

Northeast Ohio Regional Library System

Minutes of Board Meeting held on June 20, 2023, at the Geauga County Public Library at 11:00am

Call to Order

This meeting was called to order at 11:06 am by President Teanna Weeks.

Roll Call

Board members present: Kara Cervelli, CJ Lynce, Melissa Mallinak, Patrick Manning, Melanie McGurr, Eric Taggart, Scott Trimmer, Teanna Weeks, Leslie Cade, Kris Carroll, and Mariana Branch.

Board members absent: Trent Ross, Andrea Legg, Scott Trimmer, Carlos Latimer.

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

Absent: none

Guests: none

Approval of Agenda

Kris moved, and Melanie seconded a motion to approve the agenda as amended. The motion carried unanimously by voice vote.

Approval of Minutes of May 16, 2023, Meeting

Leslie moved; Eric seconded a motion to approve the minutes. The motion carried unanimously by voice vote.

Correspondence:

- No Correspondence

Reports

Fiscal Officer Christine Vinion submitted a written financial report.

Ms. Vinion updated the Board on current financials; she explained that difference in checks due to payroll withholdings not clearing bank. Waiting for the new system to correct discrepancies. Bank recs have been submitted. The four checks that are listed in fund summary as outstanding are not on rec. Christine is not sure why they were not pulled on AccuFund report. Expense report shows a negative balance for some lines. The new system will allow for corrections to those lines/movement of funds.

CJ moved; Patrick seconded a motion to approve the financial report. v

Executive Director Ragan-

Ragan Snead submitted a written report and highlighted the following:

- Highlighted new consulting, board seat filled.

Continuing Education Coordinators

Melissa Lattanzi submitted a written report and highlighted the following:

- July-December programming – cont. working of staff dev. day, dealing with passive aggressive behavior – over 200 registered, 89 attended live.
- Working with several libraries to plan staff day. Sandusky, CLE heights, Morley, GCPL
- Stats – overview; great attendance webinar and in-person

Jeff Laser submitted a written report and highlighted the following:

- Highlighted the hybrid circulation meeting and presentation at Akron – Library of Things. Great survey feedback.
- DEIA - post CE survey rolled out. Revised Code of Conduct.

Board Officers

Board President

Teanna Weeks

Resolutions read – recognition of service

Motion Melanie, 2nd – Marianna. Motion carried unanimously by roll call vote.

Committee Chairs

Finance Committee

Melanie McGurr, chair of the Finance Committee gave an update on the meeting held this morning. It was held jointly with the Personnel Committee.

Executive session

- Board Resolution #2023-20 Estimates of Revenue - Roll call
Melanie motion, Kris second
- Board Resolution #2023-21 Staff Wage Increases – Roll Call
Kris moved, Teanna second – Marianna abstained from vote.
- Board Resolution #2023-22 Appropriations – Roll Call
Kris moved to approve with 3% increase to wages, and one-time bonus for Melissa Lattanzi, Eric second.
- Board Resolution #2023-28 - \$1500 bonus for Melissa Lattanzi 2023-2024 – CJ move,
Marianna second – Roll Call
- Board Resolution #2023-23 Records Commision– Roll Call
Kris move, CJ second

Nominating Committee

Melissa – Secretary

Eric – VP – President-elect

DEIA Committee

- Revised Code of Conduct – Melanie motioned, Kris 2nd – voice vote.
- Remove DEIA Committee from ByLaws – DEIA to become advisory group beginning 2023

Current Business

- Update on Strategic Plan – Ragan provided a review of 2022-2025 strategic plan progress. NEO-RLS staff will review action items for 2023-2024 at the annual staff retreat.

New Business

- Board Calendar – The Board discussed rotating meeting locations among board member libraries. Ragan will send out a poll to determine locations prior to the July meeting. Eric motion, Patrick 2nd – Roll call
- Board Resolution #2023-24 End of Year Transfer – Roll Call
Kris moved, CJ second
- Board Resolution #2023-25 Pay bills – Roll Call
Marianna moved, Melanie 2nd
- Board Resolution #2023-26 Health – Roll Call
Marianna moved, Kris seconded.
- Board Resolution #2023-27 Liability Insurance – Patrick asked for clarification of Liability coverage, outside was not less. Ohio Plan reduced physical property to save \$200.
CJ moved, Melanie seconded. Roll Call.

Items too Late for the Agenda-NONE

Public Comments -NONE

Upcoming Meetings

Adjournment

Motion to adjourn at 12:09 PM.

CJ moved, and Kris seconded.