

Northeast Ohio Regional Library System

Minutes of Board Meeting held on July 18, 2023, at the Geauga County Public Library at 11:00am

Call to Order

This meeting was called to order at 11:04 am by President Teanna Weeks.

Roll Call

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

Board members absent: Carlos Latimer

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

Absent: none

Guests: none

Approval of Agenda

Scott Trimmer moved, and Mariana Branch seconded a motion to approve the agenda as amended. Motion carried unanimously by voice vote.

Elections/Appointments/Oaths

Oaths of Office were administered for the following new NEO-RLS 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

The Nominating Committee put forth the nomination of Eric Taggart as Vice President/President-Elect and Melissa Mallinak as continuing Secretary. Teanna Weeks asked for nominations from the floor, three times. There were no other nominations from the floor. Voting commenced by paper ballot. Unanimously both were elected to their respective positions.

The 2023-2024 NEO-RLS Board Officers are:

- President - Melanie McGurr
- Vice President/President-Elect – Eric Taggart
- Secretary – Melissa Mallinak

Teanna Weeks officially passed the meeting over to newly elected President Melanie McGurr.

Melissa Mallinak moved; Patrick Manning seconded a motion to approve Resolution #2024-1, Appointment of NEO-RLS Staff for 2023-2024. The motion was carried unanimously by roll call vote.

- Executive Director/Deputy Fiscal Officer – Ragan Snead
- Fiscal Officer – Christine Vinion

The Oath of Office was administered for the 2023-2024 Executive Director/Deputy Fiscal Officer and the Fiscal Officer.

Approval of Minutes of June 20, 2023, Meeting

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

Correspondence:

There is no correspondence at this time.

Reports

Fiscal Officer Christine Vinion submitted a written financial report.

Ms. Vinion mentioned that year-end transfers were made to balance out account lines and that is reflected in the first page of her report.

Ms. Vinion continued with a Software Solutions (SSI) update: she ended up having to go up to the President of the company to get the project moving forward and achieve proper levels of communication. Software Solutions has provided templates that should be able to be input into the software once it is live. She is currently waiting for the next step from Software Solutions to proceed. At this time, she is still working with ACCUFUND and spreadsheets until the new SSI system is in place. Per Board discussion, Ms. Vinion is to go back to Software Solutions with a proposed date to have the software ready to implement.

Eric Taggart moved; Teanna Weeks 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 completed the staff evaluations for Ms. Lattanzi and Mr. Laser.
- Ms. Snead went over some of what was discussed during the Staff Retreat.
- Strategic Planning and consulting services are doing well, fall is almost completely booked, and she is looking toward booking in Spring 2024.

Continuing Education Coordinators

Melissa Lattanzi submitted a written report and highlighted the following:

- Staff day is almost completely planned.
- Ms. Lattanzi has had many libraries contact her for ideas for speakers for their staff days.
- Ms. Lattanzi mentioned that she is working on refreshing the Leadership Academy.
- The views for the Archived Webinar Library totaled 215 in June. Total registration reached 579 in June 2023.

Jeff Laser submitted a written report and highlighted the following:

- Library Boot Camp series, for those new to the library field, was highlighted in this week's newsletter.
- Library Spotlight, launched in late May, features libraries in the area in the newsletter and website.

Board Officers

Board President

Melanie McGurr

Teanna Weeks moved; Patrick Manning seconded a motion to approve the 2023-2024 Board Calendar. Motion carried unanimously by voice vote.

Ms. McGurr also mentioned the new Board Roster (Enclosure 8).

Committee Chairs

Nothing at this time.

Advisory Group Chairs

Nothing at this time.

Current Business

- Ms. Lattanzi gave an update on 2023 Staff Day: October 9, 2023. The event will be at Lakeland Community College, Maurice Coleman will be the Keynote Speaker. He is the creator of the T is for Training Podcast. The program is You are the Guardians at the Gate. She then went into detail about all the sessions scheduled for throughout the day.

New Business

- Membership Meeting November 15, 2023, Ms. Snead mentioned that the Board meeting is to follow along with DEIA (Diversity, Equality, Inclusion, and Accessibility) training at the Hilton Garden Inn in Twinsburg.
- Committee/Advisory Group Orientation & Sign-Up (Enclosure 9), Ms. Snead provided information on this in the Board Packet and went over the information with new board members during their orientation.

- 2023-2024 Advisory Group Calendar (Enclosure 10), Ms. Snead presented it and asked if there were any questions.
- Annual Report, Ms. Snead mentioned that the release of the annual report has been pushed to September due to financials.
- Fourth Quarter Report to SLO (Enclosure 11), Ms. Snead emailed this separately from this month's board packet. She asked if there were any questions, there were none.
- 2023-2024 Check Signers Resolution #2024-2 (Enclosure 12) * (RC)

Mariana Branch moved; Katie Cooley seconded a motion to approve Resolution #2024-2, authorization of check signers for NEO-RLS. The motion was carried unanimously by roll call vote.

