**Northeast Ohio Regional Library System**

**Minutes of Board Meeting held on July 19, 2022, at the Cuyahoga Falls Library at 11:00 am**

**Call to Order**

This meeting was called to order at 11:04 am by President C.J. Lynce.

**Roll Call**

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

Staff members present: Melissa Lattanzi, Debbie Blair, and Ragan Snead.

Guests: none

**Approval of Agenda**

Teanna Weeks moved, and Eric Taggart seconded a motion to approve the agenda as amended. Motion carried unanimously by voice vote.

**Elections/Appointments/Oath**s

Kara Cervelli was appointed to Zone 5, term expiring June 30, 2025. Patrick Manning was appointed to Zone 1, term expiring June 30, 2025. Scott Trimmer was appointed to Academic Library, term expiring June 30, 2025. Carlos Latimer was appointed to Zone 3, term expiring June 30, 2024. The oath of office was given and notarized prior to the meeting.

The Nominating Committee put forth the recommendation of Melanie McGurr for Vice President/President Elect and Melissa Mallinak for Secretary. CJ Lynce asked for nominations from the floor, three times. There were no other nominations from the floor. Voting commenced by paper ballot. Melanie McGurr was unanimously elected as President/Vice President Elect and Melissa Mallinak was unanimously elected as Secretary by all board members present. The oath of office was given to President Teanna Weeks, Vice President/President Elect Melanie McGurr and Secretary Melissa Mallinak and notarized prior to the meeting.

CJ Lynce turned the meeting over to Teanna Weeks the newly elected president.

Teanna Weeks then did the presentation of appreciation to CJ Lynce.

**Board Resolution #2023-1 Appointment of NEO-RLS Staff for 2022-2023**

Mariana Branch made, and Scott Trimmer seconded a motion to appoint the Executive Director/Deputy Fiscal Officer Betsy Lantz July 1,2022-July 30,2022, Executive Director/Deputy Fiscal Officer Ragan Snead August 1,2022-June 30, 2023, and the Fiscal Officer: Deborah Blair July 1,2022-June 30, 2023

The motion was carried unanimously by roll call vote. The oath of office was given and notarized prior to the meeting.

**Approval of Minutes**

Andrea Legg moved, Melanie McGurr seconded a motion to approve the minutes. Motion carried unanimously by voice vote.

**Correspondence:**

Debbie Blair shared two pieces of correspondence.

* Diane Vicarel from The Public Library of Youngstown & Mahoning County thanked Melissa Lattanzi for customer service planning that she provided.
* Jennifer Shatzer from Wayne county public library-shared she was grateful for networking opportunities and continuing education during the pandemic. She would also like to purchase the salary survey

**Reports**

**Financial Report**

Debbie Blair submitted a written report and financial reports for June 2022 and highlighted:

* Completed and submitted 4th quarter Financial Report to State Library
* Closed out the 2021-2022 fiscal year and reconciled funds
* Narrative report and local revenue. Report shows the last three years. $392, 941 up by 39% compared to the year before. Budget transfers completed to finish out the fiscal year.

Bank and investment report: month of June balance of $1,017,745.93

Funds Summary: month of June revenue of $28,390.02 in the local fund.

Extremely happy to report we had a carryover of $57,660.53 dollars for the fiscal year.

In total the funds were $1,0171745.93 dollars.

Local appropriations report: expenses for June, $45,066.81

CJ Lynce moved, Leslie Cade seconded a motion to approve the financial report. Motion carried unanimously by roll call vote.

**Executive Director**

Betsy Lantz submitted a written report which is included in the Board Packet. She could not attend the meeting.

**Continuing Education Coordinators**

Melissa Lattanzi submitted a written report and highlighted the following:

* Attended ALA and came away with many ideas for content and speakers.
* Found about 25 potential speakers at ALA to utilize for NEO-RLS programming.
* Assisted with strategic planning for three libraries.
* Secured NEO-RLS Membership Meeting speaker Angela Hursh who works for Novelist. The title of the presentation is No More Neutral how to use marketing to position your library in challenging times. The Membership Meeting will be held on Wednesday November 16 at the Hilton Garden inn.

Ragan Snead submitted a written report and highlighted the following:

* Assisted with strategic planning for two libraries
* Worked on finalizing the Technology Conference
* Getting ready to onboard Jeff Laser.
* Working closely with Betsy during the ED transition.

**Board Officers**

**Board President**

Teanna Weeks announced the recognition of service for Betsy Lantz. The details are included in Enclosure 4.

**Board Resolution #2023-2 Recognition of Service**

CJ Lynce moved, and Trent Ross seconded a motion to recognize and honor Betsy Lantz on her retirement. The motion carried unanimously by voice vote.

Eric Taggart moved, and Patrick Manning seconded a motion to approve the 2022-2023 Board Calendar as corrected. The motion carried unanimously by voice vote.

Teanna Weeks asked the Board Members to look over the New Board Roster (Enclosure 9) to make sure all contact information was correct.

