**Northeast Ohio Regional Library System**

**Minutes of Board Meeting held on January 17, 2023, at the Cuyahoga Falls Public Library at 11:00am**

**Call to Order**

This meeting was called to order at 11:03 am by President Teanna Weeks.

**Roll Call**

Board members present: Mariana Branch, Kara Cervelli, CJ Lynce, Melissa Mallinak, Patrick Manning, Melanie McGurr, Trent Ross, Eric Taggart, Scott Trimmer, Teanna Weeks, Carlos Latimer, and Kris Carroll.

Board members absent: Leslie Cade and Andrea Legg

Staff members present: Ragan Snead, Melissa Lattanzi, Jeff Laser, and Christine Vinion.

Absent: none

Guests: none

**Approval of Agenda**

Trent Ross moved, and Mariana Branch seconded a motion to approve the agenda. Motion carried unanimously by voice vote.

**Appointments:**

**Resolution # 2023-10 Appointment of NEO-RLS Staff for 2022-2023 (Enclosure 1)**

CJ Lynce moved, and Eric Taggart seconded a motion to approve Resolution #2023-10. The NEO-RLS Board hereby resolves to appoint Christine Vinion to the position of Fiscal Officer effective January 17, 2023-June 30, 2023. The motion carried unanimously by roll call vote.

Oath of office was administered to Christine Vinion, Fiscal Officer prior to the Board Meeting.

**Approval of Minutes of November 16, 2022, Meeting**

Mariana Branch moved; Scott Trimmer seconded a motion to approve the minutes as amended. Motion carried unanimously by voice vote.

**Approval of Minutes of November 28, 2022, Special Board Meeting**

CJ Lynce moved; Melanie McGurr seconded a motion to approve the minutes. Motion carried unanimously by voice vote.

**Correspondence:**

Per Ms. Snead there is no correspondence at this time.

**Reports**

No Financial Report was given at this time.

**Executive Director**

Ragan Snead submitted a written report and highlighted the following:

* Ms. Snead finalized the move to remote work.
* Ms. Snead also met with BlueBridge to get additional technology set up for remote work.

**Continuing Education Coordinators**

Melissa Lattanzi submitted a written report and highlighted the following:

* 84 people attended the Summer Reading Program held earlier this month.
* Ms. Lattanzi is working on Dynamic Dialogues and the subject of the April 5 meeting is Book Challenges.
* She also prepared grant information for the 2023 LSTA remaining funds.
* Views for the Archived Webinar Library totaled 341 in November, and 347 in December.

Jeff Laser submitted a written report and highlighted the following:

* Mr. Laser booked five webinars for 2023, noting that three of the five came to fruition from contacts made at ALA.
* Mr. Laser continues to streamline and evaluate the Technology inventory.

**Board Officers**

**Board President**

Teanna Weeks

Nothing at this time.

**Committee Chairs**

**Ad Hoc FO Search Committee**

The FO Search is complete! CJ Lynce, chair of the FO Search Committee thanked everyone who served on the committee and thanked everyone on the board who was able to meet for the special meetings.

**Personnel Committee**

Eric Taggart, chair of the Personnel Committee, proposed the Board go into executive session.

Eric Taggart moved; Patrick Manning seconded to go into Executive Session at 11:15 am time to discuss the evaluation of the Executive Director. The motion carried unanimously by roll call vote.

Executive session to discuss Executive Director review.

President, Teanna Weeks ended Executive Session at 11:28am.

The Personnel Committee will next meet at 1:30pm on January 17, 2023.

Eric Taggart made a motion, Carlos Latimer seconded to evaluate both the Executive Director and the Fiscal Officer at the end of the Fiscal Year and to forgo the three and six month evaluation for the Fiscal Officer and the six-month evaluation for the Executive Director for this year. The motion carried unanimously by roll call vote.

**Current Business**

CJ Lynce made a motion, and Eric Taggart seconded to modify the contract with Debbie Blair, not to exceed $13,000, and end date not to exceed March 20, 2023. The motion carried unanimously by roll call vote.

Ms. Snead gave an update on the 2022-2025 Strategic Plan (Enclosure 7)

Ms. Snead mentioned that Goal 1 Objective 1 is going well with the utilization of Canva, and the creation of an updated newsletter format. She also mentioned that no software changes need to be made at this time. Ms. Snead proceeded with an update on Goal 1 Objective 2, stating that she is working on a few different things including working with Ms. Weeks to have an open forum informational session to talk to members to promote how members can be involved in the groups and starting to schedule in-person library visits. Regarding Goal 1, Objective 3 Ms. Snead mentioned that NEO-RLS has added a few vendors and Goal 1 Objective 4, updates include the completed transition to work from home, and managing an average of four strategic planning projects at a time seems to be the best time utilization.

Ms. Snead went on to update the Board on Goal 2, stating that the marketing audit is set to be done by the end of the fiscal year and the NEO-RLS plans to have DEIA training spread throughout the year.

Regarding Goal 3, Objective 1 Ms. Snead mentioned that NEO-RLS Staff plan to discuss better ways to evaluate programming at their Staff Retreat. She also noted that the 2023-2024 annual needs survey needs to be completed. Ms. Snead mentioned that NEO-RLS is trying to get in the KSU iSchool newsletter to promote NEO-RLS opportunities to MLIS Students which aligns with Goal 3 Objective 2.

Ms. Snead concluded her Strategic Plan update mentioning that regarding Goal 4 Objective 1, Mr. Laser is working on developing new technology kits.

**New Business**

* Ms. Snead highlighted items from the State Library of Ohio 2nd Quarterly Report (Enclosure 8)
  + Ms. Snead stated that much of this information was covered in the specialized reports earlier in the meeting.

**Items too Late for the Agenda-NONE**

**Public Comments -NONE**

**Upcoming Meetings**

**FINANCE/PERSONNEL COMMITTEE**

**Tuesday, March 21, 2023, | 9:30 am**

Twinsburg Public Library

10050 Ravenna Rd.

Twinsburg, OH 44087

**FULL BOARD MEETING**

**Tuesday, March 21, 2023, | 11:00 am**

Twinsburg Public Library

10050 Ravenna Rd.

Twinsburg, OH 44087

**BYLAWS/POLICY COMMITTEE**

**Tuesday, March 21, 2023, | 1:30 pm**

Twinsburg Public Library

10050 Ravenna Rd.

Twinsburg, OH 44087

**Adjournment**

Carlos Latimer moved, and Mariana Branch seconded the motion to adjourn the meeting. The meeting was adjourned at 12:24 pm.