- 2023-2024 State Library of Ohio Contract Resolution #2024-3 (Enclosure 13) *(RC)

Teanna Weeks moved; Kara Cervelli seconded a motion to approve Resolution #2024-3, acceptance of contract from the State Library of Ohio for funding at \$123,500 for fiscal year 2023-2024 personnel expenses. The motion was carried unanimously by roll call vote.

Items too Late for the Agenda-

Scott Trimmer mentioned the yearly contract with Geauga County Public Library for NEO-RLS storage space rental and suggested Ms. Snead approaching GCPL Board to see if they can decide on the dollar amount for the next year's rental contract prior to the start of the next year.

Public Comments -NONE

Upcoming Meetings

FINANCE COMMITTEE MEETING

Tuesday, September 19, 2023, | 9:30 am

Westlake Porter Public Library
27333 Center Ridge Rd.
Westlake, OH 44145

FULL BOARD MEETING

Tuesday, September 19, 2023, | 11:00 am

Westlake Porter Public Library
27333 Center Ridge Rd.
Westlake, OH 44145

AWARDS COMMITTEE MEETING

Tuesday, September 19, 2023, | 1:30 pm

Westlake Porter Public Library
27333 Center Ridge Rd.
Westlake, OH 44145

Adjournment

Teanna Weeks moved, and Scott Trimmer seconded the motion to adjourn the meeting. The meeting was adjourned at 1 pm.

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.

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.

Northeast Ohio Regional Library System

Minutes of Board Meeting held on January 16, 2024, at the Wickliffe Public Library at 11:00am

Call to Order

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

Roll Call

Board members present: Patrick Manning, Melanie McGurr, Teanna Weeks, Jennifer Buch, Katie Cooley, Marisha Sullivan, Eric Taggart, Mariana Branch, Jen Grill, Robin Bartley, and Scott Trimmer

Board members absent: Melissa Mallinak, Jennifer Welsh,

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

Guests: None

Approval of Agenda

Teanna W. moved, and Marisha S. seconded a motion to approve the agenda. The motion carried unanimously by voice vote.

Approval of Minutes of October 17, 2023, Meeting

Jen G. moved; Robin B. seconded a motion to approve the minutes, as amended. Motion carried by voice vote.

Correspondence:

President, Melanie McGurr has nothing at this time.

Ms. Snead presented a correspondence from Jeff Regensburger, LSTA Coordinator, State Library. Jeff provided positive feedback related to the 2022 Technology Conference.

Reports:

Fiscal Officer Christine Vinion submitted a written financial report.

Update on LSTA Grant funding. December 2022 compared to December 2023; we are in better financial position. CV will void historical checks from 2021-2022 and remove them from the financial report with assistance from Software Solutions. The Custodial Fund will be moved and the account deleted. Scott T. asked for clarification on historical vs. outstanding checks and Target Percentages.

Eric T. moved; Scott T. seconded a motion to approve the financial report. The motion carried unanimously by roll call vote.

Executive Director

Ragan Snead submitted a written report for the Board packet highlighting the following: LSTA Funds, Elyria Management Retreat.

Continuing Education Coordinators

Melissa Lattanzi submitted a written report and highlighted the following: CE is planned for January – June. 96 people attended the Children’s Summer Reading. 2022-2023 saw an increase in participation and continues to grow.

Jeff Laser submitted a written report and highlighted the following: Memory Care Kits are available for circulation and will be announced in the upcoming newsletter. We will be rebranding Technology Kits to Technology & Wellness Kits. Community Survey is live for Westlake Porter Public Library.

Board Officers

Board President – Melanie M. notified the board of Kara’s resignation from the board.

Advisory Group Chairs

Technology Advisory Group

Ragan provided an overview of the Technology Advisory meeting. Notably, the group determined that the Technology Plan needs to be updated and revised, including new goals and objectives.

DEIA Strategies Group

Teanna W. gave updates on the DEIA resources page, code of conduct, and the marketing audit. Awards discussion – the DEIA group discussed the process, nominations and selection of winners. Ragan will check in with the awards committee chair to determine improvements. The group will meet after the May board meeting with a hybrid option.

Committee Chairs

Finance Committee

Review of financials, and appropriations.

Current Business

- 2022-2025 NEO-RLS Strategic Plan Update (Enclosure 6)

Scott suggested a checklist for bylaws/policy – best practices for review.

- Diversity Center Training Report (Enclosure 7)

Discussion of changing the time/date for DEIA Training to accommodate board members.

- GCPL MOU 2024 (Enclosure 8) Motion (1st: Teanna W., 2nd: Katie C.) Roll Call vote.