**Committee Chairs**

**Awards Committee**

Michelle Allerman, chair of the Awards committee gave an update on the number of candidates for the awards. The committee received 3 nominations for the Rising Star Award, 5 nominations for the Shooting Star Award, and 2 nominations for the Advocacy Award. The nominations for the Rising Star and Shooting Star Awards have been given to Wendy Knapp to select award recipients. The next committee meeting will be held on September 20, 2022, after the regular Board Meeting.

**Current Business**

Debbie Blair gave a salary survey update.

* NEO-RLS has received $24,100 in revenue
* There were 61 libraries that purchased the survey.

Melissa Lattanzi and Ragan Snead gave an update on the Technology Conference.

* The Keynote Speaker will be David Sidel from Miami University.
* A lot of cyber security information will be included at this conference.
* The Conference is set to be held Tuesday October 25 at the Hilton Garden Inn in Twinsburg
* Melissa Lattanzi is still working on confirming a closing speaker for the event.

**New Business**

* Melissa Lattanzi gave an update on the Membership Meeting, which is scheduled for Wednesday November 16, 2022, at the Hilton Garden Inn. Breakfast will be provided.
* Debbie Blair presented the Committee/Advisory Group Orientation. Ms. Blair went through each Committee and Advisory Group description listed in Enclosure 10. The advisory groups can meet via Zoom. Ms. Blair then passed around the sign-up sheets for the Committee and Advisory Groups.
* Ms. Blair then introduced the 2022-2023 Advisory Group Calendar (Enclosure 11)
* The Annual Report was presented to the Board for review.
* The Fourth Quarter Report to SLO (Enclosure 12) was presented.

**Board Resolution #2023-3 2022-2023 Petty Cash Fund**

Trent Ross moved, and Scott Trimmer seconded a motion to set the amount of the petty cash fund for the fiscal year 2022-2023 at $150. The motion carried unanimously by roll call vote.

**Board Resolution #2023-4 Surplus**

Michelle Allerman moved, and CJ Lynce seconded a motion to allow the Executive Director or Fisal Officer to declare items that are no longer needed, no longer serviceable etc. Surplus during the course of FY2022-2023. 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.

The motion carried unanimously by roll call vote.

**Board Resolution #2023-5 Check Signers**

Mariana Branch moved and Melanie McGurr seconded a motion to authorize the following people to sign checks for the NEO-RLS.

* Teanna Weeks, President, NEO-RLS Board of Trustees
* Melanie McGurr, Vice-President/President-Elect NEO-RLS Board of Trustees
* Melissa Mallinak, Secretary, NEO-RLS Board of Trustees
* Elizabeth Lantz, Executive Director/Deputy Fiscal Officer, NEO-RLS
* Deborah Blair, Fiscal Officer, NEO-RLS

All other individuals will be removed.

The motion carried unanimously by roll call vote.

**Board Resolution #2023-6 State Library of Ohio Contract**

CJ Lynce moved, and Eric Taggart seconded the motion to accept the contract from the State Library of Ohio for funding at $120,000.00 for FY2022-2023 personnel expenses.

The motion carried unanimously by roll call vote.

**Board Resolution #2023-7 LSTA Grant Fund 2022-2023 Appropriation**

Andrea Legg moved, and Eric Taggart seconded the motion to approve the use of fund 216 (LSTA Grant), to account for the LSTA carryover funds granted by the State Library of Ohio. The Board further resolves to appropriate $8,564.50 from fund 216. The appropriations are outlined below.

Northeast Ohio Regional Library System Appropriations – July 19, 2022

 l. PROJECT NAME: NEO-RLS Fund 216 - LSTA Grant

The following is a request for appropriation from Fund 216:

 ll. (A) (B) (C)

 **REF#**  **AMOUNT**  **Account**

 R-1 $8,564.50 X3720 Lecturers and Speakers

The motion carried unanimously by roll call vote.

**Items too Late for the Agenda**

* Melissa Lattanzi reminded the Board about the celebration for Betsy Lantz and her retirement being held on Friday July 22, 2022, from 2:30-4:30pm.

**Public Comments: NONE**

**Next Meeting:**

**FINANCE COMMITTEE MEETING**

Tuesday, September 20, 2022, | 9:30 a.m.

Geauga County Public Library - Administrative Center

12701 Ravenwood Drive

Chardon, OH 44024

**FULL BOARD MEETING**

Tuesday, September 20, 2022, | 11:00 a.m.

Geauga County Public Library - Administrative Center

12701 Ravenwood Drive

Chardon, OH 44024

**DEI STRATEGIES COMMITTEE MEETING**

Tuesday, September 20, 2022, | 1:30 p.m.

Geauga County Public Library - Administrative Center

12701 Ravenwood Drive

Chardon, OH 44024

**Adjournment**

CJ Lynce moved, and Melanie McGurr seconded the motion to adjourn the meeting. The meeting was adjourned at 11:59am.