

NORTHEAST OHIO REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

TUESDAY, JULY 16, 2024 | 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

- Gerry Vogel, Zone 3 Library - Term expires June 30, 2027

Election of Officers*^(B)

- Nominating Committee
 - Vice President/President-Elect

Oath of Office for 2024-2025 Officers

- President
- Vice President/President-Elect
- Vice President (2)
- Secretary

Appointment of NEO-RLS Staff for 2024-2025 Resolution 2025-1 (Enclosure 1)*^(RC)

- Executive Director/Deputy Fiscal Officer

- Fiscal Officer
Oath of Office for 2024-2025
- Deputy Fiscal Officer
- Fiscal Officer

III. Approval of June 18, 2024 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 2024-2025 Board Calendar (Enclosure 7)*^(V)
 - New Board Roster (Enclosure 8)

VI. Current Business

- Records to be Disposed (Enclosure 9)
- Records to be Disposed Resolution #2025-2 (Enclosure 10)

VII. New Business

- 2024-2025 Advisory Group Calendar (Enclosure 11)
- Committee/Advisory Group Orientation & Sign-Up (Enclosure 12)
- Fourth Quarter Report to SLO (Enclosure 13)
- 2024-2025 Check Signers Resolution #2025-3 (Enclosure 14)*^(RC)
- 2024-2025 State Library of Ohio Contract Resolution #2025-4 (Enclosure 15)*^(RC)

VIII. Items Too Late For the Agenda

IX. Public Comments

X. Upcoming Meeting

FINANCE COMMITTEE MEETING
Tuesday, September 17, 2024 | 9:30 a.m.
 Cuyahoga Community College - Eastern Campus
 4250 Richmond Rd.
 Highland Hills, OH 44122

FULL BOARD MEETING
Tuesday, September 17, 2024 | 11:00 a.m.
Cuyahoga Community College - Eastern Campus
4250 Richmond Rd.
Highland Hills, OH 44122

PERSONNEL COMMITTEE MEETING
Tuesday, September 17, 2024 | 1:30 p.m.
Cuyahoga Community College - Eastern Campus
4250 Richmond Rd.
Highland Hills, OH 44122

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 17, 2024 | 11:00 A.M.

MELANIE MCGURR, PRESIDENT

PATRICK MANNING, VICE PRESIDENT/PRESIDENT-ELECT

MELISSA MALLINAK, SECRETARY

Cuyahoga Community College - Eastern Campus
4250 Richmond Rd,
Highland Hills, OH 44122

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MEETING AGENDA

I. Call to Order

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

II. Approval of July 16, 2024 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
 - Finance

V. Current Business

- Annual Report (Enclosure 6)

VI. New Business

- Information from RLS Directors Meeting
- Letters of Intent for 2025-2026 (Enclosure 7)
- FO Position
- Strategic Plan 2025-2028 – Staff Input (Enclosure 8)

- Membership Survey Update (Enclosure 9)
- Membership Meeting/Open-House

VII. Items Too Late for the Agenda

VIII. Public Comments

X. Upcoming Meetings

BYLAWS/POLICY COMMITTEE MEETING

Tuesday, October 15, 2024 | 9:30 a.m.

Avon Lake Public Library
32649 Electric Blvd,
Avon Lake, OH 44012

FULL BOARD MEETING/Strategic Planning

Tuesday, October 15, 2024 | 11:00 a.m.

Avon Lake Public Library
32649 Electric Blvd,
Avon Lake, OH 44012

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, OCTOBER 15, 2024 | 11:00 A.M.

MELANIE MCGURR, PRESIDENT

PATRICK MANNING, VICE PRESIDENT/PRESIDENT-ELECT

MELISSA MALLINAK, SECRETARY

Avon Lake Public Library

32649 Electric Blvd,

Avon Lake, OH 44012

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MEETING AGENDA

I. Call to Order

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

II. Appointment/Oath of Office for New Board Members

- Baladine Culver, At-Large - Term expires June 30, 2027

III. Approval of September 17 ,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
 - President
 - Resolution #2025-9 Ad Hoc FO Search Committee (Enclosure 6)*(RC)
- Committee Chairs
 - Personnel
 - Awards
 - Bylaws/Policy