New Business

- State Library of Ohio 2nd Quarterly Report (Enclosure 9)
- LSTA Grant Fund 2023-2024 Appropriation #2024-5 (Enclosure 10) ^{*(RC)} Motion (1st: Marisha S., 2nd: Marianna B.) with an amendment to amount. Roll Call vote.
- 2023-2024 Appropriations Board Resolution #2024-6 (Enclosure 11) ^{*(RC)} Motion (1st: Marianna B., 2nd: Patrick M.) Roll Call vote.
- Greenford Community Library
 - Discussion of membership options for library volunteers. It was decided that Individual memberships would be offered.

Items too Late for the Agenda: NONE

Public Comments: NONE

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

Adjournment: Teanna W. moved, and Marisha S. seconded the motion to adjourn the meeting. The meeting was adjourned at 12:45 pm.

Northeast Ohio Regional Library System

Minutes of Board Meeting held on November 15, 2023, at the Hilton Garden Inn at 11:30am

Call to Order

This meeting was called to order at 11:40 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, Jen Grill, Robin Bartley, and Scott Trimmer

Board members absent: Carlos Latimer

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

Absent:

Guests: None

Approval of Agenda

Teanna Weeks moved, and Mariana Branch seconded a motion to approve the agenda. Motion carried unanimously by voice vote.

Approval of Minutes of October 17, 2023, Meeting

Eric Taggart moved; Jennifer Welsh seconded a motion to approve the minutes, as amended.

Amendment: under Guests: it should say Guiding Ohio Online instead of Guiding Star Online.

Motion carried by voice vote.

Correspondence:

President, Melanie McGurr has nothing at this time.

Ms. Snead presented a few pieces of correspondence. The first was a letter from Erin at Youngstown who really enjoyed today's speakers which she had heard at a previous NEO-RLS CE event.

The second was a letter from the Director of the Canal Fulton Public Library praising the NEO-RLS staff for the excellent CE that they offer. The third item was a thank you Card from Jennifer Buch to Ms. Snead for facilitating discussions between staff and board.

Reports:

Fiscal Officer Christine Vinion submitted a written financial report.

Ms. Vinion discussed the reports included in this month's board packet. Some funding was reallocated to cover the expenses of continuing education speakers. Traditionally NEO-RLS has relied on funding from LSTA grants (carryover funds) to cover some of the costs of CE speakers, but at this time had not received it. The immediate future of LSTA funding is uncertain so this fund reallocation was necessary in order to pay for contracted CE speakers.

Ms. Vinion also gave an update on the research being done for new staff computers. Quotes were received and computers and accessories were purchased. Almost everything has been received by the employees.

Ms. Vinion then mentioned that staff mileage may need to be adjusted in the future amended budget. When the budget was originally created, it was an educated guess, now that staff has been working fully remote, the budget needs to be updated accordingly.

Teanna Weeks moved; Marisha Sullivan seconded a motion to approve the financial report. Motion carried unanimously by roll call vote.

Executive Director

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

- Ms. Snead has had quite a few out of office consulting trips.
- The Director developed the slides for the 2023 NEO-RLS Membership meeting.
- Ms. Snead sent out the letters of intent to members for the year 2023-2024. They have been steadily coming in.

Continuing Education Coordinators

Melissa Lattanzi submitted a written report and highlighted the following:

- Ms. Lattanzi has been very busy with Continuing Education events.
- Ms. Lattanzi stated she has begun planning Continuing Education events for 2024.
- Ms. Lattanzi mentioned that there were 205 total registrants for the archived webinar library in October. Fourteen CE programs were held in October.

Jeff Laser submitted a written report and highlighted the following:

- Mr. Laser attended OLC Right Click 2023 where he promoted tech kits, CE, and other services. He also attended CE sessions about AI, makerspaces, and management.
- Mr. Laser is researching and gathering more information to add Memory Care Kits to the circulating collection.

Board Officers

Board President

Melanie McGurr reported that she thought everything went well this morning at the Membership Meeting and that the speakers were excellent. She thanked the NEO-RLS staff for putting everything together.

Advisory Group Chairs

DEIA Strategies Group

Teanna Weeks spoke about responses from the board member exit interviews. Some suggestions include possible clarification about zones and letting new board members know that they can ask questions.

Two specific goals came out of the meeting:

1. To work on the marketing audit
- 2 Continue completing work on the resource page, vetting current sites and newly suggested sites as well.

Marketing Group

Ragan Snead gave the update on the Marketing Group. They received quite a few suggestions at the meeting. Analytics numbers for the open rate for newsletter have increased, and average session time on the website has also increased since last year. There was a discussion about the top cities that were accessing the website. The marketing plan was also reviewed and there were quite a few suggestions for the newsletter. The newsletter schedule was also discussed. Jeff also wanted feedback on the BounceBack list for the newsletter as they need to keep the rate under 5% to not have it marked as spam.

Committee Chairs

Bylaws/Policy Committee

Per Ms. Mallinak, the committee chair, the Bylaws/Policy Committee suggests the following changes to the 2022-2024 Administrative Policy Manual as per Resolution #2024-5 as amended.

2.16.2 CE Cancellation Policy p.16

“Fees will be reimbursed if registration is cancelled at least seven days prior to the in-person continuing education event.”

