

Northeast Ohio Regional Library System -- Regular Board Meeting Minutes

November 17, 2015
NEO-RLS Board Meeting
1580 Georgetown Road
Hudson, Ohio 44094

Call to Order

President Laura Leonard called the meeting to order at 10:06am.

Introduction of Guests: Laura introduced Denise Cardon and Linda Yanko and welcomed Rose Guerrieri. Also present was Grace Richards, notary public.

Roll Call

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

Appointment/Oath for new Board Members

The following new/returning Board members were sworn in to office.

Rose Guerrieri (Academic-2018)
Denise Cardon (replacing Jane Kirkland, Special – 2017)
Linda Yanko (replacing Mary Frances Burns, At Large – 2019)

Approval of Minutes

A motion was made by Joe Palmer and seconded by Cheryl Kuonen to approve the minutes of the September 15, 2015 meeting. Motion carried unanimously by voice vote.

Correspondence

Cathy shared three letters with us. Cheryl Kuonen wrote to thank the staff for an excellent program for Wickliffe's staff day. Mary Frances Burns wrote to thank the Board and staff for the resolution and the luncheon in her honor.

Cathy read a letter to the Board stating that she is retiring as of February 19, 2016.

Laura expressed that while the Board is happy for Cathy, we are sad that she will be leaving us. However, we have an excellent staff that will continue to keep NEO going during this time of transition.

Joe Palmer moved that the Board enter executive session to discuss personnel issues. Jane Carle seconded the motion and the motion passed unanimously by roll call vote. The Board entered executive session at 10:30am.

At 10:37 the Board came out of executive session.

Reports

Financial Report

Fiscal Officer Debbie Blair submitted financial reports for September and October 2015.

As of October 31, 2015 the balance in the Local Fund was \$1,232,445.18. The balance in the State Fund was \$20,313.10; the balance in the Capital/Tech Fund was \$23,795.91 and in the Group Purchase Fund the balance was (\$328.70). The year-to-date total in all funds is \$1,276,225.49.

Motion was made by Lorena Williams and seconded by Nancy Currie to accept the financial reports for September and October. Motion passed unanimously by roll call vote.

Debbie also reported on local budget transfer in the Local Fund. She moved \$1,500 from Legal/Auditors Fee and \$500 from Travel to Marketing Services. Last year, we cut the marketing budget but this year, we are running low. She was able to save money in the Auditors Fee category because she issued a bid for the audit. Additionally, less money was spent at the OLC conference.

Director's Report

Cathy submitted a written report and highlighted some items. She discussed three awards offered by NEO and awarded at the Spring Showcase on April 28, 2016

Rising Star 2016 recognizes a library staff member with up to 5 years of service. Please send in nominations; Beverly Cain will select the winner.

Life Time Friend of NEO – this will be the second year for this award. Cathy will present nominees and the Board will select the winner.

The Carterette Award – new this year, this award recognizes an individual who has made a significant contribution to library staff training and development. The staff will develop a list of nominees and the Board will select the winner.

Cathy gave a brief report on the Regional Library System meeting held in November. She included her report to the State Library in the Board packet; this is now a standardized report that all the Regionals use. There was no further discussion about the state-wide delivery service.

Continuing Education

Melissa submitted a written report and highlighted a few events. Staff Day was very successful – there were 376 paid attendees. Julie Todaro, ALA President-Elect will speak at the Spring Showcase. Currently there are 5 people signed up for Toastmasters. We need fifteen – please encourage your staff to attend.

Emerging Technologies Report

Holly submitted a written report. She is now certified in Career Development facilitation! For show-and-tell she brought Dash, a robot designed to help kids learn how to code. It was very cool!

Youth Ambassador Report

Rachelle submitted a written report. She recently completed an Infopeople course on children's services and it was very good. The first Back to the Book Jr. was a success with about 40 people.

There were no reports from Board Officers, Committee Chairs, the Board President or Advocacy.

Old Business

Board Resolution 2016-14 *Leave Policies Revision to Employee Handbook*

Joe Palmer made and Cheryl Kuonen seconded a motion to approve Board Resolution 2016-14. There was some discussion. Some errors were pointed out and corrections were made.

Motion was made by Joe Palmer and seconded by Cheryl Kuonen to approve Board Resolution 2016-14 Leave Policies Revision to Employee Handbook as amended. Motion passed unanimously by voice vote.

New Business

Budget Revision Resolution 2016-15: *2015-16 Capital/Technology Budget Revision.*

This resolution amends the 2015-2016 Capital/Technology Fund budget to purchase new computers for the Events Expert and the Youth Ambassador and for back-up software.

Motion was made by Rose Guerrieri and seconded by Cheryl Kuonen to approve this resolution. Resolution passed unanimously by roll call vote.

Upcoming Meetings

Joint Finance and Bylaws & Policy Committee Meeting
Tuesday, January 19, 2016, 9:00am
1580 Georgetown Rd. Hudson, OH 44236

Board of Trustees Meeting
Tuesday, January 19, 2016, **11:00am**
1580 Georgetown Rd.
Hudson, OH 44094

Adjournment

Nancy Currie moved and Joe Zappitello seconded a motion to adjourn. The meeting adjourned at 11:15am.

Respectfully submitted by Jane Carle.