

**Northeast Ohio Regional Library System
Minutes of Board Meeting held on May 16, 2023, at the Geauga County Public Library at
11:00am**

Call to Order

This meeting was called to order at 11:14am by President Teanna Weeks.

Roll Call

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

Board members absent: Trent Ross, Andrea Legg, Mariana Branch

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

Absent: none

Guests: none

Approval of Agenda

Eric Taggart moved, and Kris Carroll seconded a motion to approve the agenda as amended. Motion carried unanimously by voice vote.

Approval of Minutes of March 21, 2023, Meeting

Leslie Cade moved; Scott Trimmer seconded a motion to approve the minutes. Motion carried unanimously by voice vote.

Approval of Minutes of April 17, 2023, Special Meeting

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

Correspondence:

Ms. Snead presented the following correspondence:

- Ms. Snead received an email from Ann at Stow Munroe Falls Public Library after she attended the Dynamic Dialogue event. Ann thanked NEO-RLS for hosting the event.
- Ms. Snead also received a thank you from Lorena Williams, the Hubbard Public Library Director, for Ragan spending the day with them during their staff day.

Reports

Fiscal Officer Christine Vinion submitted a written financial report.

Ms. Vinion updated the Board that she has been spending quite a bit of time trying to fit the information gleaned from Accufund into the new software for reporting purposes. Revenue and expense reports are organized by fund. She is still transferring data from Accufund to the new accounting software. She then discussed the budget projections report.

Ms. Vinion updated the Board about the transition to SSI (Software Solutions). SSI is in the process of building the NEO-RLS system. She reminded SSI that she needs the system as soon as possible because of the June 30 fiscal year end date.

Eric Taggart moved; Scott Trimmer seconded a motion to approve the financial report. Motion carried unanimously by roll call vote.

Executive Director Ragan-

Ragan Snead submitted a written report and highlighted the following:

- Ms. Snead met with Michelle Francis about Right Click, which will happen in the Fall. NEO-RLS will be a small sponsor for this event. Every other year it will go back and forth between the OLC (Ohio Library Council) Right Click and the NEO-RLS Tech event. OLC members will pay a bronze member price for the NEO-RLS event.
- Ms. Snead did a presentation at Hiram for the Friends of the Library group. She spoke about strategic planning trends post COVID-19.
- Four strategic plans/consulting have been confirmed with Morley Public Library, Grafton-Midview Public Library, Kent Free Library, and Huron Public Library. Dates are TBD.

Continuing Education Coordinators

Melissa Lattanzi submitted a written report and highlighted the following:

- Ms. Lattanzi mentioned that the Day for Public Service was very well received.
- Ms. Lattanzi has begun coordinating and contacting speakers for July – December continuing education programming.
- The views for the Archived Webinar Library totaled 364 in March and 292 in April.
- There were 1,679 total registrations for March and April CE 2023.

Jeff Laser submitted a written report and highlighted the following:

- Highlighted the ChatGTP Webinar over 300 registered for the event, 135 attendees live
- Mr. Laser mentioned that technology kits continue to circulate well.
- He also mentioned that the Hybrid networking meeting for technology went well.

Board Officers

Board President

Teanna Weeks

Nothing at this time.

Committee Chairs

Finance Committee

Melanie McGurr, chair of the Finance Committee gave an update on the meeting held this morning. It was held jointly with the Personnel Committee.

Board Resolution #2023-11 (Enclosure 7) The Board resolves to appropriate funds for \$2400 as outlined in Board Resolution #2023-11. This is to accommodate for the budget for this year. This is to rent the space for the 2023 year for the Geauga Public Library room. Kara Cervelli moved; Teanna Weeks seconded a motion to approve Board Resolution #2023-11. Motion carried unanimously by roll call vote.

Board Resolution #2023-12 Local Fund Budget Transfer (Enclosure 8) This is for the new accounting software- implementation fee and first year's fees. This is done so this money is coming out of a capital fund line. The Board resolves to approve Board Resolution #2023-12. CJ Lynce moved; Scott Trimmer seconded a motion to approve Board Resolution #2023-12. Motion carried unanimously by roll call vote.

Bylaws/Policy Committee

Melissa Mallinak, chair of the Bylaws/Policy committee, gave an update on the meeting held on March 21, 2023. She then presented the suggested revisions to the Bylaws. Resolution #2023-13 Bylaws Update (Enclosure 9).

Teanna Weeks moved; Patrick Manning seconded a motion to approve Resolution #2023-13. Motion carried unanimously by roll call vote.

Ms. Mallinak went on to present the suggested updates to the Administrative Policy Manual, Resolution #2023-14 (Enclosure 10).

Eric Taggart moved; Kara Cervelli seconded a motion to approve Resolution #2023-14. Motion carried unanimously by roll call vote.

Advisory Group Chairs

Special Libraries

Leslie Cade, Special Libraries Advisory Group Chair, gave an update on the meeting held on April 13, 2023. She said that they had a productive conversation. They talked about programming and hope to schedule a special library showcase this Fall. They also hope to have programming around advocacy and marketing to students. Two people are running for the board seat for the NEO-RLS board. Jeff Laser will be facilitating the Special Libraries Network Meeting on May 18, 2023.

Current Business

- Ms. Snead gave a Board Elections Update. The software used to do the elections proved to be challenging. Currently there are no nominations for the Geographic Seat.

New Business

- Ms. Snead gave a report from the Regional Directors Meeting. They spent a lot of time talking about the ChatGTP webinar and would like to do a joint webinar once a year.

Wendy Knapp gave an update on the budget. She is optimistic that they will get an increase, possibly 3-5%. Evan Struble invited the regional directors to the state board meeting where there will be a vehicle showcase of vehicles purchased with LSTA (Library Services and Technology Act) funding. NEO-RLS had a table at the OLC conference last year, and plan to do that again this year at the conference in Cincinnati.

- Ms. Snead brought up the BlueBridge / NeoThink remote work quotes (Enclosure 11) and was looking for feedback from the Board on these quotes.
- Melanie McGurr, Finance Committee Chair, mentioned that the Finance/Personnel Committee also discussed options for raises for 2023-2024 year. The Committee is suggesting a 5% raise for staff. They also discussed health insurance. Currently it only covers employees with no options for family coverage. The committees discussed investigating options and what would work with the budget.
- Christine Vinion mentioned that the renewal for property and liability insurance is coming up. She plans to start looking for quotes for what would be applicable to the remote work environment.
- Also discussed were the membership and consulting fee increases for the 2023-24.
- There was a discussion of potentially moving the salary survey up so that the expense and the revenue all happen in the same fiscal year.
- The Nominating Committee needs to schedule a meeting to discuss Officer nominations for the 2023-24 year. Meeting date TBD.

Items too Late for the Agenda-NONE

Public Comments -NONE

Upcoming Meetings

DEIA STRATEGIES COMMITTEE
Tuesday, May 16, 2023, | 1:30 pm
Geauga County Public Library
12701 Ravenwood Dr.
Chardon, Ohio 44024

PERSONNEL/FINANCE COMMITTEE
Tuesday, June 20, 2023, | 9:30 am
Geauga County Public Library
12701 Ravenwood Dr.
Chardon, Ohio 44024

FULL BOARD MEETING
Tuesday, June 20, 2023, | 11:00 am
Geauga County Public Library
12701 Ravenwood Dr.

Chardon, Ohio 44024

Adjournment

CJ Lynce moved, and Melanie McGurr seconded the motion to adjourn the meeting. The meeting was adjourned at 12:30 pm.