

Northeast Ohio Regional Library System

Minutes of Board Meeting held on July 16, 2024, at Geauga County Public Library 11:00am

Call to Order

This meeting was called to order at 11:19 am by President Melanie McGurr.

Roll Call

Board members present: Melissa Mallinak, Patrick Manning, Melanie McGurr, Jennifer Buch, Marisha Sullivan, Jennifer Welsh, Robin Bartley, Jeanna Purses, Katie Cooley, and Jen Grill. Gerry Vogel arrived at 11:27 am.

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

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

Absent: Jeff Laser

Introduction of Guests: None

Approval of Agenda

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

Elections/Appointments/Oaths

New NEO-RLS Board Member:

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

Oath of office will be administered when the Board Member arrives.

Election of Officers

The Nominating Committee put forth the nomination of Patrick Manning as Vice President/President-Elect starting immediately, Jen Grill as Vice President/President-Elect from July 25, 2024-June 25, 2025, and Melissa Mallinak as continuing Secretary. Melanie McGurr asked for nominations from the floor, three times. There were no other nominations from the floor. Voting commenced by paper ballot. Jennifer Buch counted the votes. Unanimously all were elected to their respective positions.

The 2024-2025 NEO-RLS Board Officers are:

- President - Melanie McGurr
- Vice President/President-Elect – Patrick Manning
- Vice President/President-Elect (2) from July 25, 2024-June 25, 2025 – Jen Grill
- Secretary – Melissa Mallinak

The Oath of Office was administered to the 2024-2025 Officers.

Gerry Vogel arrived about 11:27 am.

Jennifer Buch moved; Jen Grill seconded a motion to approve Resolution #2025-1, Appointment of NEO-RLS Staff for 2024-2025. 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 2024-2025 Executive Director/Deputy Fiscal Officer and the Fiscal Officer.

President McGurr then had Gerry Vogel read the oath of office.

Approval of Minutes of June 18, 2024, Meeting

Melissa Mallinak moved; Patrick Manning seconded a motion to approve the minutes. Motion carried by voice vote.

Correspondence:

President, Melanie McGurr has nothing at this time.

Ms. Snead had nothing at this time.

Reports:

Fiscal Officer Christine Vinion submitted a written financial report.

Ms. Vinion closed out June, the end of the fiscal year. She was able to generate the HINKLE report already, which is included in this month's board packet. The first payroll of the year was processed, blanket purchase orders were created, and membership invoices sent out. The orders for the salary survey have slowed down.

Melanie McGurr moved; Melissa Mallinak 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:

- The Director made a fruitful visit to the Canal Fulton Public Library, they are interested in Strategic Planning.

Continuing Education Coordinators

Melissa Lattanzi submitted a written report and highlighted the following:

- Ms. Lattanzi continues to finalize programs for the end of 2024.
- Ms. Lattanzi is finalizing the details for the Technology Conference.
- Ms. Lattanzi mentioned there were 202 registrants for the archived webinar library in June, and 701 registrations for June 2024.

Jeff Laser is currently out of the office, but he submitted a short-written report and highlighted the following:

- Two technology kits recently circulated.
- Mr. Laser returns from leave on July 22, 2024.

Board Officers

Board President

Melanie McGurr presented the 2024-2025 Board Calendar (Enclosure 7) for approval.

Marisha Sullivan moved; Katie Cooley seconded a motion to approve the 2024-2025 Board Calendar. Motion carried unanimously by voice vote.

She also presented the new Board Roster (Enclosure 8).

Committee Chairs

Nothing at this time.

Advisory Groups

Nothing at this time.

Current Business

- Records to be disposed (Enclosure 9)
 - Same list as last year, just with an additional year added to dispose of.
- Records to be disposed Resolution #2025-2 (Enclosure 10).
Marisha Sullivan moved; Jeanna Purses seconded a motion to approve Resolution #2025-2. The motion was carried unanimously by roll call vote.
- There are currently two vacant board seats, Zone 5, and School library. The school library seat could be an at large seat. Discussion ensued.

New Business

- 2024-2025 Advisory Group Calendar (Enclosure 11) was presented by Ms. Snead. The time has been changed from 9:30 to 11 am for advisory group meetings.
- Committee/Advisory Group Orientation & Sign-Up (Enclosure 12), Ms. Snead provided information on this in the Board Packet and went over the information with the new board member during his orientation.
- Fourth Quarter Report to SLO (Enclosure 13).
- 2024-2025 Check Signers Resolution #2025-3 (Enclosure 14) * (RC)
Jennifer Buch moved; Jennifer Welsh seconded a motion to approve Resolution #2025-3, authorization of check signers for NEO-RLS. The motion was carried unanimously by roll call vote.
- 2024-2025 State Library of Ohio Contract Resolution #2025-4 (Enclosure 15) *(RC)

Jennifer Welsh moved; Patrick Manning seconded a motion to approve Resolution #2025-4, acceptance of contract from the State Library of Ohio for funding at \$123,500 for fiscal year 2024-2025 personnel expenses. The motion was carried unanimously by roll call vote.

