**Northeast Ohio Regional Library System**

**Minutes of Board Meeting held on October 18, 2022, at the Twinsburg Public Library at 11:00am**

**Call to Order**

This meeting was called to order at 11:05 am by President Teanna Weeks.

**Roll Call**

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

Board members absent: Kris Carroll, Leslie Cade

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

Absent: none

Guests: none

**Approval of Agenda**

CJ Lynce moved, and Eric Taggart seconded a motion to approve the agenda. Motion carried unanimously by voice vote.

**Approval of Minutes of September 20, 2022, Meeting**

Mariana Branch moved; Andrea Legg seconded a motion to approve the minutes. Motion carried unanimously by voice vote.

**Correspondence: NONE**

**Reports**

**Financial Report**

Ms. Snead does not have the financial report from Ms. Blair at this time. The transition to the new accounting software (AccuFund) is going very slowly. Because the financial report is not complete for this month, the report was not voted on for approval.

**Executive Director**

Ragan Snead submitted a written report and highlighted the following:

* Ms. Snead continues to remain busy with strategic planning. This has taken a lot of staff time and has gone really well so far. They are also trying some new facilitation techniques.
* Ms. Snead is planning for the move to remote, which includes contacting the current landlord, selling office furniture, and contacting movers.
* Letters of Intent were sent out and some have already been received for the year 2023-2024.

**Continuing Education Coordinators**

Melissa Lattanzi submitted a written report and highlighted the following:

* Ms. Lattanzi’s current focus is on the 2022 Technology Conference and Back to the Book XXI, which have over 90 participants registered for each event
* Regarding CE, Ms. Lattanzi is pleased with attendance and getting back into the groove of hosting in-person events.
* The Leadership Academy starts this Thursday at Twinsburg Public Library.
* Registration for September events are very similar to the registration numbers for last year’s events when they were all virtual.

Jeff Laser submitted a written report and highlighted the following:

* Mr. Laser attended OLC on behalf of NEO-RLS, to promote the regionals and received a lot of interest in circulating Emerging Technology Kits and CE at a Glance and provided tech for the Gadget Gallery.
* The Health Literacy Kits have had good circulation.

**Board Officers**

**Board President**

Teanna Weeks

Nothing at this time.

**Committee Chairs**

**Personnel Committee**

Eric Taggart, chair of the Personnel Committee updated the Board that Personnel Committee met briefly right before today’s Board meeting. The three-month Executive Director evaluation is coming up and evaluations have been sent out to the President, Past President, Vice President, and Secretary. There were also a few changes made to the Fiscal Officer job description which will be presented by the committee at the November Board meeting.

**Ad Hoc FO Search Committee**

CJ Lynce, chair of the FO Search Committee gave the Board an update that the committee met after the Board meeting on September 20,2022 to discuss the process of searching for a new Fiscal Officer. A Fiscal Officer job ad was posted on September 28, and currently four candidates have applied. The ad is set to close on October 26. The Committee will meet on October 28 to narrow down the applicants and finalize the interview questions. The Committee will have a brief meeting after the Board meeting today to discuss adding a Fiscal Officer to the Ad Hoc FO Search Committee.

**Awards Committee**

Michelle Alleman, chair of the Awards Committee gave the board an update that the committee met after the Board meeting on September 20, 2022, where they selected the Advocacy Award recipients, decided to keep the same format for the plaques that will be given out, and discussed ways to promote the awards to non-public libraries like school, academic, special etc.

**Current Business**

Ragan Snead gave an update on the move to remote work MOU and presented the final edits to the MOU (Enclosure 6). The document is to go before the Geauga County Public Library Board today.

Ragan Snead gave an update on the Membership Meeting being held on November 16, 2022. There are over 50 people registered for the meeting.

Ragan Snead and Jeff Laser presented an update on the Technology Plan (Enclosure 7).

* Regarding Objective 2.1, Review website annually, Ms. Snead ran a basic website accessibility audit on the website and plans to utilize this information in discussion at the pertinent advisory groups.
* Ms. Snead also noted that updates have been made to the membership side of the website, making it more user friendly for individuals to print off transcripts, check Continuing Education etc.
* She mentioned that there is a new newsletter format that should be more dynamic and user friendly.
* Regarding Objective 3.1, Provide up-to-date emerging technology kits, Mr. Laser mentioned that he plans to pare down duplicate kits as well as those where the technology is no longer supported. He also plans to reorganize the kits when NEO-RLS has moved to its new location. Evaluations for the kits have been positive thus far.
* Regarding Objective 3.2, Determine continuing viability of Traveling Tech Lab, Ms. Snead mentioned that the Traveling Tech Lab is not utilized very often, and it requires a significant amount of staff time to charge the items and prepare them for use. The plan is to evaluate if the amount if usage is worth the staff time involved.
* Ms. Snead commented that Appendix A will need to be updated once NEO-RLS goes remote, as some items will no longer be needed (servers, copiers etc.) and other items will need to be purchased (hotspots, printers, etc.)

Ragan Snead presented the signed contract with Debbie Blair for fiscal and training services to the Board (Enclosure 8).

**New Business**

* **Resolution #2023-8 LSTA Grant Fund 2022-2023 Appropriation (Enclosure 9)**
  + CJ Lynce moved, and Scott Trimmer seconded a motion to approve Resolution #2023-8. The motion carried unanimously by roll call vote.
* State Library of Ohio 1st Quarterly Report (Enclosure 10)
  + Included narrative reports for administration, CE, technology, and consulting. Financial report submitted by Debbie Blair.

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

**Public Comments -NONE**

**Upcoming Meetings**

**DEIA STRATEGIES COMMITTEE MEETING**

**Tuesday October 18,** **2022 | 1:30 p.m.**

Twinsburg Public Library

10050 Ravenna Rd.

Twinsburg, OH 44087

**MEMBERSHIP MEETING**

**Wednesday, November 16,** **2022 | 9:00 a.m.**

**Breakfast starts at 8:30 a.m.**

Hilton Garden Inn

8971 Wilcox Dr.

Twinsburg, OH 44087

**FULL BOARD MEETING**

**Wednesday, November 16,** **2022 | 11:30 a.m.**

Hilton Garden Inn

8971 Wilcox Dr.

Twinsburg, OH 44087

**DEIA TRAINING**

**Wednesday, November 16,** **2022 | 1:00-5:00 pm**

Hilton Garden Inn

8971 Wilcox Dr.

Twinsburg, OH 44087

**Adjournment**

Eric Taggart moved, and Melanie McGurr seconded the motion to adjourn the meeting. The meeting was adjourned at 11:52 am.