Northeast Ohio Regional Library System
Minutes of Board Meeting held on July 15, 2025, at Geauga County Public Library-Bainbridge
11:00am

Call to Order
This meeting was called to order at 11:04 am by President Patrick Manning.

Roll Call
Board members present: Patrick Manning, Jennifer Buch, Jennifer Welsh, Katie Cooley, Scott Trimmer, Melissa Mallinak, Pam Matthews, Laura Ponikvar, Carrie Kibby, Cheryl Slater, and Jen Grill.

Board members absent: Baladine Culver, Meghan Harper, Marisha Sullivan, Robin Bartley, Katie Cooley

Katie Cooley arrived at 11:07 am
Marisha Sullivan arrived at 11:25 am

Board members attending via Zoom: None

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

Absent: None

Introduction of Guests: None

Introduction of NEORLS Board Members.

Approval of Agenda
Jennifer Buch moved, and Jen Grill seconded a motion to approve the agenda, as amended. Motion carried unanimously by voice vote.

Elections/Appointments/Oaths

New NEO-RLS Board Members:
· Pam Matthews, Zone 3 Library - Term expires June 30, 2028
· Meghan Harper, Academic Library – Term expires June 30, 2028, not here
· Laura Ponikvar, Academic Library – Term expires June 30, 2028
· Carrie Kibby, At-Large – Term expires June 30, 2028
· Cheryl Slater, Zone 5 Library – Term expires June 30, 2028

The oath of office was administered.

Election of Officers

The Nominating Committee put forth the nomination of Melissa Mallinak as Vice President/President-Elect and Marisha Sullivan as Secretary. Patrick Manning 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 2025-2026 NEO-RLS Board Officers are:

- President – Jen Grill
- Vice President/President-Elect – Melissa Mallinak
- Secretary – Marisha Sullivan

The Oath of Office was administered to the 2025-2026 Officers.

Katie Cooley moved; Melissa Mallinak seconded a motion to approve Resolution #2026-1, Appointment of NEO-RLS Staff for 2025-2026. The motion was carried unanimously by roll call vote.

- Executive Director/Deputy Fiscal Officer – Ragan Snead
- Fiscal Officer – Mary Ellen Powers

The Oath of Office was administered for the 2025-2026 Executive Director/Deputy Fiscal Officer and the Fiscal Officer.

Approval of Minutes of June 17, 2025, Meeting

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

Correspondence:

President, Jen Grill has nothing at this time.

Ms. Snead had nothing at this time.

Reports:

Fiscal Officer/Financials:

Fiscal Officer Mary Ellen Power said that the report is still in progress.
There is nothing to vote on at this time.

Marisha Sullivan arrived at 11:25 am.

Executive Director

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

- The director submitted the 4th quarter report to the State Library.
- Ms. Snead sent out 2025-2026 membership renewal notices.

Continuing Education Coordinators

Melissa Lattanzi submitted a written report and highlighted the following:

- Ms. Lattanzi mentioned that the registrations for the archived webinar library for June was 160.
- Michael Threets will be the speaker, in person, for the NEORLS October 28 Open House!

Marketing and Engagement Coordinator

Jill Grunenwald submitted a written report and highlighted the following:

- Ms. Grunewald started a new Friday “Coffee and Contemplation” social series to engage with library members.

Programs and Services Associate

Hillary Brown submitted a written report and highlighted the following:

- The first Chair Yoga session has 69 registrants so far.
- Creating plan for the roll out of message boards and drafting content posting schedule to drive engagement on message boards
- Shipping and receiving tech kits.

Board Officers

Board President

Ragan presented the gift to Patrick Manning for his service as NEO-RLS President.

Jen Grill presented the 2025-2026 Board Calendar (Enclosure 8) for approval.
Marisha Sullivan moved; Patrick Manning seconded a motion to approve the 2025-2026 Board Calendar. Motion carried unanimously by voice vote.

She also presented the new Board Roster (Enclosure 9).