- 2024-2025 LSTA Grant Fund Appropriation Resolution #2025-5 (Enclosure 16) * (RC)
Jen Grill moved; Jeanna Purses seconded a motion to approve Resolution #2025-5, The Board hereby approves the use of fund 2016 (LSTA Grant), to account for the LSTA carryover funds granted by the State Library of Ohio. The Board further resolves to appropriate \$3,354.36 from fund 2016. The motion was carried unanimously by roll call vote.
- 2023-2024 Hinkle Report (Enclosure 17)

Items too Late for the Agenda:

- Jennifer Welsh, the Personnel Committee chair, spoke about evaluations for this year. The committee is still correcting the timing for the evaluations for the FO and ED. They will distribute them before the September board meeting so they can be discussed in executive session during the September meeting.
- Christine Vinion needed to make some adjustments between financial categories- two small offshoot grants. She needs to have formal appropriation resolutions to cover these. Needs two retroactive appropriation approvals. One for \$2000, one for \$200. They will be included in the next meetings board packet.

Public Comments: None

Upcoming Meetings

NEO-RLS BOARD DEIA TRAINING

To follow 11:00 am meeting

Tuesday, July 16, 2024

Geauga County Public Library

12701 Ravenwood Drive

Chardon, OH 44024

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

Adjournment: Jennifer Buch moved, and Melissa Mallinak seconded the motion to adjourn the meeting. The meeting was adjourned at 12:18 pm.

Northeast Ohio Regional Library System

Minutes of Board Meeting held on September 17, 2024, at Cuyahoga Community College - Eastern Campus 11:00am

Call to Order

This meeting was called to order at 11:14 am by President Melanie McGurr.

Roll Call

Board members present: Melissa Mallinak, Patrick Manning, Melanie McGurr, Jennifer Buch, Marisha Sullivan, Jennifer Welsh, Robin Bartley, Jeanna Purses, Katie Cooley, Jen Grill, Scott Trimmer, Robin Bartley, and Gerry Vogel.

Board members absent: Carlos Latimer

Staff members present: Ragan Snead, Melissa Lattanzi

Absent: Jeff Laser (on parental leave)

Introduction of Guests: None

Approval of Agenda

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

Approval of Minutes of July 16, 2024, Meeting

Jennifer Welsh 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 had nothing at this time.

Reports:

Fiscal Officer Christine Vinion gave her notice and is no longer the NEO-RLS Fiscal Officer. She is working for NEO-RLS as a contractor until a new Fiscal Officer is hired. Mrs. Vinion has signed on to work about 10 hours per week in the interim. This work is done mostly in the evenings. She submitted a financial narrative for July and August.

Ms. Snead reports that there have been some glitches in the interim, one with the software regarding members getting past due notices and another glitch with payroll being processed at the correct time during the holiday week. Hopefully, they recently had their last correspondence with the IRS regarding the audit.

Jennifer Buch moved; Scott Trimmer 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:

- The Director sent an updated strategic planning brochure to all directors. A few libraries have reached out to set up strategic planning after receiving the brochure.

Continuing Education Coordinators

Melissa Lattanzi submitted a written report and highlighted the following:

- The details for the Technology Conference are finalized and registrations are coming in.
- Ms. Lattanzi continues to help libraries find speakers for their staff days.
- Ms. Lattanzi is currently working on the Membership Meeting rebranded as an Open House. The meeting is for everyone, the goal is to get a broader spectrum of individuals to attend the open house. Discussion was had about sending out a targeted email to Directors regarding bringing staff members with them to the event, stressing the networking opportunities for staff.
- Ms. Lattanzi mentioned there were 232 registrants for the archived webinar library in July, and 263 registrations for August 2024.

Jeff Laser submitted a written report. He is currently on parental leave.

- Mr. Laser researched, purchased, and set up new technology to update circulating Health Literacy Kits and Mobile Podcast Studio.
- Mr. Laser partnered with Autism Society of Mahoning Valley to solicit donations to add Sensory Kits to Circulating Technology and Wellness Kits collection.

Board Officers

Board President

Melanie McGurr had nothing at this time.

Committee Chairs

Finance Committee

Patrick Manning, finance committee chair, mentioned that that the committee met and discussed the financials for July and August. He also presented to the board the committee's recommendation to keep dues rates the same for the 2025-2026 letter of intent.

Advisory Groups

Nothing at this time.

Current Business

- 2023-2024 Retroactive LSTA Grant Fund Appropriation Resolution #2025-6 (Enclosure 6)
* (RC) Robin Bartley moved; Marisha Sullivan seconded a motion to approve Resolution

#2025-6. Discussion ensued. Amendments were made to the punctuation. The motion was carried unanimously by roll call vote.

- 2023-2024 Retroactive LSTA Grant Fund Appropriation Resolution #2025-7 (Enclosure 7)
* (RC) Jennifer Buch moved; Jen Grill seconded a motion to approve Resolution #2025-7. Discussion ensued. Amendments were made to the punctuation. The motion was carried unanimously by roll call vote.
- 2024-2025 LSTA Grant Fund Appropriation Adjustment Resolution #2025-8 (Enclosure 8)
* (RC) Jennifer Welsh moved; Patrick Manning seconded a motion to approve Resolution #2025-8. Discussion ensued. A typo was corrected. The motion was carried unanimously by roll call vote.
- Annual Report (Enclosure 9) The Annual Report was discussed, and the board suggested some minor changes.
- Evaluation of Executive Director
 - Jennifer Welsh moved; Katie Cooley seconded a motion to go into Executive Session to discuss the employment of a public employee. The motion was carried unanimously by roll call vote. The board entered Executive Session at 12:07 pm. Discussion ensued. Jennifer Buch moved; Scott Trimmer seconded a motion to leave Executive Session. The motion was carried unanimously by roll call vote. The board left the Executive Session at 12:27 pm.

