

**Northeast Ohio Regional Library System  
Minutes of Board Meeting held on May 20, 2025, at  
Corning Library-Holden Arboretum**

**Call to Order**

This meeting was called to order at 11:02 am by President Patrick Manning.

**Roll Call**

Board members present: Patrick Manning, Jennifer Buch, Jennifer Welsh, Robin Bartley, Katie Cooley, Robin Bartley, Baladine Culver, Marisha Sullivan, Gerry Vogel, Melissa Mallinak, and Jen Grill.

Board members attending via Zoom: None

Board members absent: Scott Trimmer, Carlos Latimer, Jeanna Purses

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

Absent: Mary Ellen Powers

Introduction of Guests: None

**Approval of Agenda**

Melissa Mallinak moved, and Jennifer Welsh seconded a motion to approve the agenda. Motion was carried unanimously by voice vote.

**Approval of Minutes of March 18, 2025, Meeting**

Katie Cooley moved; Marisha Sullivan seconded a motion to approve the minutes as amended. Motion carried by voice vote.

**Correspondence:**

President, Patrick Manning has nothing at this time.

Ms. Snead mentioned some correspondence she received that thanked Melissa Lattanzi for her good work and well-organized continuing education programs.

**Reports:**

**Fiscal Officer**

**Financials (Enclosure 2):**

Financial documents were reviewed by Ragan Snead as Mary Ellen Powers was out of town.

Robin Bartley moved; Jennifer Welsh seconded a motion to approve the Financial Report. The motion was carried unanimously by roll call vote.

### **Executive Director**

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

- The Director worked with the Fiscal Officer to draft the 2025-2026 budget.
- Ms. Snead trained staff on circulating kits.
- Ms. Snead is working with a few libraries on customized training.

### **Continuing Education Coordinator**

Melissa Lattanzi submitted a written report and highlighted the following:

- Ms. Lattanzi has been working with quite a few libraries on speakers for staff development days.
- Ms. Lattanzi continues to work on 2025 Continuing Education.
- Ms. Lattanzi also mentioned that registrations for the archived webinar library for March and April totaled 495. Total registrations for March and April were 1,815.

### **Marketing and Engagement Coordinator**

Jill Grunenwald submitted a written report and highlighted the following:

- Ms. Grunenwald highlighted the statistics from social media performance on Facebook and LinkedIn for March and April.

### **Programs and Services Associate**

Hillary Brown submitted a written report and highlighted the following:

- Ms. Brown highlighted all the programs that she has facilitated.
- Ms. Brown is currently developing a chair yoga for library workers program.

### **Board Officers**

**Board President:** Nothing at this time.

### **Advisory Group**

- **DEIA Strategies** Ms. Snead shared that they met at the Cleveland Botanical Gardens, in a hybrid meeting. They spoke about resources, public versus private resources, how to share them, how to update them in a timely manner, and to put a call out to libraries to share the resources they utilize. They will continue to try to have the group meet four times a year, at least two of those meetings as hybrid.

### **Committee Chairs**

**Personnel Committee:** Personnel Committee chair, Jennifer Welsh spoke and suggested the board go into executive session.

- Jennifer Welsh moved; Katie Cooley seconded a motion to go into Executive Session to discuss the compensation of public employees. The motion was carried

unanimously by roll call vote. The Board entered the Executive Session at 11:40 am.

- Jennifer Buch moved; Robin Bartley seconded a motion to exit the Executive Session. The motion was carried unanimously by roll call vote. The Board left Executive Session at 11:48 am
- Review of the Executive Director and Fiscal Officer Evaluations (done in executive Session)
- Board Resolution #2025-26 Employee Handbook Updates (Enclosure 7) Voting on this Resolution needs to be postponed, the Personnel Committee plans to meet before the next board meeting to review the updates first.

**Nominating Committee:** Nominating Committee chair, Patrick Manning spoke. The committee met before the board meeting today to discuss possible candidates and will be reaching out to them before the next board meeting.

### **Current Business**

- Board Elections and Open Board Seats Update
  - The two academic seats, and the Zone 5 seat have possible representatives. The possibility of moving the two at large seats who are actually Zone 3 could be moved to Zone 3 and then there would be two at large spots available. Ms. Snead will put the At Large spots in the newsletter.
- 2025-2028 Strategic Plan update (Enclosure 8) Discussion ensued.
- Code of Conduct Review (Enclosure 9) Discussion ensued. Discussed the possibility of rewording number 7, along with a few other suggestions. Ms. Snead will edit the document and provide an edited version to the board for the review for the next board meeting.

### **New Business**

- Report from Regional Directors' Meeting
  - Ms. Snead provided a summary of the meeting, including funding for the regionals (will remain flat for the next year), IMLS currently has a small staff and have restarted the SRP grants, the State Library did not want to confuse messaging with State versus Federal funding so they have held off on talking about Federal funding until the State budget passes, and the State Library is piloting IT services with local libraries through SEO.
- Virtual Meeting Policy (Enclosure 10)
  - Discussion ensued.

### **Items too Late for the Agenda:**

- Budget Transfers Enclosure Resolution #2025-27 \*RC

- Marisha Sullivan moved; Jennifer Buch seconded a motion to approve the Resolution #2025-27. The motion was carried unanimously by roll call vote.

**Public Comments: None**

### **Upcoming Meetings**

**Personnel Committee Meeting**  
**Tuesday, June 17, 2025, | 9:30 a.m.**  
Twinsburg Public Library  
10050 Ravenna Rd.  
Twinsburg, OH 44087

**Records Commission Committee Meeting**  
**Tuesday, June 17, 2025, | 10:30 a.m.**  
Twinsburg Public Library  
10050 Ravenna Rd.  
Twinsburg, OH 44087

**Full Board Meeting**  
**Tuesday, June 17, 2025, | 11:00 a.m.**  
Twinsburg Public Library  
10050 Ravenna Rd.  
Twinsburg, OH 44087

**Adjournment:** Bali Culver moved, and Jennifer Welsh seconded the motion to adjourn the meeting. The meeting was adjourned at 12:57 pm.