Committee Chairs

Nothing at this time.

Advisory Groups

Nothing at this time.

Current Business

- Resolution #2026-2 Appreciation Gift for Board President (Enclosure 10) *RC
- Melissa Mallinak moved; Jennifer Buch seconded a motion to approve Resolution #2026-2 Appreciation Gift (Enclosure 10) Discussion ensued. Motion carried unanimously by roll call vote.
- Resolution #2026-3 Administrative Policy Updates Virtual Meeting Policy (Enclosure 11) * (V)

Jen Grill moved; Jennifer Buch seconded a motion to approve Resolution #2026-3 Administrative Policy Updates Virtual Meeting Policy (Enclosure 11) * (V) Discussion ensued. Motion carried unanimously by voice vote.

- Office Space Discussion (Enclosure 12)
  - PO Box for Mail
  - Need space to store items- September 30 is the end date of the current lease.
  - Possibility Lakeland Community College
- Corrected 2025-2026 Appropriations #2026-4 (Enclosure 13) *RC
- Scott Trimmer moved; Patrick Manning seconded a motion to approve Resolution #2026-4 Corrected 2025-2026 Appropriations, as amended (Enclosure 13) Discussion ensued. The number for the Total Public Programs and Services is $283, 119. Motion carried unanimously by roll call vote.

New Business

- Ms. Snead presented 2025-2026 Advisory Group Calendar (Enclosure 14).
  - Tuesday October 14 Special Libraries Advisory group; date changed. Anyone interested can be on an Advisory Committee.
- Committee/Advisory Group Sign-Up (Enclosure 15) Ms. Snead provided information on this in the Board Packet and went over the information with the new board members during their orientation. Ragan to put out a poll for committees.
- Fourth Quarter Report to SLO (Enclosure 16)
  - Most information has already been covered in earlier reports.
- 2025-2026 Check Signers Resolution #2026-5 (Enclosure 17) * (RC)
- Pam Matthews moved; Marisha Sullivan seconded a motion to approve Resolution #2026-5, authorization of check signers for NEO-RLS. The motion was carried unanimously by roll call vote.
- 2025-2026 State Library of Ohio Contract Resolution #2026-6 (Enclosure 18) *(RC)
- Katie Cooley moved; Jennifer Welsh seconded a motion to approve Resolution #2026-6, acceptance of contract from the State Library of Ohio for funding at $123,500 for fiscal year 2025-2026 personnel expenses. The motion was carried unanimously by roll call vote.
- Depository Agreement #2026-7 (Enclosure 19) *(RC)
- Marisha Sullivan moved; Scott Trimmer seconded a motion to approve Resolution #2026-7, as amended to be 4 years, not 5. The depository agreement for NEO-RLS. The motion was carried unanimously by roll call vote.
- Corrected 2025-2026 Estimates of Revenue #2026-8 (Enclosure 20) *(RC)
- Scott Trimmer moved; Patrick Manning seconded a motion to approve Resolution #2026-8. The motion was carried unanimously by roll call vote.

Items too Late for the Agenda:

- Marsha Sullivan- Oath of Office was given to the Secretary for 2025-26 year.
- Ms. Snead updated the board on the audit.

Public Comments: None

Upcoming Meetings

FINANCE COMMITTEE MEETING
Tuesday, September 16, 2025, | 9:30 a.m.
Mentor Public Library
8215 Mentor Ave.
Mentor, OH 44060

FULL BOARD MEETING
Tuesday, September 16, 2025, | 11:00 a.m.
Mentor Public Library
8215 Mentor Ave.
Mentor, OH 44060

PERSONNEL COMMITTEE MEETING
Tuesday, September 16, 2025, | 1:30 p.m.
Mentor Public Library
8215 Mentor Ave.
Mentor, OH 44060

Adjournment: Katie Cooley moved, and Jennifer Welsh seconded the motion to adjourn the meeting. The meeting was adjourned at 12:44 pm.