New Business

- Information from RLS Directors Meeting
 - Ms. Snead reported that they met with Beverly Cain, the interim State Librarian. Discussions were held about funding which will remain flat. They also received updates on the competitive grants coming out and updates on the LSTA open grants which will have a fairer processing system and a much more competitive process. She followed with an update on the State Librarian open position- the application process is closed, and interviews have begun.
- Letters of Intent for 2025-2026 (Enclosure 10)
 - Discussion ensued. The recommendation from the Finance Committee is that there will be no dues increase for 2025-2026 year. Marisha Sullivan moved; Jennifer Buch seconded a motion to approve the suggested changes to the 2025-2026 Letter of Intent. The motion was carried unanimously by roll call vote.
- FO Position
 - A discussion was held as to whether, moving forward, the Fiscal Officer position should be full-time (to back up the Executive Director) or part-time.
 - Currently the Executive Director handles the administrative duties that Fiscal Officer before Ms. Vinion used to do. Ms. Vinion was transparent with Ms. Snead that after she got all the finances transferred over, the Fiscal Officer position no longer needed to be a full-time position. It could possibly be 20 hours per week. A part-time position with benefits was discussed as a possibility. The possibility of hiring a part-time marketing and outreach person to handle membership,

marketing, website updates, ischool liaison etc. was also discussed. An ad hoc committee needs appointed to update the Fiscal Officer job description and start the hiring process for the new fiscal officer.

- Strategic Plan 2025-2028 – Staff Input (Enclosure 11)
 - Ms. Snead mentioned that they are following the same Strategic Planning process that they use for the libraries they work with. The NEO-RLS Board session will be held in November. She also mentioned that they are working to make the Chardon “office” storage room more of a workable space, since the circulation kits are sent out from there.
- Membership Survey Update (Enclosure 12)
 - Ms. Snead referenced the board packet, which includes responses they have received so far.
- Membership Meeting/Open-House
 - There will be a meet and greet for the NEO-RLS roundtables: NEO-RLS Board Tables program is 8:30-11:30. The program starts at 9am on Tuesday, November 19th All board members need to register for this event.
 - The regular board meeting will commence after the open house.

Items too Late for the Agenda:

- At the October meeting, a new NEO-RLS board member will be sworn in. Bali “Baladine” Culver from Morley Library, Youth Services Department will fill the at large board seat.

Public Comments: None

Upcoming Meetings

PERSONNEL COMMITTEE MEETING

Tuesday, September 17, 2024, | 1:30 p.m.

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

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

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

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

Adjournment: Katie Cooley moved, and Scott Trimmer seconded the motion to adjourn the meeting. The meeting was adjourned at 1:42 pm.

Northeast Ohio Regional Library System

Minutes of Board Meeting held on October 15, 2024, at Avon Lake Public Library 11:00 am

Call to Order

This meeting was called to order at 11:12 am by President Melanie McGurr.

Roll Call

Board members present: Melissa Mallinak, Patrick Manning, Melanie McGurr, Jennifer Buch, Jennifer Welsh, Robin Bartley, Katie Cooley, Jen Grill, Robin Bartley, and Baladine Culver. Scott Trimmer arrived at 11:14 am. Carlos Latimer arrived at 11:19 am. Jeanna Purses arrived at 11:24 am.

Board members absent: Marisha Sullivan, Gerry Vogel

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

Absent: None

Introduction of Guests: None

Approval of Agenda

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

All the NEO-RLS Board Members and staff introduced themselves to the new board member.

Appointment/oath of office for new NEO-RLS Board Member

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

Oath of office was administered.

Approval of Minutes of September 17, 2024, Meeting

Jennifer Welsh moved; Robin Bartley seconded a motion to approve the minutes as amended. (Time of meeting was amended.) Motion carried by voice vote.

Correspondence:

President, Melanie McGurr has nothing at this time.

Ms. Snead mentioned that Jennifer Starkey from Elyria Public Library wrote a nice message complimenting NEO-RLS on their services.

Reports:

Financials:

There are no financials for this month, a 2021 report was accidentally provided instead of the current financial report. The September report will be provided for the November meeting. Nothing to vote on at this time.

Executive Director

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

- The Director submitted LSTA Carryover final narratives for three grants.
- Ms. Snead also prepared strategic planning for Kinsman Public Library.

Continuing Education Coordinators

Melissa Lattanzi submitted a written report and highlighted the following:

- Ms. Lattanzi has begun work on 2025 Continuing Education.
- She also mentioned that there were 210 registrations for the archived webinar library in September. Attendance continues to thrive.
- Two summer reading program meetings have also taken place.

Jeff Laser submitted a written report. He is currently on parental leave.

- Mr. Laser mentioned that the new Sensory Kit was added to the kit collection.
- He also updated the Circulating Technology and Wellness Kits based on user feedback.
- Mr. Laser has begun work on 2025 Continuing Education.