VI. Current Business

- Fiscal Officer Job Description (Enclosure 6)

VII. New Business

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

VIII. Items Too Late for the Agenda

IX. Public Comments

X. Upcoming Meetings

NEO-RLS Open House
Tuesday, November 19, 2024 | 9:00 a.m.
Hilton Garden Inn
8971 Wilcox Dr.,
Twinsburg, OH 44087

Full Board Meeting
Tuesday, November 19, 2024 | 1:00 p.m.
Hilton Garden Inn
8971 Wilcox Dr.,
Twinsburg, OH 44087

X. Adjournment

***2025-2028 Strategic planning session will follow board meeting.**

- *Indicates vote is needed
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NORTHEAST OHIO REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

TUESDAY, NOVEMBER 19, 2024 | FOLLOWING OPEN-HOUSE

MELANIE MCGURR, PRESIDENT

PATRICK MANNING, 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

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

II. Approval of October 15 ,2024 Minutes (Enclosure 1) *(V)

III. Correspondence

IV. Reports

- Financials (Enclosure 2) *(RC)
 - Audit Update
- Executive Director (Enclosure 3)
- Continuing Education Coordinator (Enclosure 4)
- Continuing Education Coordinator (Enclosure 5)
- Board Officers
 - Resolution #2025-10 Recognition of Service (Enclosure 6) *(V)
- Advisory Groups
 - Marketing/PR

V. Current Business

- Fiscal Officer Job Description Resolution #2025-11 (Enclosure 7) *(RC)
- 2024 Appreciation Gift Resolution #2025-12 (Enclosure 8) *(RC)

VI. New Business

- 2024-2025 LSTA Grant Fund Appropriation Resolution #2025-13 (Enclosure 9) *(RC)
- Continuing Education Coordinator Job Description Resolution #2025-14 (Enclosure 10) *(RC)
- Program and Service Associate Job Description Resolution #2025-15 (Enclosure 11) *(RC)
- Marketing and Engagement Coordinator Job Description Resolution #2025-16 (Enclosure 12) *(RC)
- Executive Director/Deputy Fiscal Officer Job Description Resolution #2025-17 (Enclosure 13) *(RC)
- Health Insurance Updates Resolution #2025-18 (Enclosure 14) *(RC)
- Employee Handbook Updates Resolution #2025-19 (Enclosure 15) *(RC)
- Resolution #2025-18 Local Fund Budget Transfer (Enclosure 16) *(RC)
- RLS Meeting Update
- 2025-2028 Strategic Plan Update

VII. Items Too Late for the Agenda

VIII. Public Comments

X. Upcoming Meetings

Finance Committee Meeting
Tuesday, January 21, 2025 | 9:30 a.m.
Akron-Summit County Public Library
9458 Olde Eight Road
Northfield, Ohio 44067

Full Board Meeting
Tuesday, January 21, 2025 | 11:00 a.m.
Akron-Summit County Public Library
9458 Olde Eight Road
Northfield, Ohio 44067

Awards Committee Meeting
Tuesday, January 21, 2025 | 1:30 p.m.
Akron-Summit County Public Library
9458 Olde Eight Road
Northfield, Ohio 44067

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 21, 2025 | 11:00 AM

PATRICK MANNING, PRESIDENT

JEN GRILL, VICE PRESIDENT/PRESIDENT-ELECT

MELISSA MALLINAK, SECRETARY

Akron-Summit County Public Library
9458 Olde Eight Road
Northfield, Ohio 44067

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MEETING AGENDA

I. Call to Order

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

II. Elections/Appointments/Oaths

Oath of Office for 2024-2025 Officers

- President
- Vice President/President-Elect

III. Approval of November 19,2024 Minutes (Enclosure 1) *(V)

IV. Correspondence

V. Reports

- Financials and Budget Projections (Enclosure 2) *(RC)
 - Audit Update
- Executive Director (Enclosure 3)
- Continuing Education Coordinator (Enclosure 4)
- Board Officers
- Advisory Groups
 - Technology
- Committee Chairs
 - Ad Hoc Fiscal Officer Search Committee

- Update or Candidate Recommendation
- Finance
 - Salary Details with Projections (Enclosure 5)
 - Health Insurance Details with Projections (Enclosure 6)

