

Northeast Ohio Regional Library System – Regular Board Meeting Minutes

September 15, 2015

NEO-RLS Office

1580 Georgetown Road

Hudson, Ohio 44236

Call to Order and Roll Call

President Laura Leonard called the meeting to order at 11:15am. Present were:

Board Members: Jane Carle, Nancy Currie, Jim Gill, Cheryl Kuonen, Laura Leonard, Joe Palmer, Kathy Pape, Jim Wilkins, Lorena Williams, Anita Woods and Joe Zappitello

Staff: Cathy Hakala-Ausperk, Debbie Blair, Melissa Lattanzi, Holly Klingler, Rachelle Perry

Guests: Mary Frances Burns, Sara Phillips, Deborah Mullen, Brook Vanderlin and Amber Elfrink

Laura announced that Jane Kirkland has taken another position and will no longer be a member of the Board. She also reported that Linda Yanko, Geauga County Public Library, will fill the seat left open by Mary Frances Burns.

Approval of Agenda

Jim Wilkins moved and Joe Palmer seconded the motion to approve the agenda. Motion carried unanimously by voice vote.

Approval of Minutes

Joe P. moved and Jim W. seconded a motion to approve the minutes of the July 21st meeting. Motion carried unanimously by voice vote.

Cheryl Kuonen expressed appreciation to Jane for the work she puts into preparing the minutes. Joe P. moved and Jim W. seconded a motion to commend Secretary Jane Carle for doing a great job on the minutes of the meeting. Motion carried unanimously by voice vote.

Correspondence

Laura received a letter from immediate past President Nancy Currie. Nancy expressed her thanks and appreciation to the Board and staff for their hard work and collaboration on issues and projects during her term of office. Additionally, Nancy thanked the Board for her parting gift; she is really looking forward to using it!

Reports

Fiscal Officer

Along with the financial statements for July and August, Debbie submitted a written report of her activities. This narrative report will give the Board a better idea of some of the other things she does for NEO-RLS.

Debbie noted that generally NEO expends more in July than most other months because it is the beginning of the fiscal year and there are a number of one-time expenditures due.

Joe P. asked if there has been a change in income as a result of the change in dues structure. Debbie said yes, she is projecting an increase of about \$2,000 in dues this year.

Debbie reported a budget transfer within the Local Fund. She transferred \$101.28 from Account X3995.101 All Other Services to Account X3999.101 Delivery System. This transfer is appropriate at the fiscal officer's level of control.

Fund Balances

Current Balance as of August 31, 2015	
Local Fund	\$1,261,90.65
State Fund	15,467.35
Capital/Tech	24,338.80
Group Purchase	(696.82)
TOTAL	\$1,301,012.98

Joe P. moved and Lorena seconded a motion to approve the financial reports. Motion passed unanimously by roll call vote.

Director's Report

Cathy submitted a written report and highlighted the following:

Congratulations to Holly on being named 'Coolest Tech Blogger' for her Emerging Tech Podcasts by *Inside Business Magazine*. The magazine editors have named NEO-RLS one of the Top 25 Coolest Tech Companies! The Board gave Holly a round of applause!

She facilitated the Mentor Public Library Board Retreat. It went very well and she is hoping for some additional consulting work from that Library.

Lorena thanked Cathy for her Friday updates; they are much appreciated.

Continuing Education

Melissa submitted a written report.

She is meeting with Julie Todaro in hope of getting her to speak at the NEO Showcase on April 28, 2016.

Maureen Sullivan will be the speaker at the Directors' retreat next May.

Toastmasters will meet weekly on Tuesday beginning January 19th. NEO has added some Tuesday morning workshops to encourage participation in Toastmasters.

Felton Thomas, the 2016-2017 President of PLA and Director of the Cleveland Public Library, will speak at NEO's 10th anniversary on June 9, 2016.

Emerging Technologies

Holly submitted a written report.

She mentioned that TV White Space is still generating interest. Nancy asked how libraries are using this. Holly explained that the equipment can send a Wi-Fi signal about 5 miles from an antenna at the library to a remote receiver at a location like a pool or a park or a festival. The receiver is moveable and can be used at different locations. The landing page for the Wi-Fi is the Library's page. Stephen Hedges from OPLIN says that as long as the landing page is the library's page the system doesn't violate OPLIN regulations.