Board Officers

Board President

Melanie McGurr has accepted a new position at Michigan State University Libraries as their Associate Dean for Collections and Technical Services. Her last day will be in December.

Melanie McGurr introduced Resolution #2025-9 Ad Hoc FO Search Committee (Enclosure 6) Discussion ensued. Change wording from **comprised of** to **includes**. Jennifer Buch moved; Scott Trimmer seconded a motion to approve Resolution #2025-9 as amended. Discussion ensued. The motion was carried unanimously by roll call vote. Ms. Snead will compile a list of possible dates for the first meeting.

Committee Chairs

Personnel Committee

Jennifer Welsh, personnel committee chair, nothing at this time

Awards Committee

Ms. Snead spoke on behalf of the awards committee chair; two meetings were held, and the selections were made. Nine nominations for two of the awards and eight for the other. Good participation. Invitations will be sent to all nominees. Winners will be announced at the open house.

Bylaws/Policy

Melissa Mallinak, bylaws/policy committee chair, reported that the committee met this morning and discussed some suggested changes to the bylaws and administrative policy. The suggested

changes will be typed up and included in the November board packet to be discussed and approved at the November meeting.

Advisory Groups

Nothing at this time.

Current Business

- Fiscal Officer Job Description (Enclosure 7)
 - Ms. Snead presented possible suggested changes to the current Fiscal Officer job description.
 - Under ESSENTIAL FUNCTIONS AND RESPONSIBILITIES
 - Generates letters of intent, invoices for membership, optional program fees, group purchases, sales of materials, lost/damaged items, etc. and tracks payment (POSSIBLY MOVE TRACKS PAYMENT TO THE BEGINNING OF THE BULLET POINT)
 - Provides the Executive Director and Board of Trustees with fiscal, technology and communications updates as requested.
 - Under ADDITIONAL RESPONSIBILITIES:
 - Works with the Executive Director to ensure a safe and appropriate physical work environment.
 - Under REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES
 - Knowledge of basic communications and technology infrastructure.
 - This position description shall be reviewed annually by the NEO-RLS Board of Trustees President, Personnel Committee Chair, and the employee.
 - President, NEO-RLS Board of Trustees:
 - Approved by the NEO-RLS Board of Trustees on

New Business

- State Library of Ohio 1st Quarterly Report (Enclosure 8)
 - Some editorial changes were suggested
- Membership Focus Group Feedback (Enclosure 9)
 - Will review information during strategic planning session in November
- Membership Needs Survey Results (Enclosure 10)

Items too Late for the Agenda:

Jennifer Buch moved; Jeanna Purses seconded a motion to approved Appropriation Resolution #2025-10 to purchase a gift for the outgoing NEO-RLS President. Discussion ensued. The motion was carried unanimously by roll call vote.

Public Comments: None

Upcoming Meetings

FULL BOARD STRATEGIC PLANNING MEETING TO FOLLOW FULL BOARD MEETING

Tuesday, October 15, 2024

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

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

Adjournment: Jennifer Buch moved, and Katie Cooley seconded the motion to adjourn the meeting. The meeting was adjourned at 12:22 pm.

Northeast Ohio Regional Library System

**Minutes of Board Meeting held on November 19, 2024, at Hilton Garden Inn Twinsburg OH
Following the NEO-RLS Open House**

Call to Order

This meeting was called to order at 11:39 am by President Melanie McGurr.

Roll Call

Board members present: Melissa Mallinak, Patrick Manning, Melanie McGurr, Jennifer Buch, Jennifer Welsh, Robin Bartley, Katie Cooley, Jen Grill, Robin Bartley, Baladine Culver, Scott Trimmer, Jeanna Purses, Marisha Sullivan, and Gerry Vogel

Board members absent: Carlos Latimer

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

Absent: None

Introduction of Guests: None

Approval of Agenda

Melissa Mallinak moved, and Patrick Manning seconded a motion to approve the agenda. Motion, as amended, was carried unanimously by voice vote.

Approval of Minutes of October 15, 2024, Meeting

Melissa Mallinak moved; Patrick Manning 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 mentioned that Jennifer Buch gave her a card thanking her for coming out and doing a presentation on staff day.

Reports:

Financials:

Financial documents were reviewed.

Audit Update:

Finally received an update from the IRS, via a letter. Ms. Vinion has been in touch with the auditor. Ms. Vinion has already done the IRS filings for this year.

Melissa Mallinak moved; Jennifer Welsh seconded a motion to approve the Financial Report. The motion was carried unanimously by roll call vote.

Executive Director

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

- The Director sent out the 2025-2026 Letters of Intent.
- Ms. Snead spent time reviewing current job descriptions.

Continuing Education Coordinators

Melissa Lattanzi submitted a written report and highlighted the following:

- Ms. Lattanzi continues to work on 2025 Continuing Education.
- She also mentioned that there were 247 registrations for the archived webinar library in October. There were 872 registrations for the month of October.

Jeff Laser submitted a written report.

- The 2024 Technology Conference was a great success.
- Mr. Laser mentioned that six Technology and Wellness Kits have circulated. Reservations have surpassed 2023 numbers.
- Mr. Laser continues to work on 2025 Continuing Education.
- Mr. Laser has accepted a Library Consultant position at the State Library of Ohio. He will start in December.

Board Officers

Board President: Nothing at this time.

