

Northeast Ohio Regional Library System – Regular Board Meeting Minutes

July 21, 2015
NEO-RLS Office
1580 Georgetown Rd.
Hudson, Ohio 44236

Call to Order & Roll Call

Nancy Currie called the meeting to order at 10:04am. Board Members present were: Mary Frances Burns, Jane Carle, Nancy Currie, Jane Kirkland, Cheryl Kuonen, Laura Leonard, Sheba Marcus-Bey, Joe Palmer, Kathy Pape, Jim Wilkins, Anita Woods and Joe Zappitello. Rose Guerrieri was absent

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

Guests present were Jim Gill from the Dover Public Library, Lorena Williams from Hubbard Public Library and Grace Richards, notary public.

Approval of Agenda

Nancy Currie requested a modification to the agenda; she would like the Board to enter executive session after the Oath of Office for the 2015 Officers.

Joe Palmer moved and Mary Frances Burns seconded the motion to approve the agenda as modified. Motion carried unanimously by voice vote.

Appointment/Oath of Office for New Board Members

The Oath of Office was administered to new Board Members for 2015-2016.

Election of Officers

Mary Frances Burns, chair of the Nominating Committee, announced the following slate of officers:

Cheryl Kuonen – Vice President/President Elect

Jane Carle -- Secretary

Both were elected unanimously.

Oath of Office for Officers

The Oath of Office for the President, Vice President/President Elect and Secretary were administered to Laura Leonard, Cheryl Kuonen and Jane Carle.

Executive Session

Nancy Currie moved and Joe Palmer seconded the motion for the Board to enter Executive Session to discuss personnel issues. The Board entered Executive Session at 10:18am.

At 10:26 the Board came out of Executive Session.

Appointment of NEO-RLS Staff for 2015

Board Resolution 2016-1 – Appointment of Staff

Jim Wilkins moved and Anita Woods seconded the motion to approve this resolutions which appoints Catherine Hakala-Ausperk as Executive Director and Debbie Blair as Fiscal Officer of NEO-RLS.

Motion carried unanimously by roll call vote.

The Oath of Office was administered to Fiscal Officer Debbie Blair and Deputy Fiscal Officer Catherine Hakala-Ausperk.

Grace Richards left the meeting at 10:25am.

Approval of Minutes

Jim Wilkins moved and Sheba Marcus-Bey seconded a motion to approve the minutes of the May 19, 2015 meeting. Motion passed unanimously by voice vote.

Correspondence

Cathy Hakala-Ausperk reported on three letters;

1. From Sheba Marcus-Bey to Holly Klingler expressing thanks and appreciation for bringing the Tech Lab to the East Cleveland Public Library for their staff day. It was excellent and everyone enjoyed playing with the 'toys'.
2. From Sheba Marcus-Bey to Melissa expressing thanks and appreciation for her hard work in putting together the Staff Day program for the East Cleveland Public Library.
3. From Baker & Taylor to Cathy Hakala-Ausperk with a \$500 credit memo (donation) for the 'Career Center at NEO'.

Reports

Financials

Fiscal Officer Debbie Blair presented the financial reports for the months ending May 31, 2015 and June 30, 2015.

There was a question about what expenditures are made out of the Group Purchasing Fund. Debbie uses this for renting the bus for Legislative Day and for paying speakers, among other things.

At June 30, 2015, the Local Fund had a loss for the year of \$46,106.94. Earlier in the year, Debbie had projected an \$87,000 deficit in this fund. An increase in consulting revenue and continued work by the staff to cut costs reduced the deficit in half.

Debbie reported some budget transfers for May and June to balance the budget. These transfers were completed under the fiscal officer's level of control

Cathy added that MyNEO has improved billing and payment for CE.

Nancy Currie praised the staff on their efforts to cut expenses and the Board concurred with a round of applause.

Joe Palmer moved and Anita Woods seconded a motion to accept the Financial Reports for May and June 2015. Motion passed unanimously by roll call vote.

Director's Report

Cathy Hakala-Ausperk submitted a written report and highlighted the following:

- NEO is about half way through the current Strategic Plan and it is about 70% complete.
- The Director's Retreat was very good and is already scheduled for May 2016 at Mohican Lodge.
- The next meetings of the Regional Library Systems will be a phone meeting in August and a face-to-face meeting in November. On the agenda will be the statewide delivery contract and the purchase of PCI Webinars out of non-LSTA funds.

Continuing Education

Melissa Lattanzi submitted a written report and highlighted the following:

- The 2016 Directors' retreat will feature Maureen Sullivan.
- There will be a Cuyahoga County Public Library Bus Tour on 9/28 – visiting newly renovated branches.
- Toastmasters will start in January 2016. Meetings will be held on the 3rd Tuesday of the month. The January meeting will be a demo meeting. We need 20 people to make this happen.
- Thanks to the Board for giving her the opportunity to attend ALA – she met lots of people and got lots of great ideas.

