

**Northeast Ohio Regional Library System – Board Meeting Minutes  
July 19, 2016  
NEO-RLS  
1580 Georgetown Road  
Hudson, OH 44236**

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

**Roll Call**

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

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

Also present was Grace Richard, notary public.

**Approval of Agenda** – Cheryl Kuonen moved and Jane Carle seconded a motion to approve the agenda. Motion carried by voice vote.

**Elections/Appointments/Oaths**

**Appointment/Oath of Office for New Board Members**

The Oath of office was administered to the following Board members:

Joe Palmer – Term expires 2019 – Zone 1  
Joe Zappitello – term expires 2019 – School  
Sheba Marcus-Bey – term expires 2019 – At-Large  
Cheryl Kuonen – term expires 2018 – Zone 3

**Elections**

The Nominating Committee presented the slate of officers for 2016-17: Jim Wilkins, Vice President/President Elect and Jane Carle, Secretary.

Ballots were distributed. The slate was elected unanimously.

The Oath of Office was administered to Cheryl Kuonen, President; Jim Wilkins, Vice President/President Elect and Jane Carle, Secretary.

**Appointment of NEO-RLS Staff for 2016-17 – Board Resolution 2017-1**

Jim Wilkins moved and Joe Palmer seconded a motion to approve Board Resolution 2017-1 which appoints Elizabeth Lantz as Executive Director/Deputy Fiscal Officer and Deborah Blair as Fiscal Officer for NEO-RLS.

Motion carried unanimously by roll call vote.

The Oath of Office was administered to Elizabeth Lantz and Deborah Blair.

### **Approval of Minutes**

Jane Carle moved and Anita Woods seconded a motion to approve the minutes of the June meeting. There was discussion: Jim Gill clarified the spelling of his name. The minutes were approved, as amended, by voice vote.

### **Correspondence**

Cheryl received two pieces of correspondence.

1. From Thelma, Circulation Team Leader at Morley Library. She appreciated the bed bug webinar. It was well done and she learned a lot.
2. Rachelle received a note from the Fairlawn Branch of the Akron-Summit County Public Library thanking her for being a guest judge for their Project Runway program.

### **Financial Report**

Debbie Blair submitted a written report and a financial report. She noted that the membership invoices were sent out in both paper and electronic form and she has had a good response so far.

For the fiscal year ending 6/30/2016, NEO-RLS had an ending balance of \$1,068,484.81. This represents a loss of \$102,700.02 from the previous fiscal year. Earlier in the year, Debbie predicted a loss of close to \$111,000. She commended the NEO-RLS staff on keeping a watchful eye on expenses so the loss wasn't as big as originally projected.

Jim Wilkins moved and Nancy Currie seconded a motion to approve the financial report. Motion carried by roll call vote.

### **Executive Director**

Betsy Lantz submitted a written report and highlighted a few things.

The 3-day staff retreat was great and lots of good ideas were generated.

Rather than send out weekly updates, Betsy will prepare and distribute monthly updates only during months that the Board does not meet.

The new voice over IP phone system has been installed. The sound quality is good and there is no time lag on calls. The staff is happy with the system.

### **Education and Event Coordinator**

Melissa submitted a written report. She thanked the Board for the opportunity to attend ALA. She attended great sessions and made lots of contacts.

Melissa reported that program attendance, for the month of July, has increased this year as compared to last year. Joe Palmer asked if we were seeing an increase in the number of nonmembers attending our programs. Melissa said that we are.

### **Youth Services and Events Coordinator**

Rachelle submitted a written report. She has been finalizing details for two programs; A Day for School Librarians and Early Literacy 101.

#### **Research and Innovation Coordinator**

Holly submitted a written report. She thanked the Board for approval of the Tech Lab Budget. The Tech Lab continues to be very popular – she travels the region!

#### **Board Officers – no reports**

#### **Committee Chairs – No Reports**

#### **Board President**

Cheryl took the opportunity to recognize Laura Leonard for her service as Board President for 2015-2016. Laura handled her varied duties with grace and aplomb and we are grateful! The entire Board thanked Laura with a round of applause.

Cheryl distributed the 2016-17 Board Calendar. Laura Leonard moved and Jane Carle seconded a motion to approve the calendar. Motion passed unanimously by voice vote.

Cheryl also distributed the 2016-17 member list, the Board roster and the committee sign-up sheets. All are encouraged to volunteer. Laura enquired about the Kent State Main Campus Library. Debbie said that they have not replied but may yet.

#### **Advocacy Reports**

Betsy asked the Board to continue to advocate for NEO and to reach out to nonmembers. There is a survey with questions that can be used as talking points for discussion.

<https://www.surveymonkey.com/r/NEOMemberData>

Joe Zappitello asked if NEO had ever considered allowing a library to make quarterly payments. Debbie answered that we haven't done so yet – but we probably could. This issue should be brought up to the Finance Committee.

At the next board meeting Betsy will have a list of the geographic members and talking points.

#### **Current Business – none**

#### **New Business**

##### **2016-2017 Bond Amounts Resolution 2017-2**

Jim Wilkins made a motion to approve BR 2017-2. Joe Palmer seconded. Motion passed unanimously by roll call vote.

##### **2016-2017 Authorization to Pay Bills Resolution 2017-3**

Joe Palmer moved and Anita Woods seconded a motion to approve BR 2017-3. Motion passed unanimously by roll call vote.

##### **2016-2017 Petty Cash Fund Resolution 2017- 4**

Joe Palmer moved and Nancy Currie seconded a motion to approve BR 2017-3. Motion passed unanimously by roll call vote.

**2016-2017 Surplus Resolution 2017-5**

Nancy Currie made a motion to accept BR 2017-5. Motion passed unanimously by voice vote.

**2016-2017 Check Signers Resolution 2017-6**

Linda Yanko made and Sheba Marcus-Bey seconded a motion to approve BR 2017-6. Motion passed unanimously by voice vote.

**2016-2017 State Contract Resolution 2017-7**

Jane Carle moved and Joe Zappitello seconded a motion to approve BR 2017-7. Motion passed unanimously by roll call vote.

**10% Overhead Charge Rescinded Resolution 2017-8**

This resolution would eliminate the 10% overhead fee we charge Geographic Members to attend events. Currently, the fee adds about \$2,000 a year to the bottom line. The fee may put some programs out of reach for some libraries. For example a Gold member would pay \$150 for the Tech Lab and a Geographic member would pay \$500 + \$50 overhead for the same program.

The Board asked the Finance Committee to discuss this at their meeting in August.

**Items Too Late for the Agenda – None**

**Public Comments -- None**

**Upcoming Meetings**

**FINANCE COMMITTEE**

Tuesday, August 16, 2016 10:00 a.m.  
1580 Georgetown Rd., Hudson, OH 44236

**PERSONNEL COMMITTEE**

Tuesday, September 20, 2016, 9:30 a.m.  
1580 Georgetown Rd., Hudson, OH 44236

**BOARD OF TRUSTEES MEETING**

Tuesday, September 20, 2016, 11:00 a.m.  
1580 Georgetown Rd., Hudson, OH 44236

**Adjourn**

Nancy Currie moved and Joe Zappitello seconded a motion to adjourn the meeting. Motion carried unanimously by voice vote. Meeting adjourned at 11:35am

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Cheryl Kuonen, President

\_\_\_\_\_  
Date

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Jane Carle, Secretary

\_\_\_\_\_  
Date