3.2.1 Checking Account p.20-21

“All checks written from the regular account require two (2) signatures that consist of any combination of the following Fiscal Officer, Deputy Fiscal Officer, Board President, Board Vice President, Board Secretary.”

3.9.6 Organizational Membership Discounts p.30-31

“Current members of OELMA (Ohio Educational Library Media Association), ALAO (Academic Library Association of Ohio), Consortium of Ohio County Law Libraries, and SLA (Special Libraries Association) receive a 50% discount off the Geographic member price for live and archived webinars and half-day and full-day workshops.

Mariana Branch moved; Katie Cooley seconded a motion to approve Resolution #2024-5 2022-2024 Administrative Policy Manual Update (Enclosure 7) as amended. Motion carried unanimously by roll call vote.

Current Business

- Amazon Business Account Update: Discussion ensued about the pros and cons of the service. Ms. Snead also mentioned that libraries would save money on Amazon account and on the products purchased. She was to do further research on the topic.
- MOU Geauga County Public Library (Enclosure 8): Ms. Snead gave the update on this. Discussion ensued including the document including language of a 120-day notice of any

price increases to the MOU. The MOU language would look something like: "Price changes will go into effect 120 days after notice to NEO-RLS."

New Business

- RLS Meeting Update: The meeting largely consisted of discussion of the LSTA carryover funds.
- 2024 Salary Survey (Enclosure 9): Ms. Snead mentioned that they will need to revisit this topic in January 2024. She asked that the board members bring suggestions of changes to the January meeting or email them directly to her before December 7.
- NEO-RLS Staff Veteran's Day Holiday Observed: This was moved to the day before Thanksgiving this year.

Items too Late for the Agenda

Ms. Snead will be out of town the week of the March meeting. She asked the board if the meeting could be moved to March 12. The consensus was that date would work and the meeting is now officially March 12, 2023.

Public Comments: NONE

Upcoming Meetings

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 Marisha Sullivan seconded the motion to adjourn the meeting. The meeting was adjourned at 12:52 pm.

Northeast Ohio Regional Library System

Minutes of Board Meeting held on March 12, 2024, at Stark Library, Main at 11:00am

Call to Order

This meeting was called to order at 11:10 am by President Melanie McGurr.

Roll Call

Board members present: Melissa Mallinak, Patrick Manning, Melanie McGurr, Teanna Weeks, Jennifer Buch, Marisha Sullivan, Jennifer Welsh, Mariana Branch, Robin Bartley, and Jeanna Purses.

Board members absent: Carlos Latimer, Scott Trimmer, Jen Grill, Katie Cooley

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

Absent: none

Guests: None

Approval of Agenda

Mariana Branch moved, and Teanna Weeks seconded a motion to approve the agenda. Motion carried unanimously by voice vote.

Election/Appointments/Oaths

Appointment/ Oath of Office for New Board Member (Oath of office took place after the meeting.)

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

Approval of Minutes of January 16, 2024, Meeting

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

Correspondence:

President, Melanie McGurr has nothing at this time.

Ms. Snead has nothing at this time.

Reports:

Fiscal Officer Christine Vinion submitted a written financial report.

Ms. Vinion discussed the reports included in this month's board packet. We should expect some of the revenue from the salary survey in this fiscal year, which is a pleasant surprise.

Teanna Weeks moved; Robin Bartley seconded a motion to approve the financial report. Motion carried unanimously by roll call vote.

Executive Director

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

- Ms. Snead assisted in planning the 2024 Dynamic Dialogue and Director's Retreat.
- Euclid Public Library reached out regarding consultation.
- The Director worked with the Awards Committee to draft new nomination forms, develop changes to the selection of winners and add a new award to be submitted for approval at the March Board meeting.

Continuing Education Coordinators

Melissa Lattanzi submitted a written report and highlighted the following:

- Ms. Lattanzi continues to help libraries find speakers.
- Ms. Lattanzi worked on finalizing plans for the Dynamic Dialogue event and the Director's Retreat.
- Ms. Lattanzi mentioned that there were 251 total registrants for the archived webinar library in January and 264 in February.

Jeff Laser submitted a written report and highlighted the following:

- Mr. Laser created three technology kits: Children's STEAM e-Kit, Memory Care Kit, and Mobile Podcast Studio Kit.

Board Officers

Board President

Melanie McGurr had nothing at this time.

Committee Chairs

Finance/Personnel Meeting

Melanie McGurr, the committee chair, asked to go into executive session.

Teanna Weeks moved; Jennifer Welsh seconded a motion to go into executive session to discuss the compensation of NEO-RLS employees. Motion carried unanimously by roll call vote.

The Board went into executive session at 11:38am.

Discussion ensued.

Jennifer Buch moved; Patrick Manning seconded a motion to leave the executive session. Motion carried unanimously by roll call vote.

Board went out of executive session at 12:28pm

The Board plans to recommend a 3% raise across the board for NEO-RLS staff for the fiscal year 2024-25.

