

NORTHEAST OHIO REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

TUESDAY, JULY 18, 2023 | 11:00 A.M.

**MELANIE MCGURR, PRESIDENT
(OPEN), VICE PRESIDENT/PRESIDENT-ELECT
MELISSA MALLINAK, SECRETARY**

Geauga County Public Library
12701 Ravenwood Drive
Chardon, OH 44024

Our Values – Member Focused, Proactive, Inclusive, Collaborative
Our Vision – NEO-RLS is the catalyst for maximizing library potential.
Our Mission – NEO-RLS provides high-quality, high-value, staff and organizational development opportunities and dynamic collaborative possibilities to the diverse Northeast Ohio library community.

MEETING AGENDA

I. Call to Order

- a. Roll Call
- b. Introduction of Guests
- c. Approval of Agenda* ^(V)

II. Elections/Appointments/Oaths

Appointment/Oath of Office for New Board Members

- Robin Bartley, GEO Library - Term expires June 30, 2026
- Jennifer Buch, Zone 4 Library - Term expires June 30, 2026
- Katie Cooley, Zone 2 Library - Term expires June 30, 2026
- Jen Grill, Zone 2 Library – Term expires June 30, 2026
- Marisha Sullivan, Special Library – Term expires June 30, 2026
- Jennifer Welsh, At-Large – Term expires June 30, 2026

Election of Officers*^(B)

- Nominating Committee
 - Vice President/President-Elect

Oath of Office for 2023-2024 Officers

- President
- Vice President/President-Elect
- Secretary

Appointment of NEO-RLS Staff for 2023-2024 Resolution 2024-1 (Enclosure 1)^{*(RC)}

- Executive Director/Deputy Fiscal Officer
- Fiscal Officer

Oath of Office for 2023-2024

- Deputy Fiscal Officer
- Fiscal Officer

III. Approval of June 20, 2023 Minutes (Enclosure 2)^{*(V)}

IV. Correspondence

V. Reports

- Financials (Enclosure 3)^{*(RC)}
- Executive Director (Enclosure 4)
- Continuing Education Coordinator (Enclosure 5)
- Continuing Education Coordinator (Enclosure 6)
- Board Officers
 - Board President
 - Approval of the 2023-2024 Board Calendar (Enclosure 7)^{*(V)}
 - New Board Roster (Enclosure 8)

VI. Current Business

- 2023 Staff Day

VII. New Business

- Membership Meeting November 15, 2023
- Committee/Advisory Group Orientation & Sign-Up (Enclosure 9)
- 2023-2024 Advisory Group Calendar (Enclosure 10)
- Annual Report
- Fourth Quarter Report to SLO (Enclosure 11)
- 2023-2024 Check Signers Resolution #2024-2 (Enclosure 12)^{*(RC)}
- 2023-2024 State Library of Ohio Contract Resolution #2024-3 (Enclosure 13)^{*(RC)}

VIII. Items Too Late For the Agenda

IX. Public Comments

X. Upcoming Meeting

FINANCE COMMITTEE MEETING
Tuesday, September 19, 2023 | 9:30 a.m.
Westlake Porter Public Library
27333 Center Ridge Rd.
Westlake, OH 44145

FULL BOARD MEETING
Tuesday, September 19, 2023 | 11:00 a.m.
Westlake Porter Public Library
27333 Center Ridge Rd.
Westlake, OH 44145

AWARDS COMMITTEE MEETING
Tuesday, September 19, 2023 | 1:30 p.m.
Westlake Porter Public Library
27333 Center Ridge Rd.
Westlake, OH 44145

X. Adjournment

- *indicates vote is needed
- *(B) indicates vote by Ballot
- *(RC) indicates vote by Roll Call
- *(V) indicates vote by Voice

NORTHEAST OHIO REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

TUESDAY, SEPTEMBER 19, 2023 | 11:00 A.M.

