**Northeast Ohio Regional Library System**

**Minutes of Board Meeting held on November 16, 2022, at the Twinsburg Public Library at 11:30am**

**Call to Order**

This meeting was called to order at 11:17 am by President Teanna Weeks.

**Roll Call**

Board members present: Mariana Branch, Kara Cervelli, CJ Lynce, Melissa Mallinak, Patrick Manning, Melanie McGurr, Trent Ross, Eric Taggart, Scott Trimmer, Teanna Weeks, Carlos Latimer, Andrea Legg, Kris Carroll, and Leslie Cade. Eric Taggart arrived at 11:26am.

Board members absent: none

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

Absent: none

Guests: none

**Approval of Agenda**

CJ Lynce moved, and Andrea Legg seconded a motion to approve the agenda. Motion carried unanimously by voice vote.

**Approval of Minutes of October 18, 2022, Meeting**

Scott Trimmer moved; Melanie McGurr seconded a motion to approve the minutes. Motion carried unanimously by voice vote.

Teanna Weeks, announced that NEO-RLS board member, Michelle Alleman has resigned from the NEO-RLS board. She has taken a position with another library.

**Correspondence:**

Ms. Snead provided the NEO-RLS Board with testimonials from academic libraries that NEO-RLS completed strategic plans for. This included: correspondence from Chuck Vesei at Baldwin Wallace University and Amy DeChambeau from the University of Akron who wrote that NEO-RLS was instrumental in helping the University libraries at a critical time.

Ms. Snead presented a letter from Paula Wagner, Head of Adult Services at Geauga County Public Library regarding the Tech Lab demonstration by Jeff Laser. The program was successful in engaging patrons of all ages.

Ms. Snead read a letter from Andrea Legg, Director of North Canton Public Library regarding how Melissa Lattanzi helped plan the staff day to great success.

**Reports**

**Financial Report**

Ms. Snead mentioned that there was no financial update to present from Debbie Blair as of today’s meeting. She also told the board that ACCUFund would not allow them to switch consultants now. Because the financial report is not complete for this month, the report was not voted on for approval.

**Executive Director**

Ragan Snead submitted a written report and highlighted the following:

* Ms. Snead is spending a lot of time getting things wrapped up for the move.
* Ms. Snead mentioned that ALAO was very successful. NEO-RLS obtained leads for Strategic Planning and the promotion of CE made it worthwhile having a table at the event.

**Continuing Education Coordinators**

Melissa Lattanzi submitted a written report and highlighted the following:

* Ms. Lattanzi’s focus has been on the 2022 Technology Conference and Back to the Book XXI, and the Annual NEO-RLS Membership Meeting and Appreciation Breakfast.
* 10 programs, 744 registrations.
* Ms. Lattanzi mentioned that she is happy to be back to in-person training.
* She has started planning for 2023 and contacting speakers.

Jeff Laser submitted a written report and highlighted the following:

* Mr. Laser presented a Tech Lab program at GCPL Middlefield Branch which was a success.
* Mr. Laser attended the 2022 Academic Library Association of Ohio Conference where he attended sessions.
* He also mentioned that health literacy and Teen STEAM kits continue to be popular.

**Board Officers**

**Board President**

Teanna Weeks

Nothing at this time.

**Committee Chairs**

**DEIA Strategies Committee**

Teanna Weeks gave the Board an update that the committee met on October 18, 2022, after the Board meeting to discuss CE and the survey. Ms. Snead mentioned that there is still some work to do on bringing in diverse speakers and spoke about the CE survey that goes out after each webinar and the intention to fine tune it.

**Ad Hoc FO Search Committee**

CJ Lynce, chair of the FO Search Committee gave the Board an update that the committee met on October 18, 2022, after the NEO-RLS board meeting to discuss adding a Fiscal Officer to the Ad Hoc FO Search Committee. The committee then met on October 28, 2022, to discuss and narrow down the candidates for the Fiscal Officer position and to finalize interview questions. Two interviews were held on November 11, 2022, and the third interview is set for November 17, 2022. The Special Board meeting is scheduled for November 22, 2022, 10am.

**Current Business**

Ms. Trimmer brought up a few concerns regarding the timeline stated on the MOU contract.

After discussion, Ms. Snead presented a copy of the signed MOU (Enclosure 6) to the NEO-RLS Board for approval.

* Leslie Cade moved, and Eric Taggart seconded a motion to approve the move to remote work MOU (Enclosure 6). The motion carried unanimously by roll call vote.

Ragan Snead gave an update on the Marketing Plan (Enclosure 7). Ms. Snead mentioned that she had looked over the analytics for the website and newsletter. A good discussion was had, and the website accessibility documents were reviewed. Ms. Snead mentioned the idea of celebrating NEO-RLS consulting in a different way by utilizing social media. Taking pictures at events and using social media to highlight those events. She also mentioned the possibility of getting testimonials for the newsletter. There is also the option to use a new more visually appealing format for the newsletter and they briefly discussed the idea of a DEIA audit for the website and newsletter.

**New Business**

* CJ Lynce presented the proposed changes to the fiscal officer job description. As part of the search committee, the fiscal officer job description was reviewed. No significant changes were made, but the suggested edits correctly speak to the move to remote work.
* **Resolution #2023-9 Update to FIscal Officer Job Description (Enclosure 8)**
  + CJ Lynce moved, and Andrea Legg seconded a motion to approve Resolution #2023-9, with the discussed changes. The NEO-RLS Board resolves to make the proposed changes to the job description for the position of Fiscal Officer. The changes will be effective November 17, 2022. The motion carried unanimously by roll call vote.
* **RLS Meeting Update**
  + Wendy Knapp spoke about the 5% increase for the regionals, which was exciting. NEO-RLS will receive an additional $6000 per year.
  + State Library will be paying for a table for the regionals again in 2023

**Items too Late for the Agenda-NONE**

**Public Comments -NONE**

**Upcoming Meetings**

**SPECIAL BOARD MEETING**

**Tuesday, November 22 | 10:00 a.m.**

Stow-Monroe Falls Library

3512 Darrow Rd

Stow, OH 44224

**FINANCE COMMITTEE**

**Tuesday, January 17,** **2023 | 9:30 a.m.**

Cuyahoga Falls Public Library

2015 3rd St.

Cuyahoga Falls, OH 44221

**FULL BOARD MEETING**

**Tuesday, January 17,** **2023 | 11:00 a.m.**

Cuyahoga Falls Public Library

2015 3rd St.

Cuyahoga Falls, OH 44221

**PERSONNEL COMMITTEE**

**Tuesday, January 17,** **2023 | 1:30 p.m.**

Cuyahoga Falls Public Library

2015 3rd St.

Cuyahoga Falls, OH 44221

**Adjournment**

Scott Trimmer moved, and Melanie McGurr seconded the motion to adjourn the meeting. The meeting was adjourned at 12:16 pm.