Personnel Committee:

Floating Holidays

Teanna Weeks spoke, mentioning that the discussion was about how taking certain holidays off are not always feasible: there are no current floating holidays. The main discussion was around the holiday near the membership meeting. Ragan will draft a proposal for the floating holidays.

Awards Committee

Reagan Snead, spoke on behalf of the Awards Committee. She discussed the changes see resolution #2024-7 (see enclosure 6)

Board Resolution #2024-7

The NEO-RLS Board resolves to make the proposed changes to the NEO-RLS Star Awards effective immediately.

- Replace the Advocacy Award with the Super Star Award (20+ years of service)
- A group will be created to select winners made up of representatives from the NEO-RLS board, awards committee, members, and a representative from the State Library of Ohio.

Teanna Weeks moved; Marisha Sullivan seconded a motion to approve Resolution #2024-7 (Enclosure 6). Motion carried unanimously by roll call vote.

Advisory Groups

Marketing/PR postponed until next meeting.

Current Business

- Discussion of the elections of Vice President/President Elect
 - Eric Taggart resigned from the board as Vice President/President Elect. Nominations for board seats take place in April, the nominating committee meets in May, and a slate of candidates is put forward in June from the nominating committee.
 - Melanie McGurr, the current NEORLS Board President, suggested that she extend her Presidency until January 2024, and have the board elect a vice president, and a second vice for just this instance.
 - The Nominating Committee will meet on May 21, 2024, after the DEIA Group Meeting.

New Business

- LSTA Grant Fund 2023-2024 Appropriation #2024-8 (Enclosure 7) ^{*(RC)}
 - Mariana Branch moved; Jeanna Purses seconded a motion to approve Resolution #2024-8 (Enclosure 7). Motion carried unanimously by roll call vote.
- Surplus Technology #2024-9 (Enclosure 8) ^{*(RC)}
 - The NEO-RLS Board resolves to allow the Executive Director or Fiscal Officer to declare technology that is no longer needed, no longer serviceable, etc. surplus during FY2024-2025. Surplus property may be sold or donated to another library or agency. Items deemed to be in such poor condition that they are not considered usable may be discarded. Notification of surplus items will be posted

to NEO-RLS members as deemed appropriate by the Executive Director and Fiscal Officer.

- Marisha Sullivan moved; Patrick Manning seconded a motion to approve Resolution #2024-9 (Enclosure 8). Motion carried unanimously by roll call vote.
- RLS Meeting Updates
 - Carryover Funds: Per Ms. Snead, NEO-RLS is currently two payments behind for the year.
 - The State Librarian proposed an idea to have an in-person event regarding Book Challenges.
- OPLIN Update
 - OPLIN is discontinuing the LinkedIn Learning service. Ms. Snead proposed the question: Is this something that NEO-RLS wants to investigate providing for membership libraries?

Items too Late for the Agenda:

Ms. Snead mentioned that the salary survey has been advertised. The timeline has been fixed; the survey closes on April 30, 2024.

Public Comments: NONE

Upcoming Meetings

BYLAWS/POLICY COMMITTEE MEETING

Tuesday March 12, 2024, | 1:30 pm

Stark Library- Main

715 Market Ave. N

Canton, OH 44702

FINANCE COMMITTEE MEETING

Tuesday May 21, 2024, | 9:30 am

Corning Library- Holden Arboretum

9550 Sperry Rd.

Kirtland, OH 44094

FULL BOARD MEETING

Tuesday May 21, 2024, | 11:00 am

Corning Library- Holden Arboretum

9550 Sperry Rd.

Kirtland, OH 44094

DEIA STRATEGIES GROUP MEETING

Tuesday May 21, 2024, | 1:30 pm

Hybrid

Corning Library- Holden Arboretum

9550 Sperry Rd.
Kirtland, OH 44094

NOMINATING COMMITTEE MEETING

Tuesday May 21, 2024, | to follow the end of the DEIA Group meeting

Corning Library- Holden Arboretum

9550 Sperry Rd.
Kirtland, OH 44094

Adjournment: Teanna Weeks moved, and Patrick Manning seconded the motion to adjourn the meeting. The meeting was adjourned at 1:16 pm.

Northeast Ohio Regional Library System

Minutes of Board Meeting held on May 21, 2024, at Corning Library – Holden Arboretum at 11:00am

Call to Order

This meeting was called to order at 11:04 am by President Melanie McGurr.

Roll Call

Board members present: Melissa Mallinak, Patrick Manning, Melanie McGurr, Teanna Weeks, Jennifer Buch, Marisha Sullivan, Jennifer Welsh, Mariana Branch, Robin Bartley, Jeanna Purses, Scott Trimmer, Jen Grill, and Katie Cooley

Board members absent: Carlos Latimer

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

Absent: none

Guests: None

Approval of Agenda

Jennifer Buch moved, and Scott Trimmer seconded a motion to approve the agenda. Motion carried unanimously by voice vote.