MELANIE MCGURR, PRESIDENT

ERIC TAGGART, VICE PRESIDENT/PRESIDENT-ELECT

MELISSA MALLINAK, SECRETARY

Westlake Porter Public Library

27333 Center Ridge Rd.

Westlake, OH 44145

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Our Vision – NEO-RLS is the catalyst for maximizing library potential.

Our Mission – NEO-RLS provides high-quality, high-value, staff and organizational development opportunities and dynamic collaborative possibilities to the diverse Northeast Ohio library community.

MEETING AGENDA

I. Call to Order

- Roll Call
- Introduction of Guests
- Approval of Agenda* (V)

II. Elections/Appointments/Oaths

Oath of Office for 2023-2024 Officers

- President
- Vice-President
- Secretary

III. Approval of July 18,2023 Minutes (Enclosure 1) *(V)

IV. Correspondence

V. Reports

- Financials (Enclosure 2) *(RC)
- Executive Director (Enclosure 3)
- Continuing Education Coordinator (Enclosure 4)
- Continuing Education Coordinator (Enclosure 5)
- Board Officers
- Committee Chairs
 - Finance

VI. Current Business

- Annual Report (Enclosure 6)

VII. New Business

- Information from RLS Directors Meeting
- Letters of Intent for 2024-2025 (Enclosure 7)
- DEI Training – November Board Meeting

VIII. Items Too Late for the Agenda

IX. Public Comments

X. Upcoming Meetings

BYLAWS/POLICY COMMITTEE MEETING

Tuesday, October 17, 2023 | 9:30 a.m.

Rodman Public Library

215 E. Broadway St.

Alliance, OH 44601

FULL BOARD MEETING

Tuesday, October 17, 2023 | 11:00 a.m.

Rodman Public Library

215 E. Broadway St.

Alliance, OH 44601

DEIA STRATEGIES COMMITTEE MEETING

Tuesday, October 17, 2023 | 1:30 p.m.

Rodman Public Library

215 E. Broadway St.

Alliance, OH 44601

X. Adjournment

- *Indicates vote is needed
- *(B) indicates vote by Ballot
- *(RC) indicates vote by Roll Call
- *(V) indicates vote by Voice

NORTHEAST OHIO REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

TUESDAY, OCTOBER 17, 2023 | 11:00 A.M.

MELANIE MCGURR, PRESIDENT

ERIC TAGGART, VICE PRESIDENT/PRESIDENT-ELECT

MELISSA MALLINAK, SECRETARY

Rodman Public Library

215 E Broadway St.

Alliance, OH 44601

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MEETING AGENDA

I. Call to Order

- Roll Call
- Introduction of Guests
- Approval of Agenda* (V)

II. Approval of September 19 ,2023 Minutes (Enclosure 1) *(V)

III. Correspondence

IV. Reports

- Financials (Enclosure 2) *(RC)
- Executive Director (Enclosure 3)
- Continuing Education Coordinator (Enclosure 4)
- Continuing Education Coordinator (Enclosure 5)
- Board Officers
- Committee Chairs
 - Awards
 - Bylaws/Policy

V. Current Business

- Technology Plan Update (Enclosure 6)

VI. New Business

- a. Resolution #2024-4 LSTA Grant Fund 2023-2024 Appropriation (Enclosure 7)* (RC)

b. State Library of Ohio 1st Quarterly Report (Enclosure 8)

VII. Items Too Late for the Agenda

VIII. Public Comments

X. Upcoming Meetings

Finance Committee Meeting
Tuesday, January 16, 2024 | 9:30 a.m.
Wickliffe Public Library
1713 Lincoln Rd
Wickliffe, OH 44092

Full Board Meeting
Tuesday, January 16, 2024 | 11:00 a.m.
Wickliffe Public Library
1713 Lincoln Rd
Wickliffe, OH 44092

Personnel Committee Meeting
Tuesday, January 16, 2024 | 1:30 p.m.
Wickliffe Public Library
1713 Lincoln Rd
Wickliffe, OH 44092

IX. Adjournment

- *Indicates vote is needed
- *(B) indicates vote by Ballot
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NORTHEAST OHIO REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

WEDNESDAY, NOVEMBER 15, 2023 | 11:30 A.M.

