

OHIO LIBRARY COUNCIL
BOARD OF DIRECTORS
MAY 11, 2018

PRESENT Kacie Armstrong, Euclid
Suzanne Cline, Sidney
Tom Dillie, Minerva
Deborah Dubois, Mansfield
Carol Herrick, Centerville
Lynn Mercer, Zanesville
Andrew Mangels, Westlake
Rick Rubin, Cuyahoga Falls
Chad Seeberg, Marysville
Nick Tepe, Chillicothe
Mark Whitaker, Loudonville
Jeff Winkle, Findlay

ABSENT Paula Brehm-Heeger, Cincinnati

GUESTS Beverly Cain, State Library of Ohio
Sarah Clevidence, Convention Chair
Meg Delaney, ALA Councilor (via conference call)
Kellen Freeman, Professional Development Committee
Kyle Topy, Topy Mulligan
Don Yarman, OPLIN

STAFF Jeanine D'Andrea, Director, Member Services
Doug Evans, Executive Director
Michelle Francis, Director, Government and Legal Services
Jason Gandee, Event Manager
Lori Hensley, Director, Education and Events
Angie Jacobsen, Director, Communications
Denise Kise, Accounting/Data Services

CALL TO ORDER Nick Tepe, Chair of the Board, called the meeting to order at 10:04 a.m.
He welcomed guests Sarah Clevidence, Kellen Freeman, and Kyle Topy.

AGENDA Tepe noted that additional background information was available for the meeting, including the unofficial levy results, information about the OLC's invested assets, and a draft copy of the 2017 financial audit.
MERCER MOVED AND HERRICK SECONDED APPROVAL OF AGENDA. MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES It was noted that the minutes should reflect that Nick Tepe is from Athens not Chillicothe. WHITAKER MOVED AND DUBOIS SECONDED APPROVAL OF THE MARCH 16, 2018 MINUTES WITH ONE CORRECTION NOTED. MOTION PASSED UNANIMOUSLY.

FINANCIAL REPORT Evans presented the Financial Report for Month-End March 2018.
MONTH-END MARCH
2018 Revenue. The variance in total revenue is \$587 under the year-to-date budget of \$1,026,654. The only significant revenue category under

budget is long-term investments, which is \$20,674 below projections due to a drop in the investment market.

Expenses. Total expenses for the year are under budget by \$4,313. Expense categories over budget include Salaries and Benefits (+ \$9,664) due to accrued vacation; Consultants and Contractors (+ \$1,054) due to timing of payments); and Supplies (+ \$3,245) and Subscriptions/ Resources (+ \$3,977) due to timing of purchases. All other expense categories are under budget, including Committees and Divisions meeting expenses (- \$3,171) due to the limited number of in-person meetings and Catering/Meals (- \$27,049) due to timing of payments as well as the cancellation of two Trustee Dinners.

Currently the net change in assets is \$3,726 more than the year-to-date budget of \$720,752.

WINKLE MOVED SEEBERG SECONDED TO ACCEPT THE FINANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

INVESTED ASSETS

Evans provided a report on the OLC's invested assets, which included a chart showing the change in value of invested assets from 2014-17, the OLC's policies on long- and short-term investments, and an explanation of how the long-term assets have changed. As per the direction of the Finance Committee, long-term investments provide funds for monies for programs and special projects. Short term operating reserves are funds that are set aside in a cash reserve to be drawn to cover the organization's routine operating expenses. Included are mutual funds and certificates of deposit.

Evans noted in CY 2015 that \$100,000 was drawn to pay off the OLC line of credit. Other short term operating reserves were drawn for OLC rebranding, new server, and moving 50,000 into long term assets. There was a net loss in portfolio value. The market performance was not good that year.

2017 FINANCIAL AUDIT

Tepe introduced Kyle Topy of Topy, Mulligan & Co., who presented a report on the audit of the OLC's 2017 financial statements. He noted the OLC received an unqualified opinion, meaning that the financial statements referred to in the report are presented fairly, in all material aspects.

Evans commented on Note 6 that projects the cost of the office space at 1105 Schrock Road is projected to be lower in 2019 because the lease only goes through October 2019. Evans will be working with the OLC's real estate leasing agent to identify viable properties to consider prior to committing to signing a lease extension.

Evans reminded the members of the Finance Committee that they would receive draft copies of the OLC's IRS Form 990 and 990-T to review prior to submitting them to the IRS.

WINKLE MOVED AND SEEBERG SECONDED TO APPROVE THE 2017 DRAFT FINANCIAL AUDIT REPORT. MOTION PASSED UNANIMOUSLY.

SUBJECT AND SPECIAL COLLECTIONS DIVISION NAME CHANGE

Evans presented a report from the Subject and Special Collections Division which proposes that the name of the division be changed to the Special Collections Division.

