**Northeast Ohio Regional Library System**

**Minutes of Board Meeting held on September 20, 2022, at the Geauga County Public Library at 11:00am**

**Call to Order**

This meeting was called to order at 11:05 am by President Teanna Weeks.

**Roll Call**

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

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

Absent: Debbie Blair

Guests: none

**Approval of Agenda**

Eric Taggart moved, and Melanie McGurr seconded a motion to approve the agenda. Motion carried unanimously by voice vote.

**Approval of Minutes of July 19,2022 Meeting**

Scott Trimmer moved; Trent Ross seconded a motion to approve the minutes as amended. Motion carried unanimously by voice vote.

**Correspondence: NONE**

**Reports**

**Financial Report**

Debbie Blair was absent. Ragan Snead presented what was available for the Financial Report. Ms. Blair was not able to run the financial reports to include with this month’s board packet due to illness and the new accounting system being implemented. The transition to the new accounting system is not going very smoothly, the consultant has not been very responsive. Because the financial report is not complete for this month, the report was not voted on for approval.

**Executive Director**

Ragan Snead submitted a written report and highlighted the following:

* Ms. Snead has been busy with Strategic Planning. She currently has three libraries that are at the same phase of the process.
* NEO-RLS has been awarded the LSTA Carryover Funds for October 2022-March 2023.
* Ms. Snead also assisted Mr. Laser with the Stow-Munroe Falls Public Library community survey which has about 5,000 responses.

**Continuing Education Coordinators**

Melissa Lattanzi submitted a written report and highlighted the following:

* Very successful Director’s Retreat, which had a phenomenal speaker
* Assisted about 5 libraries with finding speakers for staff days
* In Continuing Education, 18 programs were held between July and August, with 745 attendees
* CE continues to be strong- CE advisory meeting produced good ideas
* Ready to start planning 2023
* Person in charge training for anyone was proposed

Jeff Laser submitted a written report and highlighted the following:

* Gave a little of his professional background, introduction
* Assisted with two strategic planning sessions
* Observed and assisted Melissa with the Safe Space workshop

**Board Officers**

**Board President**

Teanna Weeks

**Resolution 2023-7 Ad Hoc FO Search Committee**

CJ Lynce moved, and Teanna Weeks seconded a motion to create an Ad Hoc FO Search Committee, chaired by CJ Lynce. The motion carried unanimously by roll call vote.

**Committee Chairs**

**Finance Committee**

Melanie McGurr, chair of the Finance Committee gave the Board an update that the committee met before the Board meeting today and there was a fruitful discussion regarding the letters of intent and the pricing scale. The Finance Committee recommended to the Board that the NEO-RLS 2023-2024 Letter of Intent is good as it stands. Ms. McGurr did mention that the only real change, which is not mentioned in the letter but is reflected on the website, is that the number of hours for each piece of facilitation for the Strategic Planning Process has increased. The committee’s next meeting is planned for January 2023.

**Personnel Committee**

Eric Taggart, chair of the Personnel Committee updated the Board that the committee met last week regarding the need to hire a new Fiscal Officer. They also discussed the possibility of contracting Debbie Blair in the interim, which is their recommendation to the Board.

**Current Business**

Ragan Snead gave a salary survey update based on information provided by Debbie Blair.

* 71 Libraries have purchased the salary survey, which brings the revenue amount to $26,875.
* There has been some feedback that libraries are utilizing this information.

Ragan Snead gave an update on the move to remote work MOU (Enclosure 7).

* Some adjustments were made to punctuation and grammar and a question was brought up by the board regarding who sets the monthly payment for the office space.
* The draft still needs approved by the prosecutor.

Ragan Snead presented the option of Debbie Blair working with NEO-RLS on a contracted basis during the Fiscal Officer search. This contracted basis would include continuing FO duties during this transition, this includes but not limited to paying bills, creating, and running financial reports, and training the new Fiscal Officer. Discussion was held regarding salary, hours, training schedule, etc.

CJ Lynce moved, and Melanie McGurr seconded to authorize the Executive Director to enter into an agreement with Debbie Blair for fiscal and training services not to exceed $50/hour and total not to exceed $4,000. The motion carried unanimously by roll call vote.

**New Business**

* Information from the RLS Directors Meeting
  + First meeting Ms. Snead met other RLS Directors
  + The State Library paid for a table at the OLC conference to promote our services, Jeff Laser will be staffing that table to promote NEO-RLS services
* Letters of Intent for 2023-2024 (Enclosure 7)
  + The document was presented to the Board for discussion.

**Items too Late for the Agenda-NONE**

**Public Comments -NONE**

**Upcoming Meetings**

**PERSONNEL COMMITTEE MEETING**

Tuesday, October 18, 2022, | 9:30 a.m.

Twinsburg Public Library

10050 Ravenna Rd.

Twinsburg, OH 44087

**FULL BOARD MEETING**

Tuesday, October 18, 2022, | 11:00 a.m.

Twinsburg Public Library

10050 Ravenna Rd.

Twinsburg, OH 44087

**DEIA STRATEGIES MEETING**

Tuesday October 18, 2022, | 1:30 p.m.

Twinsburg Public Library

10050 Ravenna Rd.

Twinsburg, OH 44087

**Adjournment**

CJ Lynce moved, and Eric Taggart seconded the motion to adjourn the meeting. The meeting was adjourned at 12:04pm.