

Northeast Ohio Regional Library System
Minutes of Board Meeting held on March 12, 2024, at Stark Library, Main at 11:00am

Call to Order

This meeting was called to order at 11:10 am by President Melanie McGurr.

Roll Call

Board members present: Melissa Mallinak, Patrick Manning, Melanie McGurr, Teanna Weeks, Jennifer Buch, Marisha Sullivan, Jennifer Welsh, Mariana Branch, Robin Bartley, and Jeanna Purses.

Board members absent: Carlos Latimer, Scott Trimmer, Jen Grill, Katie Cooley

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

Absent: none

Guests: None

Approval of Agenda

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

Election/Appointments/Oaths

Appointment/ Oath of Office for New Board Member (Oath of office took place after the meeting.)

- Jeanna Purses, Zone 5 Library- Term Expires June 30, 2026

Approval of Minutes of January 16, 2024, Meeting

Jennifer Welsh moved; Mariana Branch seconded a motion to approve the minutes, as amended. Motion carried by voice vote.

Correspondence:

President, Melanie McGurr has nothing at this time.

Ms. Snead has nothing at this time.

Reports:

Fiscal Officer Christine Vinion submitted a written financial report.

Ms. Vinion discussed the reports included in this month's board packet. We should expect some of the revenue from the salary survey in this fiscal year, which is a pleasant surprise.

Teanna Weeks moved; Robin Bartley 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 assisted in planning the 2024 Dynamic Dialogue and Director's Retreat.
- Euclid Public Library reached out regarding consultation.
- The Director worked with the Awards Committee to draft new nomination forms, develop changes to the selection of winners and add a new award to be submitted for approval at the March Board meeting.

Continuing Education Coordinators

Melissa Lattanzi submitted a written report and highlighted the following:

- Ms. Lattanzi continues to help libraries find speakers.
- Ms. Lattanzi worked on finalizing plans for the Dynamic Dialogue event and the Director's Retreat.
- Ms. Lattanzi mentioned that there were 251 total registrants for the archived webinar library in January and 264 in February.

Jeff Laser submitted a written report and highlighted the following:

- Mr. Laser created three technology kits: Children's STEAM e-Kit, Memory Care Kit, and Mobile Podcast Studio Kit.

Board Officers

Board President

Melanie McGurr had nothing at this time.

Committee Chairs

Finance/Personnel Meeting

Melanie McGurr, the committee chair, asked to go into executive session.

Teanna Weeks moved; Jennifer Welsh seconded a motion to go into executive session to discuss the compensation of NEO-RLS employees. Motion carried unanimously by roll call vote.

The Board went into executive session at 11:38am.

Discussion ensued.

Jennifer Buch moved; Patrick Manning seconded a motion to leave the executive session. Motion carried unanimously by roll call vote.

Board went out of executive session at 12:28pm

The Board plans to recommend a 3% raise across the board for NEO-RLS staff for the fiscal year 2024-25.

Personnel Committee: Floating Holidays

Teanna Weeks spoke, mentioning that the discussion was about how taking certain holidays off are not always feasible: there are no current floating holidays. The main discussion was around the holiday near the membership meeting. Ragan will draft a proposal for the floating holidays.

Awards Committee

Reagan Snead, spoke on behalf of the Awards Committee. She discussed the changes see resolution #2024-7 (see enclosure 6)

Board Resolution #2024-7

The NEO-RLS Board resolves to make the proposed changes to the NEO-RLS Star Awards effective immediately.

- Replace the Advocacy Award with the Super Star Award (20+ years of service)
- A group will be created to select winners made up of representatives from the NEO-RLS board, awards committee, members, and a representative from the State Library of Ohio.

Teanna Weeks moved; Marisha Sullivan seconded a motion to approve Resolution #2024-7 (Enclosure 6). Motion carried unanimously by roll call vote.

Advisory Groups

Marketing/PR postponed until next meeting.

Current Business

- Discussion of the elections of Vice President/President Elect
 - Eric Taggart resigned from the board as Vice President/President Elect. Nominations for board seats take place in April, the nominating committee meets in May, and a slate of candidates is put forward in June from the nominating committee.
 - Melanie McGurr, the current NEORLS Board President, suggested that she extend her Presidency until January 2024, and have the board elect a vice president, and a second vice for just this instance.
 - The Nominating Committee will meet on May 21, 2024, after the DEIA Group Meeting.

New Business

- LSTA Grant Fund 2023-2024 Appropriation #2024-8 (Enclosure 7) ^{*(RC)}
 - Mariana Branch moved; Jeanna Purses seconded a motion to approve Resolution #2024-8 (Enclosure 7). Motion carried unanimously by roll call vote.
- Surplus Technology #2024-9 (Enclosure 8) ^{*(RC)}
 - The NEO-RLS Board resolves to allow the Executive Director or Fiscal Officer to declare technology that is no longer needed, no longer serviceable, etc. surplus during FY2024-2025. Surplus property may be sold or donated to another library or agency. Items deemed to be in such poor condition that they are not considered usable may be discarded. Notification of surplus items will be posted

to NEO-RLS members as deemed appropriate by the Executive Director and Fiscal Officer.

- Marisha Sullivan moved; Patrick Manning seconded a motion to approve Resolution #2024-9 (Enclosure 8). Motion carried unanimously by roll call vote.
- RLS Meeting Updates
 - Carryover Funds: Per Ms. Snead, NEO-RLS is currently two payments behind for the year.
 - The State Librarian proposed an idea to have an in-person event regarding Book Challenges.
- OPLIN Update
 - OPLIN is discontinuing the LinkedIn Learning service. Ms. Snead proposed the question: Is this something that NEO-RLS wants to investigate providing for membership libraries?

Items too Late for the Agenda:

Ms. Snead mentioned that the salary survey has been advertised. The timeline has been fixed; the survey closes on April 30, 2024.

Public Comments: NONE

Upcoming Meetings

BYLAWS/POLICY COMMITTEE MEETING

Tuesday March 12, 2024, | 1:30 pm

Stark Library- Main

715 Market Ave. N

Canton, OH 44702

FINANCE COMMITTEE MEETING

Tuesday May 21, 2024, | 9:30 am

Corning Library- Holden Arboretum

9550 Sperry Rd.

Kirtland, OH 44094

FULL BOARD MEETING

Tuesday May 21, 2024, | 11:00 am

Corning Library- Holden Arboretum

9550 Sperry Rd.

Kirtland, OH 44094

DEIA STRATEGIES GROUP MEETING

Tuesday May 21, 2024, | 1:30 pm

Hybrid

Corning Library- Holden Arboretum

9550 Sperry Rd.
Kirtland, OH 44094

NOMINATING COMMITTEE MEETING
Tuesday May 21, 2024, | to follow the end of the DEIA Group meeting
Corning Library- Holden Arboretum
9550 Sperry Rd.
Kirtland, OH 44094

Adjournment: Teanna Weeks moved, and Patrick Manning seconded the motion to adjourn the meeting. The meeting was adjourned at 1:16 pm.