VI. Current Business

- Wage Increases Resolution #2025-21 (Enclosure 7) ^{*(RC)}
- Health Insurance Updates Resolution #2025-18 (Enclosure 8) ^{*(RC)}

VII. New Business

- 2025-2028 Strategic Plan Update
- State Library of Ohio 2nd Quarterly Report (Enclosure 9)
- Jeff L. Exit Interview
- Hiring Updates

VIII. Items Too Late for the Agenda

IX. Public Comments

X. Upcoming Meetings

Finance Committee Meeting
Tuesday, March 18, 2025 | 9:30 a.m.
 Warren-Trumbull County Public Library
 444 Mahoning Ave
 Warren, OH 44483

Full Board Meeting
Tuesday, March 18, 2025 | 11:00 a.m.
 Warren-Trumbull County Public Library
 444 Mahoning Ave
 Warren, OH 44483

Personnel Committee Meeting
Tuesday, March 18, 2025 | 1:30 p.m.
 Warren-Trumbull County Public Library
 444 Mahoning Ave
 Warren, OH 44483

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, MARCH 18, 2025 | 11:00 AM

PATRICK MANNING, PRESIDENT

JEN GRILL, VICE PRESIDENT/PRESIDENT-ELECT

MELISSA MALLINAK, SECRETARY

Warren-Trumbull County Public Library

444 Mahoning Ave

Warren, OH 44483

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MEETING AGENDA

I. Call to Order

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

II. Approval of January 21, 2025 Minutes (Enclosure 1) ^{*(V)}

III. Correspondence

IV. Reports

- Fiscal Officer and Financials (Enclosure 2) ^{*(RC)}
- Executive Director (Enclosure 3)
- Continuing Education Coordinator (Enclosure 4)
- Marketing and Engagement Coordinator (Enclosure 5)
- Programs and Services (Enclosure 6)
- Board Officers
- Advisory Groups
 - Marketing/PR
- Committee Chairs
 - Finance

V. Current Business

- Salary Details with Projections (Enclosure 7)

- Wage Increase Resolution #2025-26 (Enclosure 8) ^{*(RC)}

VI. New Business

- 2026-2027 Dues and Fees (Enclosure 9) ^{*(RC)}
- RLS Director's Meeting Updates
- 2025 Customer Service Conference and Director's Retreat

VII. Items Too Late for the Agenda

VIII. Public Comments

X. Upcoming Meetings

Personnel Committee Meeting
Tuesday, May 20, 2025 | 9:30 a.m.
 Corning Library -Holden Arboretum
 9550 Sperry Rd
 Kirtland, OH 44094

Nominating Committee Meeting
Tuesday, May 20, 2025 | 10:30 a.m.
 Corning Library -Holden Arboretum
 9550 Sperry Rd
 Kirtland, OH 44094

Full Board Meeting
Tuesday, May 20, 2025 | 11:00 a.m.
 Corning Library -Holden Arboretum
 9550 Sperry Rd
 Kirtland, OH 44094

Personnel/Finance Committee Meeting
Tuesday, May 20, 2025 | 1:30 p.m.
 Corning Library -Holden Arboretum
 9550 Sperry Rd
 Kirtland, OH 44094

Finance Committee Meeting
Tuesday, May 20, 2025 | 2:00 p.m.
 Corning Library -Holden Arboretum
 9550 Sperry Rd
 Kirtland, OH 44094

IX. Adjournment

- ^{*}Indicates vote is needed

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BOARD OF TRUSTEES
TUESDAY, MAY 20, 2025 | 11:00 A.M.