HERRICK MOVED AND WHITAKER SECONDED APPROVAL OF THE OF THE OLC'S CURRENT SUBJECT AND SPECIAL COLLECTIONS DIVISION BE CHANGED TO THE SPECIAL COLLECTIONS DIVISION. MOTION PASSED UNANIMOUSLY.

NOMINATIONS COMMITTEE REPORT

Nominations Committee Chair Mangels presented the proposed slate of candidates for election in this summer's Board of Directors elections. He noted that nearly everyone who expressed an interested was included on the ballot. Geographical representation was also priority; however, there are no members from northwest Ohio on the ballot for election to the Board. The committee did its best to get two candidates who are close to that geographic area.

Evans noted that two candidates were disqualified from running: one because she is with a library that it already represented on the Board; and one who is not a current OLC member.

Discussion. Rubin commented that he did not see the slate including any candidates who were not senior administrators or library directors. He was curious if the issue was discussed by the committee or if there were efforts to recruit more rank and file candidates. Armstrong noted that some collective bargaining units restrict who can be candidates for elections to the elected office. Evans mentioned the call for any member to self-nominate was announced at fiscal officers and tech services conferences as well as posted in Access and This Week. Mangels noted that the committee did not actively recruit candidates.

Mangels reiterated his concerns with the nominations process and that the Board should be cultivating leadership among the members. He suggested that the Nominations Committee should meet later in 2018 to initiate discussion about how to get more members involved in the leadership process. Tepe suggested he could include more information in his comments at the Convention and Expo.

ALA Councilor. Mangels noted that the Nominations Committee had overlooked the fact that the ALA Councilor position will also be on the 2018 ballot for election to the term of January 2019 – December 2021. Evans noted that Jamie Mason had resigned and Meg Delaney filled the term until this next election. Meg expressed an interest in in running for election to the post. Evans stated that a call for nominations would be included in Access and *This Week*.

DUBOIS MOVED AND RUBIN SECONDED TO ACCEPT THE SLATE OF CANDIDATES AS RECOMMENDED BY THE NOMINATIONS COMMITTEE FOR ELECTION TO THE OLC BOARD OF DIRECTORS FOR THREE-YEAR TERMS BEGINNING JANUARY 2019. MOTION PASSED UNANIMOUSLY.

Evans noted that a new online elections process is being tested. Due to the complexity of the OLC elections, members will receive separate e-mail for the Board and Division action council elections with voting instructions and directing them to separate online ballots.

HEALTH INSURANCE CONSORTIUM

Evans presented a report that provided answers to the questions that were raised at the meeting on March 16 regarding the OLC's endorsement of the Greater Cleveland Partnership's Council of Smaller Enterprise's (COSE) Health Insurance Consortium.

WINKLE MOVED AND HERRICK SECONDED THAT, PENDING LEGAL REVIEW, THAT THE OLC ACCEPT THE COSE HEALTH INSURANCE CONSORTIUM ENDORSEMENT PROPOSAL AND THAT PARTICIPATING OLC MEMBERS RECEIVE A 10% DISCOUNT ON THEIR COSE MEMBERSHIP DUES.

Discussion. Rubin expressed concerns with having had Structured Employee Benefits of Ohio (SEBO) involved in the evaluation of the agreement when they will have a financial stake in the plan as the only agent marketing the plan to libraries. Evans commented that the situation was not unlike others in which vendors have brought proposals to the OLC for exclusive rights to market products to members. He also has been working with SEBO for more than 16 years and trusts their judgement of quality insurance products for libraries. Rubin felt that at least the involvement of SEBO in the evaluation process should be noted for the record.

In response to Armstrong's questions, the final agreement will include specific language regarding the terms of termination but that since there is no financial agreement between COSE and the OLC, it should not be complex.

Evans reiterated that the OLC had been working with SEBO for many years to identify this type of health insurance option that could be offered to smaller libraries and that the COSE plan is one of the more stable and financially sound options that he is comfortable with the OLC endorsing.

AFTER DISCUSSION, THE MOTION PASSED UNANIMOUSLY.

OLC RELATIONS WITH OELMA AND ALAO

In response to questions that were posed at the meeting on March 16, Evans reported on how each state's ALA Chapter is designated and how Chapter Councilor's are selected. In summary, according to Article V, Section 1 (Chapters), the designation of the ALA Chapter in each state is granted to the library association that represents that majority of ALA members in the state who are affiliated with that type of library organization.

Delaney reported that she had joined both OELMA and ALAO, and had participated in the most-recent OELMA Board meeting. She noted that OELMA's membership is approximately 350 and membership has been declining and schools have cut back on libraries and library staffing. The OELMA Board is concerned with how the organization can serve its members' professional development and advocacy needs, and bring new leaders into the organization.

Delaney believes that OELMA leadership understands the nuances between the OLC's and OELMA's advocacy agendas, and that Michelle Francis' time is dedicated to serving the concerns of Ohio's public libraries.