Secretary: Melissa Mallinak introduced Resolution #2025-10 Recognition of Service (Enclosure 6).

Ragan presented the gifts, tote bag and award, to Melanie McGurr.

Melissa Mallinak moved; Baladine Culver seconded a motion to approve Resolution #2025-10.

The motion was carried unanimously by voice vote.

Committee Chairs

Nothing at this time.

Advisory Groups

Marketing/PR

Ms. Snead mentioned that the group met on November 4, where Mr. Laser provided an overview of the analytics for the website and the newsletter. The open rate is up as well, in the 50s.

Jennifer Welsh moved; Marisha Sullivan seconded a motion to break for lunch at 12:10 pm.

Motion carried by voice vote.

Jennifer Welsh moved; Melanie McGurr seconded a motion to resume the meeting at 12:49 pm.

Motion carried by voice vote. Mr. Laser left just prior to the meeting resuming.

Current Business

- Fiscal Officer Job Description Resolution #2025-11 (Enclosure 7) *(RC)
 - Ms. Snead presented possible suggested changes to the current Fiscal Officer job description. Discussion ensued. Amend document to include oxford comma.
 - Marisha Sullivan moved; Katie Cooley seconded a motion to approve Appropriation Resolution #2025-11, as amended. Changes to be take effect 11/20/24. Discussion ensued. The motion was carried unanimously by roll call vote.
- Updates to Bylaws Resolution #2025-12 (Enclosure 8) *(RC)
 - Melissa Mallinak moved; Scott Trimmer seconded a motion to approve Appropriation Resolution #2025-12. Discussion ensued. The motion was carried unanimously by roll call vote.
- Updates to Administrative Policy #2025-13 (Enclosure 9) *(RC)
 - Melissa Mallinak moved; Jennifer Welsh seconded a motion to approve Appropriation Resolution #2025-13. Discussion ensued. Add to the changes the bullet point for May, the Personnel committee meets to review salary recommendations and make recommendations to the Finance Committee.
 - The motion, as amended, was carried unanimously by roll call vote.
- 2024 Appreciation Gift Resolution #2025-14 (Enclosure 10) *(RC)
 - Jennifer Buch moved; Jennifer Welsh seconded a motion to approve Appropriation Resolution #2025-14. Discussion ensued. Add date to the end of the resolution. The motion, as amended, was carried unanimously by roll call vote.

New Business

- 2024-2025 LSTA Grant Fund Appropriation Resolution #2025-15 (Enclosure 11) *(RC)
 - Melissa Mallinak moved; Jennifer Welsh seconded a motion to approve Appropriation Resolution #2025-15. Discussion ensued. The motion was carried unanimously by roll call vote.
- 2024-2025 LSTA Grant Fund Appropriation Resolution #2025-16 (Enclosure 12) *(RC)
 - Katie Cooley moved; Marisha Sullivan seconded a motion to approve Appropriation Resolution #2025-16. Discussion ensued. The motion was carried unanimously by roll call vote.
- Continuing Education Coordinator Job Description Resolution #2025-17 (Enclosure 13) *(RC)
 - Scott Trimmer moved; Robin Bartley seconded a motion to approve Appropriation Resolution #2025-17. Discussion ensued. Grammatical changes were suggested including removing the double NEO-RLS-RLS. Strike salary range from job description. Resolution will be effective November 20, 2024. The motion, as amended, was carried unanimously by roll call vote.

- Program and Service Associate Job Description Resolution #2025-18 (Enclosure 14) *(RC)
 - Jennifer Welsh moved; Patrick Manning seconded a motion to approve Appropriation Resolution #2025-18. Discussion ensued. Change title to Programs and Services Associate. Grammatical changes were suggested including removing the double NEO-RLS-RLS. Strike salary range from job description. Resolution will be effective November 20, 2024. The motion, as amended, was carried unanimously by roll call vote.
- Marketing and Engagement Coordinator Job Description Resolution #2025-19 (Enclosure 15) *(RC)
 - Melissa Mallinak moved; Baladine Culver seconded a motion to approve Appropriation Resolution #2025-19. Discussion ensued. Grammatical changes were suggested including removing the double NEO-RLS-RLS. Strike salary range from job description. Resolution will be effective November 20, 2024. The motion as amended was carried unanimously by roll call vote.
- Executive Director/Deputy Fiscal Officer Job Description Resolution #2025-20 (Enclosure 16) *(RC)
 - Robin Bartley moved; Marisha Sullivan seconded a motion to approve Appropriation Resolution #2025-20. Discussion ensued. Grammatical changes were suggested including removing the double NEO-RLS-RLS. Strike salary range from job description. Resolution will be effective November 20, 2024. The motion as amended was carried unanimously by roll call vote.
- Executive Session to Discuss Personnel Salaries
 - Melissa Mallinak moved; Jeanna Purses seconded a motion to go into Executive Session to discuss the compensation of public employees. The motion was carried unanimously by roll call vote. The Board entered Executive Session at 2:11pm.
 - Marisha Sullivan moved; Katie Cooley seconded a motion to exit Executive Session. The motion was carried unanimously by roll call vote. The Board left Executive Session at 2:54 pm
 - **Action Taken:** Melissa Mallinak moved; Jennifer Welsh seconded a motion to table Wage Increases Resolution #2025-21 until the next board meeting in January 2025, pending receipt of further information. The motion was carried unanimously by voice vote. Patrick Manning then provided the list of information the board wants to review before deciding.
- Health Insurance Updates Resolution #2025-22 (Enclosure 18) *(RC)
 - Melissa Mallinak moved; Marisha Sullivan seconded a motion to table Health Insurance Updates Resolution #2025-22 until the next board meeting in January 2025, pending receipt of further information. The motion was carried unanimously by voice vote.

