

## **Northeast Ohio Regional Library System**

**Minutes of Board Meeting held on November 15, 2023, at the Hilton Garden Inn at 11:30am**

### **Call to Order**

This meeting was called to order at 11:40 am by President Melanie McGurr.

### **Roll Call**

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

Board members absent: Carlos Latimer

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

Absent:

Guests: None

### **Approval of Agenda**

Teanna Weeks moved, and Mariana Branch seconded a motion to approve the agenda. Motion carried unanimously by voice vote.

### **Approval of Minutes of October 17, 2023, Meeting**

Eric Taggart moved; Jennifer Welsh seconded a motion to approve the minutes, as amended.

Amendment: under Guests: it should say Guiding Ohio Online instead of Guiding Star Online.

Motion carried by voice vote.

### **Correspondence:**

President, Melanie McGurr has nothing at this time.

Ms. Snead presented a few pieces of correspondence. The first was a letter from Erin at Youngstown who really enjoyed today's speakers which she had heard at a previous NEO-RLS CE event.

The second was a letter from the Director of the Canal Fulton Public Library praising the NEO-RLS staff for the excellent CE that they offer. The third item was a thank you Card from Jennifer Buch to Ms. Snead for facilitating discussions between staff and board.

### **Reports:**

Fiscal Officer Christine Vinion submitted a written financial report.

Ms. Vinion discussed the reports included in this month's board packet. Some funding was reallocated to cover the expenses of continuing education speakers. Traditionally NEO-RLS has relied on funding from LSTA grants (carryover funds) to cover some of the costs of CE speakers, but at this time had not received it. The immediate future of LSTA funding is uncertain so this fund reallocation was necessary in order to pay for contracted CE speakers.

Ms. Vinion also gave an update on the research being done for new staff computers. Quotes were received and computers and accessories were purchased. Almost everything has been received by the employees.

Ms. Vinion then mentioned that staff mileage may need to be adjusted in the future amended budget. When the budget was originally created, it was an educated guess, now that staff has been working fully remote, the budget needs to be updated accordingly.

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

### **Executive Director**

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

- Ms. Snead has had quite a few out of office consulting trips.
- The Director developed the slides for the 2023 NEO-RLS Membership meeting.
- Ms. Snead sent out the letters of intent to members for the year 2023-2024. They have been steadily coming in.

### **Continuing Education Coordinators**

Melissa Lattanzi submitted a written report and highlighted the following:

- Ms. Lattanzi has been very busy with Continuing Education events.
- Ms. Lattanzi stated she has begun planning Continuing Education events for 2024.
- Ms. Lattanzi mentioned that there were 205 total registrants for the archived webinar library in October. Fourteen CE programs were held in October.

Jeff Laser submitted a written report and highlighted the following:

- Mr. Laser attended OLC Right Click 2023 where he promoted tech kits, CE, and other services. He also attended CE sessions about AI, makerspaces, and management.
- Mr. Laser is researching and gathering more information to add Memory Care Kits to the circulating collection.

### **Board Officers**

#### **Board President**

Melanie McGurr reported that she thought everything went well this morning at the Membership Meeting and that the speakers were excellent. She thanked the NEO-RLS staff for putting everything together.

#### **Advisory Group Chairs**

##### **DEIA Strategies Group**

Teanna Weeks spoke about responses from the board member exit interviews. Some suggestions include possible clarification about zones and letting new board members know that they can ask questions.

Two specific goals came out of the meeting:

1. To work on the marketing audit
- 2 Continue completing work on the resource page, vetting current sites and newly suggested sites as well.

### **Marketing Group**

Ragan Snead gave the update on the Marketing Group. They received quite a few suggestions at the meeting. Analytics numbers for the open rate for newsletter have increased, and average session time on the website has also increased since last year. There was a discussion about the top cities that were accessing the website. The marketing plan was also reviewed and there were quite a few suggestions for the newsletter. The newsletter schedule was also discussed. Jeff also wanted feedback on the BounceBack list for the newsletter as they need to keep the rate under 5% to not have it marked as spam.

### **Committee Chairs**

#### **Bylaws/Policy Committee**

Per Ms. Mallinak, the committee chair, the Bylaws/Policy Committee suggests the following changes to the 2022-2024 Administrative Policy Manual as per Resolution #2024-5 as amended.

#### 2.16.2 CE Cancellation Policy p.16

“Fees will be reimbursed if registration is cancelled at least seven days prior to the in-person continuing education event.”

#### 3.2.1 Checking Account p.20-21

“All checks written from the regular account require two (2) signatures that consist of any combination of the following Fiscal Officer, Deputy Fiscal Officer, Board President, Board Vice President, Board Secretary.”

#### 3.9.6 Organizational Membership Discounts p.30-31

“Current members of OELMA (Ohio Educational Library Media Association), ALAO (Academic Library Association of Ohio), Consortium of Ohio County Law Libraries, and SLA (Special Libraries Association) receive a 50% discount off the Geographic member price for live and archived webinars and half-day and full-day workshops.

Mariana Branch moved; Katie Cooley seconded a motion to approve Resolution #2024-5 2022-2024 Administrative Policy Manual Update (Enclosure 7) as amended. Motion carried unanimously by roll call vote.

### **Current Business**

- Amazon Business Account Update: Discussion ensued about the pros and cons of the service. Ms. Snead also mentioned that libraries would save money on Amazon account and on the products purchased. She was to do further research on the topic.
- MOU Geauga County Public Library (Enclosure 8): Ms. Snead gave the update on this. Discussion ensued including the document including language of a 120-day notice of any

price increases to the MOU. The MOU language would look something like: "Price changes will go into effect 120 days after notice to NEO-RLS."

### **New Business**

- RLS Meeting Update: The meeting largely consisted of discussion of the LSTA carryover funds.
- 2024 Salary Survey (Enclosure 9): Ms. Snead mentioned that they will need to revisit this topic in January 2024. She asked that the board members bring suggestions of changes to the January meeting or email them directly to her before December 7.
- NEO-RLS Staff Veteran's Day Holiday Observed: This was moved to the day before Thanksgiving this year.

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

Ms. Snead will be out of town the week of the March meeting. She asked the board if the meeting could be moved to March 12. The consensus was that date would work and the meeting is now officially March 12, 2023.

**Public Comments: NONE**

### **Upcoming Meetings**

#### **FINANCE COMMITTEE MEETING**

**Tuesday January 16, 2024, | 9:30 am**

Wickliffe Public Library  
1713 Lincoln Rd.  
Wickliffe, OH 44092

#### **FULL BOARD MEETING**

**Tuesday January 16, 2024, | 11:00 am**

Wickliffe Public Library  
1713 Lincoln Rd.  
Wickliffe, OH 44092

#### **PERSONNEL COMMITTEE MEETING**

**Tuesday January 16, 2024, | 1:30 pm**

Wickliffe Public Library  
1713 Lincoln Rd.  
Wickliffe, OH 44092

**Adjournment:** Teanna Weeks moved, and Marisha Sullivan seconded the motion to adjourn the meeting. The meeting was adjourned at 12:52 pm.