**Northeast Ohio Regional Library System**

**Minutes of Board Meeting held on October 17, 2023, at the Rodman Public Library at 11:00am**

**Call to Order**

This meeting was called to order at 11:05 am by President Melanie McGurr.

**Roll Call**

Board members present: Kara Cervelli, Melissa Mallinak, Patrick Manning, Melanie McGurr, Teanna Weeks, Jennifer Buch, Katie Cooley, Marisha Sullivan, Jennifer Welsh, Eric Taggart, Mariana Branch, and Jen Grill

Board members absent: Robin Bartley, Carlos Latimer, Scott Trimmer

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

Absent: Ragan Snead

Guests: Evan Struble, State Library of Ohio-Guiding Star Online

**Approval of Agenda**

Katie Cooley moved, and Jennifer Buch seconded a motion to approve the agenda as amended. Motion carried unanimously by voice vote.

**Approval of Minutes of September 19, 2023, Meeting**

Teanna Weeks moved; Kara Cervelli seconded a motion to approve the minutes, as amended. Motion carried by voice vote.

**Correspondence:**

President, Melanie McGurr read a thank you from Melissa Lattanzi.

**Reports:**

Fiscal Officer Christine Vinion submitted a written financial report.

Ms. Vinion plans to include a three-month, month-after-month snapshot of where we are versus where we were at the same time last year in future financial reports. Ms. Vinion mentioned that all bills are currently caught up, and year-to-date revenue versus year-to-date expenses are good so far. She is currently working on getting quotes for new laptops and accessories.

Jennifer Welsh moved; Jen Grill seconded a motion to approve the financial report. Motion carried unanimously by roll call vote.

**Special Guest Speaker:** Evan Struble, from the State Library of Ohio, spoke about the LSTA program, GOO (Guiding Ohio Online). Mariana Branch expanded on what Mr. Struble said based on her own experience with the grant.

**Executive Director**

Ms. Snead was absent from the meeting.

Ragan Snead submitted a written report for the Board packet highlighting the following:

* The annual report was sent to the membership via the newsletter.
* Ms. Snead compiled and sent the Membership Survey results to the membership via the newsletter.
* Ms. Snead assisted with Staff Development Day planning and preparations.

**Continuing Education Coordinators**

Melissa Lattanzi submitted a written report and highlighted the following:

* Ms. Lattanzi stated that the last half of September and the beginning of October were dedicated to all the details regarding Staff Development Day. There were 133 attendees, including speakers, at this event.
* Ms. Lattanzi mentioned that 11 programs were held in September, and the views for the archived webinar library totaled 135 in September. There were 547 total registrants for September.

Jeff Laser submitted a written report and highlighted the following:

* New virtual Genealogy and DEIA networking groups were held over the last month. Mr. Laser thought both groups had good discussions.
* Mr. Laser also mentioned that he attended the 2023 OLC Convention & Expo in Cincinnati, staffing the Regional Library Systems table, attending CE sessions, and providing a Health Literacy kit to the Gadget Gallery.

**Board Officers**

**Board President**

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

**Committee Chairs**

**Awards Committee:**

Per Ms. McGurr, the Awards Committee met after the September Board meeting. The committee has changed the requirements for the Rising Star and Shooting Star awards. All nominees for Rising and Shooting Stars will be invited to the annual membership meeting to be recognized. The committee also discussed a Superstar award for staff with 20+ years to replace the advocacy award.

**Bylaws/Policy Committee**

Per Ms. Mallinak, the committee chair, the Bylaws/Policy Committee met this morning before the Board meeting to discuss suggested changes to the Bylaws and Administrative Policy. Those suggested changes will be included in the November Board Packet and voted on during the November meeting. The committee recommends the approval of Resolution #2024-4 DEIA Strategies Committee.

Mariana Branch moved; Eric Taggart seconded a motion to approve Resolution #2024-4 Motion carried unanimously by roll call vote.

**Advisory Group Chairs**

Nothing at this time.

**Current Business**

* Technology Plan Update:
  + Some of the highlights regarding the Technology Plan update include:
    - Neothink to provide StorageCraft Backup for Office365 (pg. 3)
    - Removal of the Disaster Recovery Section (pg. 3)
    - Removal of Description of Current Environment first and second paragraph and complete replacement of first paragraph (pg. 7)
    - Updated list of office equipment (pg. 7)

**New Business**

* State Library of Ohio 1st Quarterly Report
  + See Board packet for details and full report.
* Check signing issue: presented by Ms. Vinion.
  + Melissa Mallinak moved; Teanna Weeks seconded a motion to temporarily approve the authorization of the fiscal officer and the deputy fiscal officer to sign and approve organizational checks until the Administrative Policy changes are approved as presented in the November 2023 Board Meeting. Motion carried unanimously by roll call vote.

**Items too Late for the Agenda**

**Public Comments: NONE**

**Upcoming Meetings**

**DEIA STRATEGIES COMMITTEE MEETING**

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

Rodman Public Library

215 E. Broadway St.

Alliance, OH 44601

**MEMBERSHIP MEETING**

**Wednesday November 15, 2023, | 9:00 am**

Hilton Garden Inn

8971 Wilcox Dr.

Twinsburg, OH 44087

**FULL BOARD MEETING/DEIA TRAINING**

**Wednesday November 15, 2023, | 11:30 am**

Hilton Garden Inn

8971 Wilcox Dr.

Twinsburg, OH 44087

**FINANCE COMMITTEE MEETING**

**Tuesday January 16, 2024, | 9:30 am**

Wickliffe Public Library

1713 Lincoln Rd.

Wickliffe, OH 44092

**FULL BOARD MEETING**

**Tuesday January 16, 2024, | 11:00 am**

Wickliffe Public Library

1713 Lincoln Rd.

Wickliffe, OH 44092

**PERSONNEL COMMITTEE MEETING**

**Tuesday January 16, 2024, | 1:30 pm**

Wickliffe Public Library

1713 Lincoln Rd.

Wickliffe, OH 44092

**Adjournment**: Teanna Weeks moved, and Katie Cooley seconded the motion to adjourn the meeting. The meeting was adjourned at 12:21 pm.