

Northeast Ohio Regional Library System

Minutes of Board Meeting held on June 17, 2025, at Twinsburg Public Library – 11:00am

Call to Order

This meeting was called to order at 11:06 am by President Patrick Manning.

Roll Call

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

Board members absent: Carlos Latimer, Baladine Culver

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

Jennifer Buch moved, and Robin Bartley seconded a motion to approve the agenda. Motion carried unanimously by voice vote.

Approval of Minutes of May 20, 2025, Meeting

Jennifer Welsh moved; Katie Cooley 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 has nothing at this time.

Reports:

Fiscal Officer Mary Ellen Powers submitted a written financial report.

Per Ms. Powers, she is learning as to what reports would be most useful to the organization and for audit purposes. Discussion ensued. Per Executive Director, the audit is not complete yet.

Scott Trimmer moved; Gerry Vogel 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 began one-on-one orientations with new board members.
- The Director scheduled the Annual NEO-RLS Staff Retreat, and they already have a targeted plan of action to implement during the retreat.

Continuing Education Coordinators

Melissa Lattanzi submitted a written report and highlighted the following:

- Ms. Lattanzi assisted two libraries with planning staff development days and finding speakers.
- The first makerspace networking meeting was a success, very well attended.
- Ms. Lattanzi mentioned that there were 188 registrants for the archived webinar library and 9 programs with 459 total registrations for May.

Marketing and Engagement Coordinator

Jill Grunenwald submitted a written report and highlighted the following:

- Ms. Grunenwald assisted Ms. Snead with strategic planning sessions.
- Ms. Grunenwald updated logos on vendor page (higher resolution and size consistency; current/updated logos where appropriate) and mentioned that the post recapping the Directors' Retreat got most engagement on both platforms.

Programs and Services Associate

Hillary Brown submitted a written report and highlighted the following:

- The genealogy networking meeting was very successful, and many resources were discussed.
- Ms. Brown is continuing to work on IT and Youth Services offerings for Fall 2025
- Ms. Brown is updating Tech Kit documentation and researching efficient storage and shipping solutions.

Board Officers

Board President

Patrick Manning presented the following resolutions:

Resolution #2025-28 Recognition of Service for Gerry Vogel (Enclosure 7)

Melissa Mallinak moved; Jennifer Welsh seconded a motion to approve Resolution #2025-28 Recognition of Service (Enclosure 7). Discussion ensued.

Motion carried unanimously by voice vote.

Resolution #2025-29 Recognition of Service for Carlos Latimer (Enclosure 8)

Marisha Sullivan moved; Scott Trimmer seconded a motion to approve Resolution #2025-29 Recognition of Service (Enclosure 7).

Motion carried unanimously by voice vote.

Resolution #2025-30 Recognition of Service for Jeanna Purses (Enclosure 9)

Jennifer Buch moved; Jen Grill seconded a motion to approve Resolution #2025-30 Recognition of Service (Enclosure 9).

Motion carried unanimously by voice vote.

Committee Chairs

Personnel Committee:

Jennifer Welsh, the committee chair, spoke about the meeting that was held this morning. They met with Ms. Snead to discuss her review and thank her for all that she has done over the last year. They also had a discussion with the fiscal officer regarding her onboarding and evaluation process.

Resolution #2025-26 Employee Handbook Update as amended (Enclosure 10) *(V)

Katie Cooley moved; Scott Trimmer seconded a motion to approve Resolution #2025-26 Employee Handbook Update (Enclosure 10) as amended *(V). Corrections to enclosure include: pg. 20 chart for nonexempt full-time staff- vacation accruals should be calculated on 1950 hours. Discussion ensued.

Motion carried unanimously by voice vote.

Finance Committee:

Patrick Manning, the committee chair, spoke first about the following resolution:

Resolution #2025-31 2025-2026 Staff Wage Increase (Enclosure 11) *(RC)

Discussion ensued.

Robin Bartley moved; Jennifer Welsh seconded a motion to approve Resolution #2025-31 2025-2026 Staff Wage Increases (Enclosure 11) *(RC). Discussion ensued.

Motion carried unanimously by roll call vote.

Records Commission:

Patrick Manning, the committee chair, spoke first about the following resolution:

Resolution #2025-32 Records to be Disposed (Enclosure 12) *(RC)

Marisha Sullivan moved; Katie Cooley seconded a motion to approve Resolution #2025-32 Records to be Disposed (Enclosure 12) *(RC). Discussion ensued.

Motion carried unanimously by roll call vote.

Nominating Committee:

Patrick Manning, the committee chair, presented the 2025-2026 Slate of Board Officers.

