**Northeast Ohio Regional Library System**

**Minutes of Board Meeting held on July 18, 2023, at the Geauga County Public Library at 11:00am**

**Call to Order**

This meeting was called to order at 11:04 am by President Teanna Weeks.

**Roll Call**

Board members present: Kara Cervelli, Melissa Mallinak, Patrick Manning, Melanie McGurr, Eric Taggart, Scott Trimmer, Teanna Weeks, Mariana Branch, Robin Bartley, Jennifer Buch, Katie Cooley, Jen Grill, Marisha Sullivan, and Jennifer Welsh.

Board members absent: Carlos Latimer

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

Absent: none

Guests: none

**Approval of Agenda**

Scott Trimmer moved, and Mariana Branch seconded a motion to approve the agenda as amended. Motion carried unanimously by voice vote.

**Elections/Appointments/Oaths**

Oaths of Office were administered for the following new NEO-RLS Board Members:

• Robin Bartley, GEO Library - Term expires June 30, 2026

• Jennifer Buch, Zone 4 Library - Term expires June 30, 2026

• Katie Cooley, Zone 2 Library - Term expires June 30, 2026

• Jen Grill, Zone 2 Library – Term expires June 30, 2026

• Marisha Sullivan, Special Library – Term expires June 30, 2026

• Jennifer Welsh, At-Large – Term expires June 30, 2026

Election of Officers

The Nominating Committee put forth the nomination of Eric Taggart as Vice President/President-Elect and Melissa Mallinak as continuing Secretary. Teanna Weeks asked for nominations from the floor, three times. There were no other nominations from the floor. Voting commenced by paper ballot. Unanimously both were elected to their respective positions.

The 2023-2024 NEO-RLS Board Officers are:

• President - Melanie McGurr

• Vice President/President-Elect – Eric Taggart

• Secretary – Melissa Mallinak

Teanna Weeks officially passed the meeting over to newly elected President Melanie McGurr.

Melissa Mallinak moved; Patrick Manning seconded a motion to approve Resolution #2024-1, Appointment of NEO-RLS Staff for 2023-2024. 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 2023-2024 Executive Director/Deputy Fiscal Officer and the Fiscal Officer.

**Approval of Minutes of June 20, 2023, Meeting**

Mariana Branch moved; Teanna Weeks seconded a motion to approve the minutes, as amended. Motion carried by voice vote.

**Correspondence:**

There is no correspondence at this time.

**Reports**

Fiscal Officer Christine Vinion submitted a written financial report.

Ms. Vinion mentioned that year-end transfers were made to balance out account lines and that is reflected in the first page of her report.

Ms. Vinion continued with a Software Solutions (SSI) update: she ended up having to go up to the President of the company to get the project moving forward and achieve proper levels of communication. Software Solutions has provided templates that should be able to be input into the software once it is live. She is currently waiting for the next step from Software Solutions to proceed. At this time, she is still working with ACCUFUND and spreadsheets until the new SSI system is in place. Per Board discussion, Ms. Vinion is to go back to Software Solutions with a proposed date to have the software ready to implement.

Eric Taggart moved; Teanna Weeks seconded a motion to approve the financial report. Motion carried unanimously by roll call vote.

**Executive Director Ragan-**

Ragan Snead submitted a written report and highlighted the following:

* Ms. Snead completed the staff evaluations for Ms. Lattanzi and Mr. Laser.
* Ms. Snead went over some of what was discussed during the Staff Retreat.
* Strategic Planning and consulting services are doing well, fall is almost completely booked, and she is looking toward booking in Spring 2024.

**Continuing Education Coordinators**

Melissa Lattanzi submitted a written report and highlighted the following:

* Staff day is almost completely planned.
* Ms. Lattanzi has had many libraries contact her for ideas for speakers for their staff days.
* Ms. Lattanzi mentioned that she is working on refreshing the Leadership Academy.
* The views for the Archived Webinar Library totaled 215 in June. Total registration reached 579 in June 2023.

Jeff Laser submitted a written report and highlighted the following:

* Library Boot Camp series, for those new to the library field, was highlighted in this week’s newsletter.
* Library Spotlight, launched in late May, features libraries in the area in the newsletter and website.

**Board Officers**

**Board President**

Melanie McGurr

Teanna Weeks moved; Patrick Manning seconded a motion to approve the 2023-2024 Board Calendar. Motion carried unanimously by voice vote.

Ms. McGurr also mentioned the new Board Roster (Enclosure 8).

**Committee Chairs**

Nothing at this time.

**Advisory Group Chairs**

Nothing at this time.

**Current Business**

* Ms. Lattanzi gave an update on 2023 Staff Day: October 9, 2023. The event will be at Lakeland Community College, Maurice Coleman will be the Keynote Speaker. He is the creator of the T is for Training Podcast. The program is You are the Guardians at the Gate. She then went into detail about all the sessions scheduled for throughout the day.

**New Business**

* Membership Meeting November 15, 2023, Ms. Snead mentioned that the Board meeting is to follow along with DEIA (Diversity, Equality, Inclusion, and Accessibility) training at the Hilton Garden Inn in Twinsburg.
* Committee/Advisory Group Orientation & Sign-Up (Enclosure 9), Ms. Snead provided information on this in the Board Packet and went over the information with new board members during their orientation.
* 2023-2024 Advisory Group Calendar (Enclosure 10), Ms. Snead presented it and asked if there were any questions.
* Annual Report, Ms. Snead mentioned that the release of the annual report has been pushed to September due to financials.
* Fourth Quarter Report to SLO (Enclosure 11), Ms. Snead emailed this separately from this month’s board packet. She asked if there were any questions, there were none.
* 2023-2024 Check Signers Resolution #2024-2 (Enclosure 12) \* (RC)

Mariana Branch moved; Katie Cooley seconded a motion to approve Resolution #2024-2, authorization of check signers for NEO-RLS. The motion was carried unanimously by roll call vote.

* 2023-2024 State Library of Ohio Contract Resolution #2024-3 (Enclosure 13) \*(RC)

Teanna Weeks moved; Kara Cervelli seconded a motion to approve Resolution #2024-3, acceptance of contract from the State Library of Ohio for funding at $123,500 for fiscal year 2023-2024 personnel expenses. The motion was carried unanimously by roll call vote.

**Items too Late for the Agenda-**

Scott Trimmer mentioned the yearly contract with Geauga County Public Library for NEO-RLS storage space rental and suggested Ms. Snead approaching GCPL Board to see if they can decide on the dollar amount for the next year’s rental contract prior to the start of the next year.

**Public Comments -NONE**

**Upcoming Meetings**

**FINANCE COMMITTEE MEETING**

**Tuesday, September 19, 2023, | 9:30 am**

Westlake Porter Public Library

27333 Center Ridge Rd.

Westlake, OH 44145

**FULL BOARD MEETING**

**Tuesday, September 19, 2023, | 11:00 am**

Westlake Porter Public Library

27333 Center Ridge Rd.

Westlake, OH 44145

**AWARDS COMMITTEE MEETING**

**Tuesday, September 19, 2023, | 1:30 pm**

Westlake Porter Public Library

27333 Center Ridge Rd.

Westlake, OH 44145

**Adjournment**

Teanna Weeks moved, and Scott Trimmer seconded the motion to adjourn the meeting. The meeting was adjourned at 1 pm.