MELANIE MCGURR, PRESIDENT

ERIC TAGGART VICE PRESIDENT/PRESIDENT-ELECT

MELISSA MALLINAK, SECRETARY

Hilton Garden Inn
8971 Wilcox Dr.
Twinsburg, OH 44087

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MEETING AGENDA

I. Call to Order

- a. Roll Call
- b. Introduction of Guests
- c. Approval of Agenda* ^(V)

II. Approval of October 17, 2023 Minutes (Enclosure 1) ^{*(V)}

III. Correspondence

IV. Reports

- Financials (Enclosure 2) ^{*(RC)}
- Executive Director (Enclosure 3)
- Continuing Education Coordinator (Enclosure 4)
- Continuing Education Coordinator (Enclosure 5)
- Board Officers
- Advisory Group
 - DEIA Strategies
 - Marketing
- Committee Chairs
 - Bylaws/Policy

V. Current Business

- Amazon Business Account

VI. New Business

- RLS Meeting Update
- ED & FO Time Off Requests

VII. Items Too Late for the Agenda

VIII. Public Comments

X. Upcoming Meetings

FINANCE COMMITTEE

Tuesday, January 16, 2024 | 9:30 a.m.

Wickliffe Public Library
1713 Lincoln Rd.
Wickliffe, OH 44092

FULL BOARD MEETING

Tuesday, January 16, 2024 | 11:00 a.m.

Wickliffe Public Library
1713 Lincoln Rd.
Wickliffe, OH 44092

PERSONNEL COMMITTEE

Tuesday, January 16, 2024 | 1:30 p.m.

Wickliffe Public Library
1713 Lincoln Rd.
Wickliffe, OH 44092

IX. Adjournment

- *indicates vote is needed
- *(B) indicates vote by Ballot
- *(RC) indicates vote by Roll Call
- *(V) indicates vote by Voice

NORTHEAST OHIO REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

TUESDAY, JANUARY 16, 2024 | 11:00 A.M.

MELANIE MCGURR, PRESIDENT

ERIC TAGGART VICE PRESIDENT/PRESIDENT-ELECT

MELISSA MALLINAK, SECRETARY

Wickliffe Public Library
1713 Lincoln Rd.
Wickliffe, OH 44092

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MEETING AGENDA

I. Call to Order

- a. Roll Call
- b. Introduction of Guests
- c. Approval of Agenda* ^(V)

II. Approval of November 15, 2023 Minutes (Enclosure 1) *^(V)

III. Correspondence

IV. Reports

- Financials (Enclosure 2) *^(RC)
- Executive Director (Enclosure 3)
- Continuing Education Coordinator (Enclosure 4)
- Continuing Education Coordinator (Enclosure 5)
- Board Officers
- Advisory Group
 - Technology
 - DEIA
- Committee Chairs
 - Finance

V. Current Business

- 2022-2025 NEO-RLS Strategic Plan Update (Enclosure 6)
- Diversity Center Training Report (Enclosure 7)

- GCPL MOU 2024 (Enclosure 8) ^{*(RC)}

VI. New Business

- State Library of Ohio 2nd Quarterly Report (Enclosure 9)
- LSTA Grant Fund 2023-2024 Appropriation #2024-5 (Enclosure 10) ^{*(RC)}
- 2023-2024 Appropriations Board Resolution #2024-6 (Enclosure 11) ^{*(RC)}
- Greenford Community Library

VII. Items Too Late for the Agenda

VIII. Public Comments

X. Upcoming Meetings

FINANCE/ PERSONNEL COMMITTEE

Tuesday, March 12, 2024 | 9:30 a.m.

Stark Library - Main
715 Market Ave N
Canton OH 44702

FULL BOARD MEETING

Tuesday, March 12, 2024 | 11:00 a.m.

Stark Library - Main
715 Market Ave N
Canton OH 44702

BYLAWS/POLICY COMMITTEE

Tuesday, March 12, 2024 | 1:30 p.m.