Approval of Minutes of March 21, 2024, Meeting

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

Correspondence:

President, Melanie McGurr has nothing at this time.

Ms. Snead has nothing at this time.

Reports:

Fiscal Officer Christine Vinion submitted a written financial report.

Per Ms. Vinion, we continue to do well with incoming revenue and are staying steady with outgoing expenditures. Via her estimates, at the end of the year she hopes to have about \$56,000 to add to the carryover funds.

Mariana Branch moved; Marisha Sullivan seconded a motion to approve the financial report. Motion carried unanimously by roll call vote.

Executive Director

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

- Ms. Snead reached out to Zone 3, Zone 5, and School library representatives for 2024-2025 board nominations.
- The Director updated the awards submission form and announced changes to the nomination and selection process. NEO-RLS is currently accepting awards submissions.
- Ragan has submitted a proposal to Brown County Library regarding strategic planning.

Continuing Education Coordinators

Melissa Lattanzi submitted a written report and highlighted the following:

- Ms. Lattanzi continues to help libraries find speakers.
- Ms. Lattanzi spent quite a bit of time advertising for the Dynamic Dialogue and the Director's Retreat.
- Ms. Lattanzi created the framework for Fall 2024 Continuing Education and began contacting presenters and posting programs.
- Ms. Lattanzi mentioned that there were 23 events in March and April with 1091 attendees.
- Ms. Lattanzi mentioned that there were 264 total registrants for the archived webinar library in March and 246 in April.

Jeff Laser submitted a written report and highlighted the following:

- Mr. Laser circulated five technology kits.
- Mr. Laser purchased & assembled the new portable sound system for use at NEO-RLS events.
- Mr. Laser began scheduling CE for the second half of 2024, including sessions from PLA.

Board Officers

Board President

Melanie McGurr had nothing at this time.

Committee Chairs

Finance Committee:

Melanie McGurr, the committee chair, spoke first about the following resolutions:

Jen Grill moved; Patrick Manning seconded a motion to approve Resolution #2024-9 2023-2024 Appropriations (Enclosure 6). Discussion ensued.
Motion carried unanimously by roll call vote.

Because Resolution #2024-10 Local Fund Budget Transfers (Enclosure 7) is under the Fiscal Officer's level of control to do, no vote is needed. This resolution is merely a fyi.

The financial outlook for 2024-25 was discussed. Included in that discussion Melanie McGurr mentioned that the Executive Director needs to be part of the conversation for discussion of raises for staff. Evaluations of the Executive Director and Fiscal Officer were not completed this year, due to the unexpected vacancy of the Vice President position. Discussion of how raises are

decided upon ensued: topics covered included COLA, Merit, raises across the board, etc. Evaluation timeline and structure was also discussed. For this year, the proposed budget was made with the recommended raises that the board provided at the March meeting. Ms. Vinion further discussed the proposed budget.

Bylaws/Policy Committee:

Melissa Mallinak, the committee chair, discussed the proposed updates to the Administrative Policy Manual per the committee meeting.

Marisha Sullivan moved; Jennifer Welsh seconded a motion to approve Resolution #2024-11 Administrative Policy Manual Update (Enclosure 8). Discussion ensued. Motion carried unanimously by roll call vote.

Melissa Mallinak, the committee chair, discussed the proposed updates to the Bylaws per the committee meeting.

Marisha Sullivan moved; Melanie McGurr seconded a motion to approve Resolution #2024-12 Bylaws Update (Enclosure 9), as amended. Discussion ensued. Motion carried unanimously by roll call vote.

Advisory Groups: Nothing at this time.

Current Business

- Board elections update
 - Ms. Snead mentioned that Zone 3 has a candidate. Zone 5 and the School Libraries remain open, with no nominations. Discussion ensued regarding ways to attract more diverse NEORLS board members with the possibility of inviting potential candidates to NEORLS board meetings.
- Salary Survey update
 - Ms. Snead received 111 full and partial responses to the salary survey. Results will be available June 3.

New Business

- Report from Regional Directors' Meeting
 - Ms. Snead went to this meeting yesterday. Beverly Cain, the interim State Librarian, was there. They also received a state funding update which is already in place. The LSTA carryover funds are now open and are available to be requested. They also spoke about having a joint continuing education event. The NEORLS board suggested some possible topics: creating and updating policies, first amendment audits, notaries in the library, navigating marijuana versus library policies, service animals versus emotional support animals etc.
- Individual Membership Categories
 - Discussion ensued. The possibility of adding a new membership category was discussed.

Items too Late for the Agenda: NONE

Public Comments: None

Upcoming Meetings

DEIA STRATEGIES GROUP MEETING

Tuesday May 21, 2024, | 1:30 pm

Hybrid

Corning Library- Holden Arboretum

9550 Sperry Rd.

Kirtland, OH 44094

NOMINATING COMMITTEE MEETING

Tuesday May 21, 2024, | to follow the end of the DEIA Group meeting

Corning Library- Holden Arboretum

9550 Sperry Rd.

Kirtland, OH 44094

PERSONNEL COMMITTEE

Tuesday, June 18, 2024, | 9:30 a.m.

