

Northeast Ohio Regional Library System -- Board Meeting Minutes

September 20, 2016

NEO-RLS

1580 Georgetown Road

Hudson, Ohio 44236

Call to Order -- President Cheryl Kuonen called the meeting to order at 11:11 a.m.

Roll Call

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

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

Approval of the Agenda

Joe Palmer moved and Anita Woods seconded a motion to approve the agenda. Motion passed unanimously by voice vote.

Approval of July 19, 2016 Minutes

Jim Wilkins moved and Anita Woods seconded a motion to accept the minutes of the July meeting. There was discussion and 3 typographic errors were pointed out. Jim moved to accept the minutes as corrected. Anita seconded the motion. The motion passed unanimously by voice vote.

Financial Report

Fiscal Officer Debbie Blair reported the following account balances as of August 31, 2016:

Fund	Ending Balance
Local Fund	\$1,183,992.30
State Fund	14,608.00
Capital/Technology Fund	18,421.43
Group Purchasing Fund	468.40
Fund Totals	\$1,217,490.13

Debbie pointed out a check on the July check register for Ohio Job and Family Services. This is usually paid from the General/Operating account but it was accidentally paid from the Payroll account in the accounting system. The check was written from the Operating account but was actually paid through an ACH from the Payroll account; the check from the Operating account was voided and re-written from the Payroll account.

Director's Report

Betsy submitted a written report and highlighted a few items.

She continues to visit libraries and has been learning a lot about how NEO can better support them. We need to increase awareness of NEO's services to the Geographic Members. Many are unaware of what NEO does!

She has been working with Vieth on redesigning the website. Vieth can create a website that can be viewed by everyone, and have segments that can only be viewed by members. Vieth is also working on the Member Management System.

She is working with Holly Klingler and Rachelle Perry to apply for an LSTA Open Grant from the State Library of Ohio. The grant would be used to create STEAM circuit kits and "Program in a Box" kits.

She and the staff are preparing the customized letters of intent and member packets.

Education and Events Coordinator

Melissa submitted a written report and highlighted some events.

Six libraries are participating in Staff Day on October 10th.

There are several new programs for November and December. The Adult Summer Reading Program will be on December 1st and a Day for Special Collections will be on December 8th.

Youth Services Education and Events Coordinator

Rachelle submitted a written report and highlighted a few things. She has been visiting libraries and meeting with Youth Services staff. She will present a session on engaging after-school children at the library at OLC's Annual Convention and Expo.

Research and Innovation Coordinator

Holly submitted a written report. She is developing tech chats and hopes to have the first Emerging Tech Chat in late October or early November

She continues to take the Tech Lab on the road – the E-Health Tech Lab is very popular.

Committee Chairs

Finance Committee

Jim Wilkins reported that the Finance Committee met several times to discuss the fee structure. The committee will continue to meet and discuss the issues.

Board Resolution 2017-8 – 10% Overcharge Rescinded

The Finance Committee recommended that the Board approve this resolution which rescinds the 10% overhead charge for Geographic Members effective September 20, 2017.

Motion passed unanimously by roll call vote.

Board Resolution 2017-9 – Change in Geographic Member Charges

The Finance Committee recommended that the Board pass this resolution which changes the charges to Geographic Members effective September 20, 2017.

Current Charges	Charges effective 9/20/2016
\$235 Full Day including Lunch	\$160 Full day – not including lunch
\$110 Half-day	\$80 Half-day
\$66 Webinar	\$40 Webinar
\$33 Archived Webinar	\$20 Archived Webinar

The attendance from geographic members has dropped 28% this year.

Motion carried unanimously by roll call vote.

Board Resolution 2017-10 – Membership Dues and Fees

The Finance Committee recommended that the Board approve the 2017-2018 Membership Dues and Fees. The two changes are: Webinars are now free for Silver Members, and fee for Consulting and fees for the Emerging Tech Lab have changed.

	Gold	Silver	Bronze	Geographic
Consulting	4 Hours free then \$100/hour	\$125/hour	\$150/hour	\$200/hour
Emerging Tech Lab	\$150/hour for one presenter Additional charge for 2 nd presenter	\$175/hour for one presenter Additional charge for 2 nd presenter	\$200/hour for one presenter Additional Charge for 2 nd presenter	\$300/hour for one presenter Additional charge for 2 nd presenter

Motion carried by roll call vote.

President Cheryl Kuonen expressed her thanks to the Committee and Betsy Lantz and Debbie Blair for all their hard work on this.

Personnel Committee

The Personnel Committee developed a conflict of interest policy which all employees, current and future, will sign. This was developed in an effort to protect the organization and the staff.

Personnel Committee Chair Nancy Currie, speaking for the Committee, moved that the Board approve the following resolution:

Board Resolution 2017-11 – Conflict of Interest

There was some discussion. The motion carried unanimously by voice vote.

Advocacy Reports

Betsy prepared a list of ‘talking points’ that can be used when contacting Library Directors of Geographic member libraries to discuss membership. It was suggested that Board members wait until the letters of intent are mailed out before contacting Geographic Members.

New Business

Budget Resolution 2017-12 – 2016-2017 Local Fund Budget Transfer

This is a request to move \$2226 from Contingency to Temporary Contract Labor (\$1650) and Telephone Service (\$576).

Betsy would like to hire an intern, a high school student, for help with office clerical work.

When the budget was originally passed Betsy was looking at using Time Warner for phone service. Their service was proving to be very limited. She has opted to go with Ooma for VoIP. It is a little more expensive but offers better service and functionality.

Laura Leonard moved and Linda Yanko seconded a motion to approve the resolution. There was some discussion. Jim Wilkins asked if was ok to reduce the contingency line this early in the year and if there was money in the budget we could use? Debbie Blair responded that there will be \$2239 left in contingency and there is some money in the personnel line. And, if needed, the Board could amend the budget.

Motion carried unanimously by roll call vote.

Annual Report and Membership Packet

Betsy and the rest of the staff developed an annual report to send out with the letters of intent. It is important to show what we are doing.

The staff has put together a Membership Packet that will be sent to all the libraries in the region. It will include the letter of intent, the annual report and explanations of NEO's services.

Strategic Plan

As Betsy began preparing to facilitate the Balanced Scorecard strategic planning process for East Cleveland Public Library and Warren-Trumbull County Public Library she asked the NEO staff to walk her through the process. They have developed a plan for NEO.

She distributed a copy of the proposed plan and would like to have the plan approved at the November Board meeting. The Board will hold a Strategic Planning Retreat on Tuesday, November 15 from 10:00 a.m. to 11:30 a.m. The regular Board Meeting will be at 12:15 p.m. that same day.

Items too late for the agenda

Melissa needs 4 volunteers to help with Staff Day, 10/10/16 at Kent State University.

Upcoming Meetings

STRATEGIC PLANNING RETREAT

Tuesday, November 15, 2016, 10:00 a.m. to 11:30 a.m.
1580 Georgetown Road, Hudson, OH 44236

BOARD OF TRUSTEES MEETING

Tuesday, November 15, 2016, 12:15 p.m.
1580 Georgetown Road, Hudson, OH 44236

Adjournment

Joe Palmer moved and Jane Carle seconded a motion to adjourn the meeting. Motion carried unanimously by voice vote. Meeting adjourned at 12:10 p.m.

Respectfully Submitted by Jane R. Carle.