- Employee Handbook Updates Resolution #2025-23 (Enclosure 19) *(RC)
 - Jennifer Welsh moved; Scott Trimmer seconded a motion to approve Appropriation Resolution #2025-23. Discussion ensued. The insurance information needs to be removed. The motion, as amended, was carried unanimously by roll call vote.
- Resolution #2025-24 Local Fund Budget Transfer (Enclosure 20) *(RC)
 - Marisha Sullivan moved; Jeanna Pursues seconded a motion to table Resolution #2025-24 Local Fund Budget Transfer until the next board meeting in January 2025, pending receipt of further information. The motion was carried unanimously by voice vote.
- RLS Meeting Update
- 2025-2028 Strategic Plan Update (Enclosure 21)

Items too Late for the Agenda:

Public Comments: None

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

Adjournment: Melissa Mallinak moved, and Melanie McGurr seconded the motion to adjourn the meeting. The meeting was adjourned at 3:24pm.

Northeast Ohio Regional Library System
Minutes of Board Meeting held on January 21, 2025, at Nordonia Hills Library

Call to Order

This meeting was called to order at 11:02 am by President Patrick Manning.

Roll Call

Board members present: Melissa Mallinak, Patrick Manning, Jennifer Buch, Robin Bartley, Baladine Culver, Jeanna Purses, Marisha Sullivan, Gerry Vogel

Board members absent: Jen Grill, Scott Trimmer

Staff members present: Ragan Snead, Melissa Lattanzi

Absent: None

Introduction of Guests: None

Approval of Agenda

Jeanna P. moved, and Jennifer B. seconded a motion to approve the agenda. Motion, as amended, was carried unanimously by voice vote.

Elections/Appointments/Oaths

Transition of Presidential Duties:

The 2024-2025 NEO-RLS Board Officers are:

- President – Patrick Manning

The Oath of Office was administered to the 2024-2025 President Patrick Manning.

Vice President/President Elect (This oath of office will be postponed as Jen Grill is absent.)

Approval of Minutes of November 19, 2024, Meeting

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

Correspondence:

President, Patrick Manning has nothing at this time.

Reports:

Financials and Budget Projections (Enclosure 2):

Financial documents were reviewed. Discussion of the budget projections. Increase in revenue; Ragan will follow up with Christina for clarification.

Audit Update:

Finally received an update from the IRS, via a letter. Ms. Vinion has been in touch with the auditor. Ms. Vinion has already done the IRS filings for this year.

Marisha S. moved; Bali C. seconded a motion to approve the Financial Report. The motion was carried unanimously by roll call vote.

Executive Director

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

- The Director has spent quite a bit of time prioritizing hiring efforts.
- Ms. Snead scheduled a staff day training for Euclid Public Library for February 6.

Continuing Education Coordinators

Melissa Lattanzi submitted a written report and highlighted the following:

- Ms. Lattanzi continues to work on 2025 Continuing Education.
- Summer Reading Program – Successful attendance; some issues finding volunteers
- She also mentioned that there were 260 registrations for the archived webinar library in November and 275 in December.

Board Officers

Board President: Nothing at this time.

Advisory Groups

Technology

- Technology Plan updates
- AI Summary, Feedback from Advisory Group.

Committee Chairs

Ad Hoc Fiscal Officer Search Committee

A meeting was held on January 7 at Twinsburg Public Library to review candidates for the Fiscal Officer position. Candidates were selected and contacted to set up interview times.

Interviews were held on January 14 at Twinsburg Public Library.

The Committee recommends that the Board move forward with offering Mary Ellen Powers the position.

- Jennifer B moved; Patrick M seconded a motion to go into Executive Session to discuss the compensation of public employees. The motion was carried unanimously by roll call vote. The Board entered Executive Session at 11:40 am.
- Jennifer B moved; Marisha S. seconded a motion to exit Executive Session. The motion was carried unanimously by roll call vote. The Board left Executive Session at 11:46 am.
- Marisha S. moved; Jennifer B. second a motion to offer Fiscal Officer position to Mary Ellen Powers.
- Robin B. moved; Marisha S. second a motion to offer 27.50 per hour to Mary Ellen Powers.