Bierce Library – Akron University

315 Butchel Commons

Akron, OH 44325

FULL BOARD MEETING

Tuesday June 18, 2024, | 11:00 a.m.

Bierce Library – Akron University

315 Butchel Commons

Akron, OH 44325

Adjournment: Teanna Weeks moved, and Katie Cooley seconded the motion to adjourn the meeting. The meeting was adjourned at 1:22 pm.

Northeast Ohio Regional Library System

Minutes of Board Meeting held on June 18, 2024, at Bierce Library – University of Akron 11:00am

Call to Order

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

Roll Call

Board members present: Melissa Mallinak, Patrick Manning, Melanie McGurr, Teanna Weeks, Jennifer Buch, Marisha Sullivan, Jennifer Welsh, Robin Bartley, Jeanna Purses, Scott Trimmer, and Jen Grill

Board members absent: Katie Cooley, Carlos Latimer, Mariana Branch

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

Absent: none

Guests: None

Approval of Agenda

Scott Trimmer moved, and Patrick Manning seconded a motion to approve the agenda. Motion carried unanimously by voice vote.

Approval of Minutes of May 21, 2024, Meeting

Jen Grill moved; Robin Bartley seconded a motion to approve the minutes. Motion carried by voice vote.

Correspondence:

President, Melanie McGurr has nothing at this time.

Ms. Snead presented the following correspondence: Jennifer Buch sent a card about the Director's Retreat. Hubbard Public Library sent a few cards, one from a volunteer regarding a support letter, and a thank you from their Director as well.

Reports:

Fiscal Officer Christine Vinion submitted a written financial report

Per Ms. Vinion, this month's expenses were a little higher due to it being a three-pay month, and the payment to Periscope IQ for the salary survey.

Teanna Weeks moved; Marisha Sullivan seconded a motion to approve the financial report. Motion carried unanimously by roll call vote.

Executive Director

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

- Ms. Snead assisted in finalizing the Salary Survey results. They have been advertising in the NEO-RLS newsletter that the salary survey results are available for purchase.
- The Director submitted a proposal for LSTA Carryover Funds through September 2024.

Continuing Education Coordinators

Melissa Lattanzi submitted a written report and highlighted the following:

- Ms. Lattanzi continues to post programs for Fall 2024.
- Ms. Lattanzi began working on the Technology Conference and the 2025 Leadership Academy.
- Ms. Lattanzi mentioned that there were 272 registrants for the archived webinar library and 9 programs with 724 total registrations for May.

Jeff Laser submitted a written report and highlighted the following:

- Mr. Laser continued CE planning for 2024, including the Technology Conference, November 7. The focus is on AI and cyber security.

Board Officers

Board President

Melanie McGurr presented the following resolutions:

Resolution #2024-13 Recognition of Service for Teanna Weeks (Enclosure 6)

Melissa Mallinak moved; Scott Trimmer seconded a motion to approve Resolution #2024-13 Recognition of Service (Enclosure 6). Discussion ensued.

Motion carried unanimously by voice vote.

Resolution #2024-14 Recognition of Service for Mariana Branch (Enclosure 7)

Melissa Mallinak moved; Teanna Weeks seconded a motion to approve Resolution #2024-14 Recognition of Service (Enclosure 7). Discussion ensued.

Motion carried unanimously by voice vote.

Committee Chairs

Personnel Committee:

Jennifer Welsh, the committee chair, spoke about the meeting held this morning. A new timeline was discussed in this meeting for personnel evaluations moving forward. Evaluations will be sent out to the board by June 28 and need to be sent back to the personnel committee by July 12.

She then proposed the following resolution with the following additions: July 4 (Independence Day) added as a regular holiday and President's Day added as a floating holiday.

Resolution #2024-15 Employee Handbook Update as amended (Enclosure 8) *(RC)

Melanie McGurr moved; Patrick Manning seconded a motion to approve Resolution #2024-15 Employee Handbook Update (Enclosure 8) as amended *(RC). Discussion ensued.

Motion carried unanimously by roll call vote.

Finance Committee:

Melanie McGurr, the committee chair, spoke first about the following resolution:
Resolution #2024-16 2024-2025 Staff Wage Increases (Enclosure 9) *(RC)

Teanna Weeks moved; Jennifer Buch seconded a motion to approve Resolution #2024-16 2024-2025 Staff Wage Increases (Enclosure 9) *(RC). Discussion ensued.
Motion carried unanimously by roll call vote.

Nominating Committee:

Melanie McGurr, the committee chair, presented the 2024-2025 Slate of Board Officers.

President Melanie McGurr
VP starting immediately Patrick Manning
VP from July 25-June 25 Jen Grill
Secretary Melissa Mallinak
July will be the official voting.

