

Northeast Ohio Regional Library System
Minutes of Board Meeting held on November 14, 2025 at Westlake Porter Public Library at
11:00am

Call to Order

This meeting was called to order at 11:10 by President Jen Grill.

Roll Call (RC)

Board members present: Jen Buch, Katie Cooley, Bali Culver, Jen Grill, Carrie Kibby, Melissa Mallinak, Patrick Manning, Pam Matthews, Laura Ponikvar, Cheryl Slater, Marisha Sullivan, Scott Trimmer, Jen Welsh

Board members absent: Robin Bartley, Meghan Harper

Late arrivals: none

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

Approval of Agenda (V)

Pam Matthews moved; Scott Trimmer seconded a motion to approve the agenda as amended. Motion carried unanimously by voice vote.

Approval of Minutes of October 21, 2025 Meeting (V)

Jen Welsh moved; Scott Trimmer seconded a motion to approve the minutes as amended. Motion carried by voice vote.

Correspondence:

President, Jen Grill has nothing at this time.

The NEO-RLS staff received very positive feedback about the open house, especially about Mychal Threats! We are lucky to have had him in attendance.

Reports:

Fiscal Officer/Financials (Enc 2) (RC):

Fiscal Officer Mary Ellen Powers submitted a financial report and provided an update on the audit:

- Ragan Snead contacted the IRS again and there is no news, but we do know that they received our 941-X and it is likely waiting to be processed.
- Mary Ellen Powers to follow up on this coming year's audit.
- Jen Buch moved; Jen Welsh seconded a motion to approve the financials. Motion carried unanimously by roll call.

Executive Director (Enc 3)

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

- Ragan attended the State Library board meeting and stayed for the ILEAD project presentations.
 - NEO-RLS got mentioned twice!
 - Ragan thinks that there is a strong likelihood we can partner with some of these projects.

Continuing Education Coordinator (Enc 4)

Melissa Lattanzi submitted a written report and highlighted the following:

- Two SRP planning meetings have occurred (Children's and Teens) with the adult session next week.
- CE for 2026 is coming together, with more workshops and webinars getting posted hopefully by Dec 1, but definitely before the end of the year.
- Statistics are still looking great, with strong attendance compared to 2024.
- Question about the Mychal Threats session—it was not recorded.

Marketing and Engagement Coordinator (Enc 5)

Jill Grunenwald submitted a written report and highlighted the following:

- The newsletter performed even better than usual, with open rates over 45% for three out of five recent emails, two of which were over 50%!
- There is a new onboarding email for library staff signing up for accounts under their library to help them learn about NEO-RLS services.
- NEO-RLS had good engagement on social media over the last month, especially around the Open House.
- Our new Instagram has done quite well and is gaining followers!
- Librarians as pasta shapes was an exceptionally silly post that performed exceptionally well.
 - Jill Grunenwald states she is going to continue doing silly posts when opportunities arise; multiple board members state they enjoy the silly posts.
- Jill Grunenwald attended/tabled at ALAO and had solid engagement at the table.
 - Less handouts were taken than expected, but QR codes were provided for paperless options.
 - Do we have access to QR codes that can provide metrics?
 - Maybe! NEO-RLS staff will investigate whether we currently have this capability.

Programs and Services Associate (Enc 6)

Hillary Brown submitted a written report and highlighted the following:

- Message Boards are progressing well with active learning communities as early adopters.
 - Feedback is nearly universally positive.
- “Story Time Beyond the Basics” was extremely well received; discussion went over time. This also seems like a good topic for the message boards!
- Preparing for OLC and working on 2026 CE.
- Jen Buch appreciates the chair yoga sessions and thought they were valuable, especially for those who are not huge yoga people. She appreciates the fact that the benefits of yoga are explained and that it did not require being on the floor.

Board Officers

President: Jen Grill

- Since we will have a table at OLC—would the NEO-RLS staff want to have some of the board members stop by and assist with making sure the table is sufficiently staffed?
 - Yes! But also, just stop by and visit regardless. We will coordinate.

Advisory Groups

Marketing/PR Advisory Group:

- Patrick Manning was the only attendee.
 - Conversation was mostly around membership recruitment.
 - Currently a small group with two marketing staff.
 - Open to staff in non-marketing roles as well.
 - With regards to recruitment, we need to remember signup sheets for next year’s open house. For this year, Ragan Snead will send out an post-event attendee email for Advisory Group/Board Committee recruitment.
 - Brainstorming included topics such as Ragan’s meet and greets and topics for future CE.