Finance Committee

- Salary Details with Projections (Enclosure 5)
 - Review of the salary projection discussion.
- Health Insurance Details with Projections (Enclosure 6)
- Executive Session to Discuss Personnel Salaries and Benefits
 - Marisha S moved; Robin B seconded a motion to go into Executive Session to discuss the compensation of public employees. The motion was carried unanimously by roll call vote. The Board entered Executive Session at 12:05 pm.
 - Marisha Sullivan moved; Jennifer B seconded a motion to exit Executive Session. The motion was carried unanimously by roll call vote. The Board left Executive Session at 12:31 pm

Current Business

- Staff Wage Increases Resolution #2025-21 (Enclosure 7)*(RC)
 - Jeanna P. moved; Robin B. seconded a motion to approve Wage Increase Resolution #2025-21. Motion was carried unanimously by roll call vote.
 - 4% for Continuing Education Coordinator, commencing on the start date of the Programs and Services position.
- Health Insurance Updates Resolution #2025-22 (Enclosure 8) *(RC)
 - Marisha S moved; Bali C seconded a motion to approve Health Insurance Updates Resolution #2025-22. Motion was carried unanimously by roll call vote.
 - Amended; employee portion of individual 20%; start date Feb. 1st 2025
- Local Fund Budget Transfer Resolution #2025-25 (Enclosure 10) *(RC)
 - Jennifer B moved; Jeanna C seconded a motion to approve Health Insurance Updates Resolution #2025-25. Motion was carried unanimously by roll call vote.
- January Local Fund Budget Transfers Resolution #2025-24 (Enclosure 11) *(RC)
 - Amendment November 2024 to January 2025
 - Robin B moved; Jennifer B seconded a motion to approve Resolution #2025-24 as amended. Motion was carried unanimously by roll call vote.
- GCPL MOU 2025 (Enclosure 12)
 - Gerry V. moved; Marisha S. second to renew GCPL MOU.

New Business

- 2025-2028 Strategic Plan Update
- Jeff L. Exit Interview (Enclosure 9)
- Hiring Updates
- Open Board Seats

Items too Late for the Agenda:

Public Comments: None

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

Adjournment: Jennifer B moved, and Gerry V seconded the motion to adjourn the meeting. The meeting was adjourned at 12:58 pm.

Northeast Ohio Regional Library System
Minutes of Board Meeting held on March 18, 2025, at
Warren-Trumbull County Public Library

Call to Order

This meeting was called to order at 11:03 am by President Patrick Manning.

Roll Call

Board members present: Patrick Manning, Jennifer Buch, Jennifer Welsh, Robin Bartley, Katie Cooley, Baladine Culver, Jeanna Purses, Marisha Sullivan, Gerry Vogel, Jen Grill

Board members absent: Carlos Latimer, Scott Trimmer, Melissa Mallinak,

Staff members present: Ragan Snead, Melissa Lattanzi, Jill, Mary Ellen, Hillary

Introduction of new staff members:

Hillary Brown: Programs and Services Associate

Jill Grunenwald: Marketing and Engagement Coordinator

Absent: None

Introduction of Guests: None

Approval of Agenda

Jeanna moved, and Marisha seconded a motion to approve the agenda. Motion, as amended, was carried unanimously by voice vote.

Approval of Minutes of January 21, 2025, Meeting

Robin moved; Bali seconded a motion to approve the minutes as amended. Motion carried by voice vote.

Katie Cooley was present

Correspondence:

President, Patrick Manning has nothing at this time.

Ms. Snead mentioned summer reading feedback

Reports:

Fiscal Officer

Mary Ellen report

Financials and Budget Projections (Enclosure 2):

Financial documents were reviewed. Mary Ellen is still training on the accounting software and will send updated financial reports as soon as possible.

Jen G moved; Jeanna seconded a motion to approve the Financial Report. The motion was carried unanimously by roll call vote.

Executive Director

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

- The Director has spent quite a bit of time onboarding the new staff members.
- Ms. Snead conducted a successful staff day training for Euclid Public Library for February 6.

Continuing Education Coordinator

Melissa Lattanzi submitted a written report and highlighted the following:

- Ms. Lattanzi continues to work on onboarding, Spring CE, 2025 Director's Retreat, One Day workshops
- She also shared CE Stats

Board Officers

Board President: Nothing at this time.

Advisory Groups

Marketing/PR

Ragan Shared an overview of the meeting

- Jill reviewed newsletter statistics
- Group discussed goals for marketing and outreach

Committee Chairs

Finance Committee

Jen G. shared overview, financial reports, budget for 2025-2026, dues and fees – added benefits for Gold.

Current Business

- Salary Details with Projections (Enclosure 5)
- Motion executive session (pay of public official,) Jen G., second Jennifer W.;
- Wage Increase Resolution #2025-26 (Enclosure 6) *(RC)
 - Board resolution not voted on; will revisit at a later date

New Business

- RLS Director's Meeting Updates

Updates from RLS meeting.

- 2025 Customer Service Conference and Director's Retreat
86 registered for Customer service conference

Items too Late for the Agenda:

Public Comments: None

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

Adjournment: Jen G., Jennifer B. seconded the motion to adjourn the meeting. The meeting was adjourned at 12:43 pm.

**Northeast Ohio Regional Library System
Minutes of Board Meeting held on May 20, 2025, at
Corning Library-Holden Arboretum**

Call to Order

This meeting was called to order at 11:02 am by President Patrick Manning.

Roll Call

Board members present: Patrick Manning, Jennifer Buch, Jennifer Welsh, Robin Bartley, Katie Cooley, Robin Bartley, Baladine Culver, Marisha Sullivan, Gerry Vogel, Melissa Mallinak, and Jen Grill.