Emerging Technologies

Holly Klingler submitted a written report and highlighted the following:

- She made two presentations at the SWON Staff Training Symposium – emerging tech and body language.
- She has been working with Rachelle Perry to expand tech programs for youth.
- She is very excited about a possible new service – TV Whitespace – which uses unused TV channels to extend Wi-Fi service.
- The next face-to-face Emerging Tech Symposium will be on Feb. 11, 2016.

Youth Services/Office Administrator

Rachelle Perry submitted a written report and highlighted the following:

- With Cathy, negotiated a 30% discount from Findaway for NEO's Playaway circuit.
- Ordered 15 new titles for the Book Discussion circuit and added 100 games to the Video circuit.
- Planning a 'Fun Bus' to Cincinnati for the OLC Conference

Board Officers

No Reports

Committee Chairs

No Reports

Board President

Laura thanked Nancy Currie for her service as President. The Board agreed!

Approval of the 2015-2016 Board Calendar

Cheryl Kuonen moved and Jane Carle seconded a motion to approve the 2015-2016 Board Calendar. Motion passed unanimously by voice vote.

Please note the Advocacy Retreat on Tuesday, August 11th from 9am to noon. This is for the entire Board. Please plan to attend.

Laura and Cathy distributed the new Board Roster. Watch your email for any changes.

Current Business

It was decided to change the name of this section to *Old Business*.

New Business

Board Resolution 2016-2 Bond Amounts

Jim Wilkins moved and Joe Palmer seconded a motion to continue the errors and omissions insurance for 2015-2016.

Motion carried unanimously by roll call vote.

Board Resolution 2016-3 Authorization to Pay Bills

Cheryl Kuonen moved and Mary Frances Burns seconded the motion to approve this resolution which authorizes the Fiscal Officer and/or Deputy Fiscal Officer to pay bills for the 2015-2016 fiscal year. The resolution also authorizes payments via electronic funds transfers for several vendors.

Motion carried unanimously by roll call vote.

Board Resolution 2016-4 Petty Cash

Anita Woods moved and Lorena Williams seconded a motion to set the amount of the petty cash fund for FY 2015-2016 at \$150.00

Motion carried unanimously by roll call vote.

Board Resolution 2016-5 Surplus

Mary Frances Burns moved and Jim Gill seconded a motion to approve this resolution which allows the Executive Director or Fiscal Officer to declare items surplus and to dispose of them as deemed appropriate.

Motion carried unanimously by voice vote.

Board Resolution 2016-6 Check Signers

Joe Palmer moved and Anita Woods seconded a motion to accept this resolution which names the check signers for the 2015-2016 fiscal year.

Motion passed unanimously by roll call vote.

Board Resolution 2016-7 Capital/Technology Appropriation

Sheba Marcus-Bey moved and Cheryl Kuonen seconded the motion to approve this resolution which appropriates funds for the Capital Technology Fund in order to maintain an up-to-date Travelling Tech Lab. Holly Klingler provided background information.

Motion passed unanimously by roll call vote.

Board Resolution 2016-8 Budget Revisions for 2015-2016

Kathy Pape moved and Jane Kirkland seconded a motion to approve this resolution which amends the Local Fund Appropriation to include a \$500 donation from Baker & Taylor for the NEO-RLS Career Center.

Motion passed unanimously by roll call vote.

Board Resolution 2016-9 State Library Contract.

Cheryl Kuonen moved and Jim Wilkins seconded a motion to accept the contract from the State Library of Ohio. Funding remains at \$145,617.25 and is appropriated for personnel expenses.

Motion passed unanimously by roll call vote.

Board Resolution 2016-10 Resolution of Appreciation

Mary Frances Burns moved and Nancy Currie seconded a motion to approve this resolution which recognizes Cecelia Swanson for her six years of dedicated services to the NEO-RLS Board of Trustees.

This motion passed unanimously.

Items Too Late for the Agenda

None

Public Comments

The Board applauded Laura Leonard on successfully running her first meeting for the organization.

Upcoming meetings

ADVOCACY RETREAT

Tuesday, August 11, 2015 9:00am-12:00pm
1580 Georgetown Rd., Hudson, OH 44236

JOINT PERSONNEL AND FINANCE COMMITTEE

Tuesday, September, 2015, 9:00am
1580 Georgetown Rd., Hudson, OH 44236

BOARD OF TRUSTEES MEETING

Tuesday, September 15, 2016, 11:00am
1580 Georgetown Rd., Hudson, OH 44236

Adjournment

Mary Frances Burns moved and Jane Carle seconded a motion to adjourn the meeting. The meeting adjourned at 12:02pm.

Respectfully submitted by Jane Carle, Secretary

Laura Leonard, President

Date

Jane Carle, Secretary

Date