**Northeast Ohio Regional Library System**

**Minutes of Board Meeting held on March 21, 2023, at the Twinsburg Public Library at 11:00am**

**Call to Order**

This meeting was called to order at 11:03am 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, and Leslie Cade.

Board members absent: Kris Carroll, Carlos Latimer, 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 Eric Taggart seconded a motion to approve the agenda. Motion carried unanimously by voice vote.

**Approval of Minutes of January 17, 2023, Meeting**

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

**Correspondence:**

Ms. Snead presented the following correspondence:

* A thank you card from the Ashland South Central Band for the donated copier. They will be using it to print colored programs etc.
* A thank you card from Director, Kara Cervelli at Fairport Harbor Public Library for Ms. Snead visiting the library.
* A thank you email from Director, Cheryl Slater at Kinsman Public Library for Ms. Snead’s presentation at their staff day.
* A compliment from attendees of the Adult Summer Reading Program regarding the event and Ms. Melissa Lattanzi.
* Ms. Byington mentioned the NEO-RLS Program that Darren Larson presented on mindfulness via Linked In and gave some positive feedback about the program.
* Stow-Munroe Falls Public Library Director, Gale Korintasky sent an email thanking NEO-RLS for guiding them through the strategic planning process.

**Reports**

Fiscal Officer, Christine Vinion submitted a written financial report and an extensive narrative based on the financial information that she could obtain from current accounting software, bank statements etc. This narrative was emailed to the NEO-RLS Board as an attachment.

There was a discussion related to cyber theft. An incident occurred recently at NEO-RLS.

Ms. McGurr opened the discussion to cease using AccuFund and move forward with Software Solutions due to the issues that NEO-RLS had had with AccuFund. Ms. Vinion continued the discussion. The Board needs to get Ms. Vinion the tools she needs to be able to do her job. She has researched other possible solutions like QuickBooks, etc. With no luck. She is familiar with Software Solutions and has spoken with the company to get a reduced rate quote if NEO-RLS were to go with their services.

CJ Lynce, as well as other board members, thank Ms. Vinion for all the work she has done to put the financials together with what she was given to work with. Financials will not be voted on at this time.

NEO-RLS received their last invoice from Ms. Blair, so the contract with her is concluded now.

**Executive Director**

Ragan Snead submitted a written report and highlighted the following:

* Ms. Snead has been on 3 library visits and has 2 more scheduled.
* Ms. Snead is in discussion with three library directors to begin strategic planning.
* Ms. Snead mentioned that NEO-RLS is participating in a joint program with regionals on May 2 regarding ChatGTP.

**Continuing Education Coordinators**

Melissa Lattanzi submitted a written report and highlighted the following:

* Ms. Lattanzi is finalizing the Directors’ Retreat Program.
* Ms. Lattanzi is pleased with attendance for in-person events.
* The views for the Archived Webinar Library totaled 294 in January and 279 in February.
* There were 1,529 total registrations for January and February CE 2023.

Jeff Laser submitted a written report and highlighted the following:

* Mr. Laser circulated nine technology kits.
* Dwight Meyer gave some great feedback on the Teen Tech Kit and utilized it for multiple programs. He is recommending the tech lending program to friends and colleagues.

**Board Officers**

**Board President**

Teanna Weeks

Nothing at this time.

**Committee Chairs**

**Finance/Personnel Committee**

Eric Taggart, chair of the Personnel Committee, gave an update on the meeting held this morning. Mr. Taggart acknowledged that the cost of living has increased significantly. The Committees are considering that when discussing salaries and plan to keep salary increases going in the right direction. Performance evaluations will be given at the end of the one-year mark. Ms. Snead is making good progress regarding the Strategic Plan.

**Current Business**

* Ms. Snead presented a recap of DEIA Training from November 16, 2022. See Enclosure 6 for details.
  + Regarding affinity groups, the main hurdle is how to keep the group anonymous.

**New Business**

* 2023 Dynamic Dialogue: Push against Book Challenges
  + Ms. Snead mentioned that registration looks good for the event and to promote the event to those who might be interested.
* RLS Meeting Updates
  + Ms. Snead, it looks like a 5% increase was in the budget for the regionals per Wendy Knapp, State Librarian.
* Open Board Seats-Nomination/Election Discussion
  + Nominations open April 1st, with 7 seats open.

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

**Public Comments -NONE**

**Upcoming Meetings**

**BYLAWS/POLICY COMMITTEE**

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

Twinsburg Public Library

10050 Ravenna Rd.

Twinsburg, Ohio 44087

**FINANCE COMMITTEE**

**Tuesday, May 16, 2023, | 9:30 am**

Geauga County Public Library

12701 Ravenwood Dr.

Chardon, Ohio 44024

**FULL BOARD MEETING**

**Tuesday, May 16, 2023, | 11:00 am**

Geauga County Public Library

12701 Ravenwood Dr.

Chardon, Ohio 44024

**DEIA STRATEGIES COMMITTEE**

**Tuesday, May 16, 2023, | 1:30 pm**

Geauga County Public Library

12701 Ravenwood Dr.

Chardon, Ohio 44024

**Adjournment**

CJ Lynce moved, and Mariana Branch seconded the motion to adjourn the meeting. The meeting was adjourned at 1:06 pm.