Board members attending via Zoom: None

Board members absent: Scott Trimmer, Carlos Latimer, Jeanna Purses

Staff members present: Ragan Snead, Melissa Lattanzi, Hillary Brown, Jill Grunenwald

Absent: Mary Ellen Powers

Introduction of Guests: None

Approval of Agenda

Melissa Mallinak moved, and Jennifer Welsh seconded a motion to approve the agenda. Motion was carried unanimously by voice vote.

Approval of Minutes of March 18, 2025, Meeting

Katie Cooley moved; Marisha Sullivan seconded a motion to approve the minutes as amended. Motion carried by voice vote.

Correspondence:

President, Patrick Manning has nothing at this time.

Ms. Snead mentioned some correspondence she received that thanked Melissa Lattanzi for her good work and well-organized continuing education programs.

Reports:

Fiscal Officer

Financials (Enclosure 2):

Financial documents were reviewed by Ragan Snead as Mary Ellen Powers was out of town.

Robin Bartley moved; Jennifer Welsh seconded a motion to approve the Financial Report. The motion was carried unanimously by roll call vote.

Executive Director

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

- The Director worked with the Fiscal Officer to draft the 2025-2026 budget.
- Ms. Snead trained staff on circulating kits.
- Ms. Snead is working with a few libraries on customized training.

Continuing Education Coordinator

Melissa Lattanzi submitted a written report and highlighted the following:

- Ms. Lattanzi has been working with quite a few libraries on speakers for staff development days.
- Ms. Lattanzi continues to work on 2025 Continuing Education.
- Ms. Lattanzi also mentioned that registrations for the archived webinar library for March and April totaled 495. Total registrations for March and April were 1,815.

Marketing and Engagement Coordinator

Jill Grunenwald submitted a written report and highlighted the following:

- Ms. Grunenwald highlighted the statistics from social media performance on Facebook and LinkedIn for March and April.

Programs and Services Associate

Hillary Brown submitted a written report and highlighted the following:

- Ms. Brown highlighted all the programs that she has facilitated.
- Ms. Brown is currently developing a chair yoga for library workers program.

Board Officers

Board President: Nothing at this time.

Advisory Group

- **DEIA Strategies** Ms. Snead shared that they met at the Cleveland Botanical Gardens, in a hybrid meeting. They spoke about resources, public versus private resources, how to share them, how to update them in a timely manner, and to put a call out to libraries to share the resources they utilize. They will continue to try to have the group meet four times a year, at least two of those meetings as hybrid.

Committee Chairs

Personnel Committee: Personnel Committee chair, Jennifer Welsh spoke and suggested the board go into executive session.

- Jennifer Welsh moved; Katie Cooley seconded a motion to go into Executive Session to discuss the compensation of public employees. The motion was carried

unanimously by roll call vote. The Board entered the Executive Session at 11:40 am.

- Jennifer Buch moved; Robin Bartley seconded a motion to exit the Executive Session. The motion was carried unanimously by roll call vote. The Board left Executive Session at 11:48 am
- Review of the Executive Director and Fiscal Officer Evaluations (done in executive Session)
- Board Resolution #2025-26 Employee Handbook Updates (Enclosure 7) Voting on this Resolution needs to be postponed, the Personnel Committee plans to meet before the next board meeting to review the updates first.

Nominating Committee: Nominating Committee chair, Patrick Manning spoke. The committee met before the board meeting today to discuss possible candidates and will be reaching out to them before the next board meeting.

Current Business

- Board Elections and Open Board Seats Update
 - The two academic seats, and the Zone 5 seat have possible representatives. The possibility of moving the two at large seats who are actually Zone 3 could be moved to Zone 3 and then there would be two at large spots available. Ms. Snead will put the At Large spots in the newsletter.
- 2025-2028 Strategic Plan update (Enclosure 8) Discussion ensued.
- Code of Conduct Review (Enclosure 9) Discussion ensued. Discussed the possibility of rewording number 7, along with a few other suggestions. Ms. Snead will edit the document and provide an edited version to the board for the review for the next board meeting.

New Business

- Report from Regional Directors' Meeting
 - Ms. Snead provided a summary of the meeting, including funding for the regionals (will remain flat for the next year), IMLS currently has a small staff and have restarted the SRP grants, the State Library did not want to confuse messaging with State versus Federal funding so they have held off on talking about Federal funding until the State budget passes, and the State Library is piloting IT services with local libraries through SEO.
- Virtual Meeting Policy (Enclosure 10)
 - Discussion ensued.

Items too Late for the Agenda:

- Budget Transfers Enclosure Resolution #2025-27 *RC

- Marisha Sullivan moved; Jennifer Buch seconded a motion to approve the Resolution #2025-27. The motion was carried unanimously by roll call vote.

Public Comments: None

Upcoming Meetings

Personnel Committee Meeting
Tuesday, June 17, 2025, | 9:30 a.m.
Twinsburg Public Library
10050 Ravenna Rd.
Twinsburg, OH 44087

Records Commission Committee Meeting
Tuesday, June 17, 2025, | 10:30 a.m.
Twinsburg Public Library
10050 Ravenna Rd.
Twinsburg, OH 44087

Full Board Meeting
Tuesday, June 17, 2025, | 11:00 a.m.
Twinsburg Public Library
10050 Ravenna Rd.
Twinsburg, OH 44087

Adjournment: Bali Culver moved, and Jennifer Welsh seconded the motion to adjourn the meeting. The meeting was adjourned at 12:57 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.