Advisory Groups

DEIA Advisory Group:

Teanna Weeks spoke on behalf of the group: they brainstormed ideas on how to get additional library representatives involved. Included was a discussion about the Membership meeting and further training for staff, trustees, and committee members. Ragan Snead mentioned the barriers to getting new board members, time and transportation factors were the most significant because the NEORLS Board legally must meet in person.

Current Business

- 2022-2025 Strategic Plan Update (Enclosure 10)
 - Ms. Snead mentioned **3. Expanding funding sources** on page 39 of the Strategic Plan. The Technology Conference will have vendors at the event. Vendor sponsorship levels were discussed.
- Salary Survey Update
 - Covered in Ms. Snead's report earlier in the meeting.
- Staff Day Update
 - Event is not happening this year. There has been difficulty finding a venue for the event. The focus is on the Technology Conference this year instead. Going forward, they will consider rotating the Technology Conference one year and the Staff Day program the next year. There was discussion about creating a committee to help plan and run Staff Day in the future.
- Technology Conference
 - Covered in Mr. Laser's report earlier in the meeting.

New Business

- Resolution #2024-17 End of the Year Transfers (Enclosure 11) *(RC)

- Jeanna Purses moved; Jennifer Buch seconded a motion to approve Resolution #2024-17 End of the Year Transfers (Enclosure 11) *(RC). Discussion ensued.
 - Motion carried unanimously by roll call vote.
- Resolution #2024-18 Authorization to Pay Bills (Enclosure 12) *(RC)
 - Robin Bartley moved; Teanna Weeks seconded a motion to approve Resolution #2024-18 Authorization to Pay Bills (Enclosure 12) *(RC). Discussion ensued.
 - Motion carried unanimously by roll call vote.
- Resolution #2024-19 Health Insurance (Enclosure 13) *(RC)
 - Jen Grill moved; Marisha Sullivan seconded a motion to approve Resolution #2024-19 Health Insurance (Enclosure 13) *(RC). Discussion ensued. Changing resolution to specify “employee/staff” health insurance coverage.
 - Motion, as amended, carried unanimously by roll call vote.
- Resolution #2024-20 Liability Insurance Renewal (Enclosure 14) *(RC)
 - Jennifer Buch moved; Patrick Manning seconded a motion to approve Resolution #2024-20 Liability Insurance Renewal (Enclosure 14) *(RC). Discussion ensued.
 - Motion carried unanimously by roll call vote.
- Resolution #2024-21 2023-2024 Estimates of Revenue (Enclosure 15) *(RC)
 - Teanna Weeks moved; Robin Bartley seconded a motion to approve Resolution #2024-21 2023-2024 Estimates of Revenue (Enclosure 15) *(RC). Discussion ensued.
 - Motion carried unanimously by roll call vote.
- Resolution #2024-22 Budget Transfers (16) *(RC)
 - Teanna Weeks moved; Marisha Sullivan seconded a motion to approve Resolution #2024-22 Budget Transfers (16) *(RC). Discussion ensued. This details all the transfers made in May 2024.
 - Motion carried unanimously by roll call vote.
- Resolution #2024-23 2024-2025 Appropriations (Enclosure 17) *(RC)
 - Melanie McGurr moved; Jennifer Welsh seconded a motion to approve Resolution #2024-23 2024-2025 Appropriations (Enclosure 17) *(RC). Discussion ensued. Summit County, Ohio to be stricken from the resolution.
 - Motion, as amended, carried unanimously by roll call vote.
- 2024-2025 Board Calendar (Enclosure 18)

- No vote is needed now, Ms. Snead went over the calendar changes. Voting will take place at the next Board meeting.
- Resolution #2024-24 LSTA Appropriations (Enclosure 19) *(RC)
 - Jennifer Buch moved; Jennifer Welsh seconded a motion to approve Resolution #2024-24 LSTA Appropriations (Enclosure 19) *(RC). Discussion ensued.
 - Motion carried unanimously by roll call vote.
- Resolution #2024-25 LSTA Appropriations (Enclosure 20) *(RC)
 - Jen Grill moved; Melanie McGurr seconded a motion to approve Resolution #2024-25 LSTA Appropriations (Enclosure 20) *(RC). Discussion ensued.
 - Motion carried unanimously by roll call vote.

Items too Late for the Agenda:

- Teanna Weeks spoke. 😊 She will be greatly missed on the Board.

Public Comments: None

Upcoming Meetings

FULL BOARD MEETING
Tuesday, July 16, 2024, | 11:00 a.m.
 Geauga County Public Library
 12701 Ravenwood Dr.
 Chardon, OH 44024

DEIA TRAINING
Tuesday, July 16, 2024, | 1:45 p.m.
 Geauga County Public Library
 12701 Ravenwood Dr.
 Chardon, OH 44024

Adjournment: Teanna Weeks moved, and Scott Trimmer seconded the motion to adjourn the meeting. The meeting was adjourned at 1:06 pm.