**Northeast Ohio Regional Library System**

**Minutes of Board Meeting held on September 19, 2023, at the Westlake Porter Public Library at 11:00 a.m.**

**Call to Order**

This meeting was called to order at 11:01 a.m. by President Melanie McGurr.

**Roll Call**

Board members present: Kara Cervelli, Melissa Mallinak, Patrick Manning, Melanie McGurr, Scott Trimmer, Teanna Weeks, Robin Bartley, Jennifer Buch, Katie Cooley, Marisha Sullivan, and Jennifer Welsh. Carlos Latimer

Board members absent: Eric Taggart, Mariana Branch, Jen Grill

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

Absent: none

Guests: none

**Approval of Agenda**

Teanna Weeks moved, and Marisha Sullivan seconded a motion to approve the agenda as amended. Motion carried unanimously by voice vote.

**Elections/Appointments/Oaths**

Oaths of Office were administered after the meeting for the following NEO-RLS 2023-2024 Board Officers:

• President - Melanie McGurr

• Secretary – Melissa Mallinak

**Approval of Minutes of July 18, 2023, Meeting**

Jennifer Welsh moved; Scott Trimmer seconded a motion to approve the minutes, as amended. Motion carried by voice vote.

**Correspondence:**

Ragan presented a thank you for leading the Board retreat from Aurora at Morley Library.

**Reports**

Fiscal Officer Christine Vinion submitted a written financial report.

Ms. Vinion mentioned the financial software, Software Solutions (SSI), is up and running! All members of the NEO-RLS team have been added and purchase order requests and timecards can be completed via the software. Ms. Vinion mentioned that if the Board would like more or less information in the Board packets to let her know so that she can fine-tune her reports. Discussion was held regarding this.

Teanna Weeks moved; Patrick Manning 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 facilitated a focus group at Mentor Public Library specific to a building project/renovation that they are planning. Everything went smoothly and she reported the findings to the Library Board.
* Mr. Laser and Ms. Snead will be at the 2023 OLC Convention and Expo assisting in hosting a regional table. Mr. Laser will attend sessions for CE purposes, and Ms. Snead will present at the conference.

**Continuing Education Coordinators**

Melissa Lattanzi submitted a written report and highlighted the following:

* It has been an extremely busy fall, and it is just getting started. Ms. Lattanzi is fine-tuning Staff Development Day and assisting other libraries in finding speakers for their staff development days.
* Ms. Lattanzi is helping Cuyahoga County Public Library System plan a staff retreat for their supervisors.
* Ms. Lattanzi closed her report by highlighting that there were 17 programs in July/August, attendance was 853, and there were 505 archived viewings.

Jeff Laser submitted a written report and highlighted the following:

* Mr. Laser continues to work on the technology kits, circulating them, recycling, and repurposing as needed.
* Ms. Laser is introducing two new kits: health literacy kit/personal wellness, and VR and AR experiences.

**Board Officers**

**Board President**

Melanie McGurr reported that she had nothing to discuss at this time.

**Committee Chairs**

**Finance Committee:**

Per Ms. McGurr, the Finance Committee met before today’s Board meeting to discuss the annual NEO-RLS letter of intent and fees. Specific recommendations will be discussed under new business.

**Advisory Group Chairs**

Nothing at this time.

**Current Business**

* Annual Report: Ms. Snead mentioned that the Annual Report was worked on until the end of last week. A copy was provided as a late addition to the Board Packet. Discussion ensued.

**New Business**

* Ms. Snead reported on the August RLS Directors Meeting. The discussion included the OLC Regional Table and staffing for it during the OLC Convention. Also discussed was a joint CE venture with NORWELD. Ms. Snead will be meeting with Jim Flury from the Michigan Library Consortia to discuss a statewide Amazon business account.
* Letters of Intent for 2024-2025
  + The Finance Committee recommends proposed increases in consulting, customized training, Technology kits, and surcharge fees. Changes will be included in the 2024-25 NEO-RLS Letter of Intent. Discussion ensued.
  + Teanna Weeks moved; Marisha Sullivan seconded a motion to approve the specific fee changes to the 2024-25 NEO-RLS Letter of Intent as discussed. Motion carried unanimously by roll call vote.
* DEI Training – November Board Meeting
  + DEI Training will be conducted by the Diversity Center. This is a follow-up to last year’s training because of the number of new Board members. Ms. Snead mentioned that it will also give NEO-RLS some ideas for how to move forward with the changes the organization would like to see going forward.

**Items too Late for the Agenda**

* Per Ms. Weeks, the DEIA Meeting was held on 9/18/23. A formal vote, brought by a recommendation by the bylaws/policy committee, is needed to change the DEIA committee to a formal advisory group.
* Ms. Snead mentioned that Jenny Myers from Stark County Law Library reached out to see if they could get a Consortium membership for the law libraries of Ohio. Ms. Snead also mentioned that Bostwick Design Partnership inquired about getting membership to NEO-RLS to support the organization. Discussion ensued. A proposed idea was to add a member category of “Patron or Associate” with a dues cost of $55 per year.
* Ms. Vinion had to make a trip to NEOTHINK to get her NEO-RLS desktop computer looked at as it was not working properly. She intends to look at pricing for new laptops and docking stations for herself and Ms. Lattanzi as the current laptops are out of date and it is time for an upgrade.
* Mr. Trimmer asked for an update regarding the lease price for 2024 for the Geauga County Public Library Administrative Center Branch workspace. Per Ms. Snead, there is no plan to change the rate. Mr. Trimmer suggested that Ms. Snead ask the Geauga County Public Library Board to add the verbiage to the contract that NEO-RLS will receive 90 days' notice if the price changes.

**Public Comments -NONE**

**Upcoming Meetings**

**BYLAWS/POLICY COMMITTEE MEETING**

**Tuesday October 17, 2023 | 9:30 am**

Rodman Public Library

215 E. Broadway St.

Alliance, OH 44601

**FULL BOARD MEETING**

**Tuesday October 17,** **2023 | 11:00 am**

Rodman Public Library

215 E. Broadway St.

Alliance, OH 44601

**DEIA STRATEGIES COMMITTEE MEETING**

**Tuesday October 17,** **2023 | 1:30pm**

Rodman Public Library

215 E. Broadway St.

Alliance, OH 44601

**Adjournment**: Teanna Weeks moved, and Marisha Sullivan seconded the motion to adjourn the meeting. The meeting was adjourned at 1:34 pm.