Holly will be the keynote speaker at *Teach Me Tech*, the Indiana Wesleyan University's online user group (IOLUG) Fall Conference in Indianapolis, IN.

She is very excited for the new interns, Amber & Brooke to get started.

She brought along some cool, new toys from the Tech Lab.

Youth Services

Rachelle submitted a written report.

Storytime Boot Camp was very well received and she will be developing an 'after school' boot camp.

She came up with a marketing idea; Series +1. When someone registers for an entire series of workshops, they will be entered into a drawing for a free consultation from the NEO staff.

Board Officers

No reports.

Committee Reports.

There was a joint Personnel/Finance Committee prior to the Board Meeting

Board Resolution 2016-12 Position Title and Description Updates

Joe P., chair of the Personnel Committee, began a discussion of the position title and description updates.

The committee, with input from Cathy and the NEO staff, proposes the following position titles:

Director of Success (original proposal was Success Coach), formerly Executive Director

Events Expert, formerly Continuing Education Coordinator

Tech Crusader, formerly Emerging Technologies Librarian

Financial Navigator, formerly Fiscal Officer

Youth Ambassador, formerly Youth Services Coordinator

Visionary, formerly Board Member

These new titles reflect NEO's innovation and creativity and passion. The Personnel Committee recommended that the Board approve this resolution.

There was discussion.

Cathy indicated that on the job descriptions and on job advertisements job titles would be spelled out as:

Financial Navigator, aka Fiscal Officer, or, NEO's Financial Navigator serves as Fiscal Officer.

There was concern that some of the titles, Executive Director and Fiscal Officer, may be legal titles and then couldn't be changed.

Cathy said that after the Board approves the changes she will send the information to THRD for review.

Lorena asked if the staff was excited about the new titles and yes, they are.

Nancy recommended that Cathy and Debbie budget for a salary review of all positions next year.

This motion carried unanimously by voice vote.

Board Resolution 2016-13 – Leave Policy Revision

Joe P. reported that the committed proposed extensive changes to these policies. The policies will be rewritten and submitted to the Board at a later date.

Board Resolution 2016-13 (was 2016-14) Budget Revision

This resolution amends the 2015-2016 Local Fund budget to adjust for the increase in the Youth Ambassador's salary and related expenses by \$2,535 and for expenses of \$1,000 related to the continuing education opportunity that is being funded by the State Library of Ohio.

Cheryl, as president of the Finance Committee, recommended that the Board approve this resolution.

There was discussion.

Cathy provided background information: currently the two positions of Youth Services Coordinator (Youth Ambassador) and Office Administrator are part-time positions. Cathy and the Personnel Committee propose to eliminate the office administrator position and make the Youth Ambassador position full-time. This will allow NEO to expand services to school and youth librarians an area which provides a stronger potential for revenue growth.

All the staff will pick up some additional office administration tasks. They will evaluate this new arrangement at the end of the year to determine what kind of office administrative support the NEO staff needs.

The new position will become effective after November 2015. Nancy questioned this timeframe. It was decided to make the position effective in the next pay period, 9/25/2015.

Motion carried unanimously by roll call vote.

Board President

Board Resolution 2016-11 Resolution of Appreciation

Laura introduced this resolution which recognizes Mary Frances Burns and her many years of service to the NEO-RLS Board. Laura thanked Mary Frances for her conscientious, professional, dedicated service to NEO.

Jane moved and Cheryl seconded the motion to approve the resolution. The resolution passed unanimously by voice vote.

The Board offered a round of applause to Mary Frances. Mary Frances thanked the Board, "it was a pleasure to serve." She will be a personal member and will join the League of Library Retirees.

Advocacy Reports

The Letters of Intent will be in the mail by October 1st. Please make contact now! If you need any information about the library you are contacting ask Cathy, Debbie or Melissa.

New Business

Cathy distributed the list of committee members

Upcoming Meetings

Board of Trustees Meeting
Tuesday, November 17, 2016, 10:00am
1580 Georgetown Rd., Hudson, OH 44236
Followed by a pizza lunch

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 44236

Adjourn

Joe P. moved and Lorena seconded a motion to adjourn the meeting. Meeting adjourned at 12:30pm.

Respectfully submitted by Jane Carle.

Respectfully submitted by Jane Carle, Secretary

Laura Leonard, President

Date

Jane Carle, Secretary

Date