PATRICK MANNING, PRESIDENT
JEN GRILL, VICE PRESIDENT/PRESIDENT-ELECT
MELISSA MALLINAK, SECRETARY

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

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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. Approval of March 18, 2025 Minutes (Enclosure 1)^{*(V)}

III. Correspondence

IV. Reports

- Financials (Enclosure 2)^{*(RC)}
- Executive Director (Enclosure 3)
- Continuing Education Coordinator (Enclosure 4)
- Marketing and Engagement Coordinator (Enclosure 5)
- Programs and Services Associate (Enclosure 6)
- Board Officers
- Committee Chairs
 - Personnel
 - Review of the Executive Director and Fiscal Officer Evaluations
 - Bd Res #2025-26 Employee Handbook Updates (Enclosure 7)
 - Nominating

V. Current Business

- Board Elections and Open Board Seats Update

- 2025-2028 Strategic Plan update (Enclosure 8)
- Code of Conduct Review (Enclosure 9)

VI. New Business

- Report from Regional Directors' Meeting
- Virtual Meeting Policy (Enclosure 10)

VII. Items Too Late For the Agenda

VIII. Public Comments

IX. Upcoming Meetings

RECORDS COMMISSION COMMITTEE

Tuesday, June 17, 2025 | 9:30 a.m.

Twinsburg Public Library
10050 Ravenna Rd.
Twinsburg, OH 44087

FULL BOARD MEETING

June 17, 2025 | 11:00 a.m.

Twinsburg Public Library
10050 Ravenna Rd.
Twinsburg, OH 44087

VII. Adjournment

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

BOARD OF TRUSTEES
JUNE 17, 2025 | 11:00 A.M.

PATRICK MANNING, PRESIDENT
JEN GRILL, VICE PRESIDENT/PRESIDENT-ELECT
MELISSA MALLINAK, SECRETARY

Twinsburg Public Library
10050 Ravenna Rd
Twinsburg, OH 44087

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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 20, 2025 Minutes (Enclosure 1) ^{*(V)}

IV. Correspondence

V. Reports

- Financials (Enclosure 2) ^{*(RC)}
- Executive Director (Enclosure 3)
- Continuing Education Coordinator (Enclosure 4)
- Marketing and Engagement Coordinator (Enclosure 5)
- Programs and Services Associate (Enclosure 6)
- Board Officers
 - Board President
 - Resolution #2025-28 Recognition of Service (Enclosure 7) ^{*(V)}
 - Resolution #2025-29 Recognition of Service (Enclosure 8) ^{*(V)}
 - Resolution #2025-30 Recognition of Service (Enclosure 9) ^{*(V)}
- Committee Chairs
 - Personnel Committee

- Resolution #2025-26 Employee Handbook Update (Enclosure 10) *(V)
- Finance Committee
 - Resolution #2025-31 2025-2026 Staff Wage Increases (Enclosure 11)*(RC)
- Records Commission
 - Resolution #2025-32 Records to be Disposed (Enclosure 12)*(RC)
- Nominating Committee
 - Presentation of 2025-2026 Slate of Board Officers

VI. Current Business

- Resolution #2025- 33 2025-2028 Strategic Plan (Enclosure 13) *(V)
- Resolution #2025-34 Administrative Policy Updates (Enclosure 14) *(V)
 - Code of Conduct
- Virtual Meeting Policy (Enclosure 15)
- Open Board Seat Update

VII. New Business

- Resolution #2025-35 End of the Year Transfers (Enclosure 16)*(RC)
- Resolution #2025-36 Authorization to Pay Bills (Enclosure 17)*(RC)
- Resolution #2025-37 Health Insurance (Enclosure 18)*(RC)
- Resolution #2025-38 Liability Insurance Renewal (Enclosure 19)*(RC)
- Resolution #2025-39 2024-2025 Estimates of Revenue (Enclosure 20)*(RC)
- Resolution #2025-40 Depository Agreement (Enclosure 21)*(RC)
- Resolution #2025-41 2025-2026 Budget Appropriations (Enclosure 22)*(RC)
- 2025-2026 Board Calendar (Enclosure 23) *(V)

VIII. Items Too Late For the Agenda

IX. Public Comments

X. Upcoming Meetings

FULL BOARD MEETING

Tuesday, July 15, 2025 | 11:00 a.m.

Geauga County Public Library – Bainbridge Branch
17222 Snyder Rd
Chagrin Falls, OH 44023

AWARD COMMITTEE MEETING

Tuesday, July 15, 2025, | 1:30 p.m.

Geauga County Public Library – Bainbridge Branch
17222 Snyder Rd
Chagrin Falls, OH 44023

II. Adjournment

- *indicates a vote is needed
- *(B) indicates vote by Ballot

- ^(RC) indicates vote by Roll Call
- ^(V) indicates vote by Voice