President Jen Grill

VP Melissa Mallinak

Secretary Marisha Sullivan

July will be the official voting.

Advisory Groups

Current Business

- Resolution #2025-33 2025-2028 Strategic Plan (Enclosure 13) *RC
 - Discussion ensued. Slight changes were made to the document. Change to Mission Statement.
 - Scott Trimmer moved; Jennifer Buch seconded a motion to approve Resolution #2025-33 2025-2028 Strategic Plan (Enclosure 13). Discussion ensued.
 - Motion carried unanimously by roll call vote.
- Resolution #2025-34 Administrative Policy Updates (Enclosure 14) *RC
 - Code of Conduct update
 - Jennifer Welsh moved; Marisha Sullivan seconded a motion to approve Resolution #2025-34 Administrative Policy Updates (Enclosure 14). Discussion ensued.
 - Motion carried unanimously by roll call vote.
- Virtual Meeting Policy
 - Discussion ensued. Ms. Snead to update and present at the next board meeting.
- Open Board Seat Update
 - All open board seats have been filled. Mr. Trimmer will be staying on for an additional year.

New Business

- Resolution #2025-35 End of the Year Transfers (Enclosure 16) *(RC)
 - Jennifer Buch moved; Jen Grill seconded a motion to approve Resolution #2025-35 End of the Year Transfers (Enclosure 11) *(RC). Discussion ensued.
 - Motion carried unanimously by roll call vote.
- Resolution #2025-36 Authorization to Pay Bills (Enclosure 17) *(RC)
 - Marisha Sullivan moved; Robin Bartley seconded a motion to approve Resolution #2025-36 Authorization to Pay Bills (Enclosure 17) *(RC). Discussion ensued.
 - Motion carried unanimously by roll call vote.
- Resolution #2025-37 Health Insurance (Enclosure 18) *(RC)
 - Jennifer Welsh moved; Scott Trimmer seconded a motion to approve Resolution #2025-37 Health Insurance (Enclosure 18) *(RC). Discussion ensued.
 - Motion, as amended, was carried unanimously by roll call vote.
- Resolution #2025-38 Liability Insurance Renewal (Enclosure 19) *(RC)
 - Jennifer Buch moved; Patrick Manning seconded a motion to approve Resolution #2025-38 Liability Insurance Renewal (Enclosure 19) *(RC). Discussion ensued.
 - Motion carried unanimously by roll call vote.

- Resolution #2025-39 2025-2026 Estimates of Revenue (Enclosure 20) *(RC)
 - Robin Bartley moved; Melissa Mallinak seconded a motion to approve Resolution #2025-39 2025-2026 Estimates of Revenue (Enclosure 20) *(RC). Discussion ensued.
 - Motion carried unanimously by roll call vote.
- Resolution #2025-40 2025-2029 Depository Agreement (Enclosure 21) *(RC)
 - Jennifer Welsh moved; Jen Grill seconded a motion to approve Resolution 2025-40 2025-2029 Depository Agreement (Enclosure 21) *(RC). Discussion ensued. This is a requirement of the Ohio Revised Code.
 - Motion carried unanimously by roll call vote.
- Resolution #2025-41 2025-2026 Budget Appropriations (Enclosure 22) *(RC)
 - Marisha Sullivan moved; Katie Cooley seconded a motion to approve Resolution #2025-41 2025-2026 Budget Appropriations (Enclosure 22) RC). Discussion ensued.
 - Motion carried unanimously by roll call vote.
- 2025-2026 Board Calendar (Enclosure 23)
 - Discussion ensued.
 - Tabled until the July meeting.

Items too Late for the Agenda:

- Patrick Manning moved; Jennifer Welsh seconded a motion to go into Executive Session to discuss employment of a public employee. The motion was carried unanimously by roll call vote. The Board entered the Executive Session at 12:35 pm. Discussion ensued.
- Jennifer Welsh moved; Jennifer Buch seconded a motion to exit the Executive Session. The motion was carried unanimously by roll call vote. The Board left the Executive Session at 1:01 pm.

Public Comments: None

Upcoming Meetings

FULL BOARD MEETING
Tuesday, July 15, 2025, | 11:00 a.m.

Geauga County Public Library
Baimbridge Branch
17222 Snyder Rd
Chagrin Falls, OH 44023

AWARD COMMITTEE MEETING
Tuesday, July 15, 2025, | 1:30 p.m.

Geauga County Public Library
Baimbridge Branch
17222 Snyder Rd
Chagrin Falls, OH 44023

Adjournment: Marisha Sullivan moved, and Scott Trimmer seconded the motion to adjourn the meeting. The meeting was adjourned at 1:04 pm.