops.

Cuts to the budget include: the staff declined a recommended 1% raise; the compensated balances line item (\$10,000) was eliminated; and conferences were eliminated in 2017-2018. Debbie will reduce spending on her accounting software and will look to transition to Quickbooks; NEO will cut its NEOThink expenditures by \$5,000.

In July 2016, the proposed budget deficit was \$110,209. Currently it is projected at \$74,273.

Laura Leonard asked if changes in the upcoming biennium budget would have an impact? Betsy said not until FY 2018-2019.

Nancy Currie noted that there looked to be an increase in the healthcare line item. Debbie responded that premiums have increased by 5.4% and there will be 2 premium holidays. There were 3 premium holidays last year.

The Finance Committee recommended that the Board approve the Annual appropriations resolution. Resolution approved unanimously by roll call vote.

Rose Guerrieri commended the staff for forgoing their raises. Jim Wilkins commended Betsy and Debbie on their hard work.

Board Resolution 2017-27 Administrative Policy Manual Update.

This resolution reflects changes to the Credit Card Policy: it provides more detail regarding minimums and maximums and lists cardholders by name.

Motion approved unanimously by roll call vote.

Jim Wilkins left the meeting at 12:30pm

A motion was made and approved unanimously to break for lunch at 12:40.

Meeting resumed at 1:10.

Records Commission

Board Resolution 2017-28 Records Disposal

The Records Commission recommended that the Board approve the resolution calling for the disposal of non-permanent records following established disposal policies.

Motion approved unanimously by voice vote.

Nominating Committee

Lorena Williams reported that Anita Woods has graciously agreed to serve as Vice President for the upcoming fiscal year. Nancy Currie will serve as Secretary until her retirement. The officers will be voted on at the July 2017 meeting.

Board President

Board elections continue. There will be 5 new Board Members in July.

Board Resolutions 2017-29 through 2017-34 Recognition of Service

Rose Guerrieri moved and Lorena Williams seconded a motion to approve the resolutions expressing appreciation for those Board Members whose terms expire on June 30, 2017. Motion carried unanimously by voice vote.

Cheryl announced that Rose Guerrieri is retiring from her position as Director of the Library at the Trumbull Campus of Kent State University as of June 30, 2017.

Joe Palmer is retiring as Director of the Mansfield-Richland County Public Library. Cheryl appointed Chris May, Deputy Director at Mansfield, as his replacement on the Board.

New Business

Board Resolution 2017-35 End of Year Transfers

This resolution allows the Fiscal Officer to make year-end transfers to the Local, Capital/Technology, Group Purchasing and State funds, as needed to balance the budget prior to the end of FY2016-2017.

Laura Leonard moved and Jane Carle seconded the motion. Motion passed unanimously by roll call vote.

Update on State-Wide Combined Conference.

Betsy reported that Michael Butler, Executive Director of Ohionet, announced that Ohionet will no longer participate in the proposed 2019 conference.

Discussion on the White Papers for Grant Writing Review and PR/Marketing

Grant Writing Review. Based on Dwight Meyers research, review of grant proposals would be most helpful for libraries. Betsy will see how this can be added to NEO's services.

PR/Marketing. Melissa has just formed a PR/Marketing group to share best practices. Holly indicated that libraries often need help developing a strong, consistent message. Possibly NEO could develop a consulting service that would provide a branding audit that would look at a library's print, web and social media presence. Also under consideration is the development of Style Guides.

Items too Late for the Agenda

Betsy reported that the Critical Conversations program went very well and she would like to do similar programs annually. She is in conversation with some potential donors for sponsorship.

Next Meeting

Board of Trustees Meeting
Tuesday, July 18, 2017 at 9:00am
1580 Georgetown Road
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Adjournment

Joe Palmer moved and Rose Guerrieri seconded the motion to adjourn the meeting. Meeting adjourned at 1:39pm.