Stark Library - Main
715 Market Ave N
Canton OH 44702

IX. Adjournment

- *indicates vote is needed
- ^{*(B)} indicates vote by Ballot
- ^{*(RC)} indicates vote by Roll Call

- ^(V) indicates vote by Voice



Northeast Ohio
Regional
Library System

PO Box 837
Youngstown, OH 44501
440-384-0522
1-800-373-9594 (fax)
www.neo-rls.org

School | Public | Academic | Special
Maximizing Library Potential Together

BOARD OF TRUSTEES
TUESDAY, MARCH 12, 2023 | 11:00 A.M.

MELANIE MCGURR, PRESIDENT
VACANT, VICE PRESIDENT/PRESIDENT-ELECT
MELISSA MALINAK, SECRETARY

Stark Library - Main
715 Market Ave N
Canton OH 44702

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<i>MEETING AGENDA</i>

I. Call to Order

- a. Roll Call
- b. Introduction of Guests
- c. Approval of Agenda^{*(V)}

II. Election/Appointments/Oaths

Appointment/Oath of Office for New Board Member

- Jeanna Purses, Zone 5 Library – Term Expires June 30, 2026

III. Approval of January 16, 2024 Minutes (Enclosure 1)^{*(V)}

IV. Correspondence

V. Reports

- Financials (Enclosure 2)^{*(RC)}
- Executive Director (Enclosure 3)
- Continuing Education Coordinator (Enclosure 4)
- Continuing Education Coordinator (Enclosure 5)
- Board Officers
- Committee Chairs
 - Finance

- Personnel

VI. Current Business

- Discussion of the elections of Vice President/President-Elect

VII. New Business

- LSTA Grant Fund 2023-2024 Appropriation #2024-7 (Enclosure 6) ^{*(RC)}
- Discard NEO-RLS Technology #2024-8 (Enclosure 7) ^{*(RC)}
- RLS Meeting Updates
- OPLIN Update – LinkedIn Learning

VII. Items Too Late For the Agenda

VIII. Public Comments

IX. Upcoming Meetings

FINANCE COMMITTEE

Tuesday, May 21, 2024 | 9:30 a.m.

Corning Library – Holden Arboretum

9550 Sperry Rd

Kirtland, OH 44094

FULL BOARD MEETING

Tuesday, May 21, 2024 | 11:00 a.m.

Corning Library – Holden Arboretum

9550 Sperry Rd

Kirtland, OH 44094

DEIA STRATEGIES COMMITTEE

Tuesday, May 21, 2024 | 1:30 p.m.

Hybrid

Corning Library – Holden Arboretum

9550 Sperry Rd

Kirtland, OH 44094

VIII. Adjournment

- *indicates vote is needed
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- ^{*(V)} indicates vote by Voice



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BOARD OF TRUSTEES
TUESDAY, MAY 21, 2024 | 11:00 A.M.

MELANIE MCGURR, PRESIDENT
VACANT, VICE PRESIDENT/PRESIDENT-ELECT
MELISSA MALLINAK, SECRETARY

Corning Library – Holden Arboretum
9550 Sperry Rd.
Kirtland, OH 44094

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MEETING AGENDA

I. Call to Order

- a. Roll Call
- b. Introduction of Guests
- c. Approval of Agenda^{*(V)}

II. Approval of March 21, 2023 Minutes (Enclosure 1)^{*(V)}

III. Approval of Special Meeting April 17, 2023 Minutes (Enclosure 2)^{*(V)}

IV. Correspondence

V. Reports

- Financials (Enclosure 3)^{*(RC)}
- Executive Director (Enclosure 4)
- Continuing Education Coordinator (Enclosure 5)
- Continuing Education Coordinator (Enclosure 6)
- Board Officers
- Committee Chairs
 - Finance
 - Resolution #2024-9 2023-2024 Appropriations (Enclosure 7) ^{*(RC)}
 - Resolution #2024-10 Local Fund Budget Transfer (Enclosure 8) ^{*(RC)}
 - Resolution 2024-11 2024-2025 Staff Wage Increases (Enclosure 9)^{*}
 - Bylaws/Policy Committee