Current Business

Administrative Policy Update - Cybersecurity #2026-12 (Enclosure 7)

In bylaws meeting, we discussed the need for an addition to the policy with regards to ORC 9.64.

- Thank you to Jen Buch for the template, which was derived from one provided by the state.
 - The language regarding personal networks and our hardware is kept vague for security reasons on the advice of the State Library.
 - We are on the waitlist for the training with Ohio Persistent Cyber Improvement (OPCI) program.
- Changes proposed, primarily formatting/non-substantive.
 - Ragan Snead will create an incident report form for cybersecurity (and investigate whether we have a non-cybersecurity incident report form).
 - Explanation of the procedures and requirements for reporting as listed in the policy.

- Bali Culver moved; Melissa Mallinak seconded a motion to adopt the resolution as amended. Motion carried unanimously by roll call.

Administrative Policy Update - Appendix C Communication Etiquette #2026-13 (Enclosure 8)

Bylaws Committee discussed the need for an update to the Communication Etiquette policy with regards to the Active Learning Communities.

- Ragan Snead used Hillary Brown's messaging board communication guidelines as the basis for the new policy; it requires minimal changes.
- Changes discussed, primarily grammatical.
- Marisha Sullivan moved; Jen Welsh seconded a motion to adopt the resolution as amended with a special emphasis on the usage of the Oxford comma. Motion carried unanimously by roll call.

New Business

Budget Appropriation Transfer - #2026-14 (Enclosure 9)

A few transfers are required due to the following:

- Healthcare was over by \$29 when it was encumbered for the year.
- NEO-RLS incurred moving expenses due to the Geauga County Public Library facilities change.
- Rent to Geauga County Public Library was paid out of the admin contracts budget line but should have come out of rent.
- Katie Cooley moved; Pam Matthews seconded a motion to adopt the resolution. Motion carried unanimously by roll call.

RLS Director's Meeting Update

Ragan Snead attended the Regional Directors Meeting on November 4th.

- Some discussion around cybersecurity state policy and its impact on the regionals
- Federal funding has been a continuous topic of conversation, LSTA carryover funds are still not available.
 - Some small amount of money \$250 is available summer reading programs
- It was requested that NEO-RLS share the vendor table at OLC with other regionals as they were not able to obtain a table. Ragan Snead declined as the use of the space has already been planned in accordance with one of her goals for FY26.
- NEO-RLS is hoping to collaborate with the other regionals on a joint webinar for the spring, but it will depend on timing and topic.
 - Could we offer a collaborative option that better fits our needs as well as those of the other regionals? Ragan Snead and Melissa Lattanzi will investigate this idea.

Updated Board Calendar (Enclosure 10)

The board calendar requires a few changes and clarifications.

- Personnel Committee meeting added to the January board meeting date for purposes of salary range and job descriptions discussion, changed from goals update.

- Ragan received an email regarding the equity of the Awards Committee process, so more time will be required for this meeting than expected. The next committee meeting is scheduled for May, which makes the timing difficult due to the already packed day.
 - Proposal to make this committee meeting virtual due to the change in agenda.
With our new virtual meeting policy, we can do this!
- Discussion about the logistics of meeting virtually in January if the weather should prove an issue—if you need to attend virtually, let Jen Grill and Ragan Snead know and NEO-RLS staff will bring the OWL.
- May need to change the location of the March meeting from Morley to a different location due to construction delays.

Items too Late for the Agenda:

None at this time.

Public Comments:

None

Upcoming Meetings

BOARD TRAINING

Friday, November 14, 2025 | 1:30 p.m.
Westlake Porter Public Library
27333 Center Ridge Rd
Westlake, OH 44145

FINANCE COMMITTEE MEETING

Tuesday, January 20, 2026 | 9:30 a.m.
Kent State University Library
1125 Risman Rd.
Kent, OH 44242

FULL BOARD MEETING

Tuesday, January 20, 2026 | 11:00 a.m.
Kent State University Library
1125 Risman Rd.
Kent, OH 44242

AWARDS COMMITTEE MEETING

Tuesday, January 20, 2026 | 1:30 p.m.
Kent State University Library
1125 Risman Rd.
Kent, OH 44242

PERSONNEL COMMITTEE

Tuesday, January 20, 2026 | 2:00 p.m.
Kent State University Library
1125 Risman Rd.
Kent, OH 44242

Adjournment:

Melissa Mallinak moved to adjourn the meeting, Marisha Sullivan seconded. The meeting was adjourned at 12:24pm.