- Resolution #2024-12 Bylaws Update (Enclosure 10) ^{*(RC)}
- Resolution #2024-13 Administrative Policy Manual Update (Enclosure 11)
^{*(RC)}

VI. Current Business

- Board Elections Update
- Salary Survey Update

VII. New Business

- Report from Regional Directors' Meeting
- Individual Membership Categories

VII. Items Too Late For the Agenda

VIII. Public Comments

IX. Upcoming Meetings

PERSONNEL COMMITTEE
Tuesday, June 18, 2024 | 9:30 a.m.
 Bierce Library – Akron University
 315 Butchel Commons
 Akron, OH 44325

FULL BOARD MEETING
June 18, 2024 | 11:00 a.m.
 Bierce Library – Akron University
 315 Butchel Commons
 Akron, OH 44325

VIII. Adjournment

- *indicates vote is needed
- ^{*(B)} indicates vote by Ballot
- ^{*(RC)} indicates vote by Roll Call
- ^{*(V)} indicates vote by Voice

Northeast Ohio
Regional
Library System

1737 Georgetown Rd., Suite B
Hudson, OH 44236



BOARD OF TRUSTEES
JUNE 18, 2024 | 11:00 A.M.

MELANIE MCGURR, PRESIDENT
VACANT, VICE PRESIDENT/PRESIDENT-ELECT
MELISSA MALLINAK, SECRETARY

Bierce Library – University of Akron
315 Buchtel Commons
Akron, OH 44325

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<i>MEETING AGENDA</i>

I. Call to Order

- a. Roll Call
- b. Introduction of Guests
- c. Approval of Agenda^{*(V)}

III. Approval of May 21, 2024 Minutes (Enclosure 1) ^{*(V)}

IV. Correspondence

V. Reports

- Financials (Enclosure 2) ^{*(RC)}
- Executive Director (Enclosure 3)
- Continuing Education Coordinator (Enclosure 4)
- Continuing Education Coordinator (Enclosure 5)
- Board Officers
 - Board President
 - Resolution #2024-13 Recognition of Service (Enclosure 6) ^{*(V)}
 - Resolution #2024-14 Recognition of Service (Enclosure 7) ^{*(V)}
- Committee Chairs

- Personnel Committee
- Finance Committee
 - Resolution #2024-15 2024-2025 Staff Wage Increases (Enclosure 8)*^(RC)
- Records Commission
 - Resolution #2024-16 Records to be Disposed (Enclosure 9)*^(RC)
- Nominating Committee
 - Presentation of 2024-2025 Slate of Board Officers
- DEIA Advisory

VI. Current Business

- 2022-2025 Strategic Plan Update (Enclosure 10)
- Salary Survey Update
- Staff Day Update
- Technology Conference

VII. New Business

- Resolution #2024-17 End of the Year Transfers (Enclosure 11)*^(RC)
- Resolution #2024-18 Authorization to Pay Bills (Enclosure 12)*^(RC)
- Resolution #2024-19 Health Insurance (Enclosure 13)*^(RC)
- Resolution #2024-20 Liability Insurance Renewal (Enclosure 14)*^(RC)
- Resolution #2024-21 2023-2024 Estimates of Revenue (Enclosure 15)*^(RC)
- 2024-2025 Board Calendar (Enclosure 15)*^(RC)

VIII. Items Too Late For the Agenda

IX. Public Comments

X. Upcoming Meetings

FULL BOARD MEETING
Tuesday, July 16, 2024 | 9:30 a.m.
 Geauga County Public Library
 12701 Ravenwood Dr.
 Chardon, OH 44024

DEIA Training
Tuesday, July 16, 2024, | 1:00 p.m.
 Geauga County Public Library
 12701 Ravenwood Dr.
 Chardon, OH 44024

II. Adjournment

- *indicates vote is needed
- ^(B) indicates vote by Ballot
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- ^(V) indicates vote by Voice