Tepe noted he had been in contact with both Deb Logan, OELMA President, and Katy Kelly, ALAO President, regarding ways to keep all three organizations in the loop, including possible combined professional development events, offering reciprocal member-pricing for attending professional development activities, and offering each organization's elected leader a complimentary membership in the other organizations.

RUBIN MOVED AND ARMSTRONG SECONDED TO OFFER A COMPLIMENTARY OLC MEMBERSHIP TO THE PRESIDENT OF BOTH ALAO AND OELMA. MOTION PASSED UNANIMOUSLY.

Cain expressed her gratification that these conversations are taking place. She said that if the three organizations collaborate on a professional development day, the State Library could possibly provide a grant for that purpose.

OLC CITIZEN OF THE YEAR AWARD

Evans noted that the OLC Board of Directors is responsible for identifying nominees and selecting the winner of the OLC Citizen of the Year Award. A call for nominees had been posted in *Access* and *This Week*, but no nominations had been submitted. Staff may have recommendations for the Board's consideration at the July 13 meeting.

PROFESSIONAL DEVELOPMENT REPORT

Kellen Freeman, Chair of the Professional Development Committee, presented an update on the proposed 2019 professional development events. The Committee proposes the OLC host three major conferences: Community Engagement (May; in Columbus); Safety and Security (March; in both Akron and Dayton); and Library Facilities (date and location TBD). In addition, building on the success of an online learning module, the Committee will call for the development of self-directed, on-demand educational opportunities that will address targeted Core Competencies through podcasts, on-demand video and webinars. Evans noted that it appears this proposal is manageable if we use Adobe Connect. Cain reminded the Board the State Library has the capacity to host webinars and OLC is welcome to use it.

Evans also noted there are preliminary plans to host a symposium with OELMA and ALAO on collaborative opportunities for public, school and academic libraries. He plans to contact their respective leaders about the best time of the year for their members to attend this type of event.

OLC CHAIR'S REPORT

Tepe reported on his travels around the state to attend the advocacy training session and Trustee Dinners.

He also noted that Ohio University is publishing a book on community responses to the Opioid epidemic and had asked him to contribute an article. He plans to include information about what some libraries around the state are doing to address this problem in their communities.

Tepe also has been contacted by personnel at the Columbus Metro Library about the possibility of creating a division for members that would focus on library facilities, design, merchandising, etc. He'd like to look into whether it merits a stand-alone group or perhaps making it a sub-group of the Management and Administration Division.

CONVENTION AND EXPO REPORT

Sarah Clevidence, Chair of the 2018 Convention and Expo, reported on some of the highlights of this year's event. She mentioned there will be a Library Showcase and optional networking luncheon on Thursday. There is no library reception planned, so it gives those libraries an opportunity to showcase.

There will be a reception at the State Theater with food trucks, and possibly bookmobiles on Thursday from 5:30-8:30 p.m. Also on Thursday they will host a Sip and Spell, and the Hootenanny.

STATE LIBRARY OF
OHIO REPORT

Barnes and Noble declined to host the bookstore, so Benjamin Reid is exploring other options.

Armstrong mentioned that her Board has suggested that the 2019 Convention and Expo focus on the Libraries of the Future.

Cain reported on the following:

Board Development Meeting. The conference was cancelled due to lack of Board quorum. The next scheduled meeting is June 4.

Retirements. Reggie Dunlap, IT Support, and Steve Updegraff, Statewide Delivery, have retired.

Library Leadership Ohio. The event will be held on July 17-20. There were 32 participants selected from 72 applicants.

Guiding Ohio Online. Applications are due May 19 for the AmeriCorps program that places members in rural Ohio libraries to deliver digital literacy training through computer classes, one-on-one computer assistance, outreach, and volunteer recruitment.

Opioid Crisis. The Regional Libraries, OhioNet, and the State Library of Ohio, will host one-day programs in four locations in the state in August, featuring keynote speaker Sam Quinones, author of *Dreamland: The True Tale of America's Opiate Epidemic*, as well as library-centered responses from a variety of perspectives of public, academic, and school libraries.

Ohio Department of Education. Cain, Francis, Fredericka, and Morris had a meeting with Shaun Yoder and Paolo DeMaria to talk about the ODE draft strategic Plan. They indicated they were interested in including libraries in three sections: state agency section; partnership section, and also in the literacy section.

OPLIN REPORT

Yarman reported on the following:

Databases. OPLIN signed a contract with HeritageQuest since Ancestry will no longer be available to the school and academic libraries starting in July. OPLIN also will be subscribing to Fold3, and African-American Heritage. Many libraries currently subscribe on their own to HeritageQuest, so this will allow them to put those dollars elsewhere.

Nominations Committee. The Nominations Committee has recommended the reappointment of two current board members and addition of three new members.

Net Inclusion. Net Inclusion was hosted by Cleveland Public Library in April. The information on Equity of Access was extraordinarily valuable but it was unfortunate that the event didn't have greater awareness in the state.

Routers. Techs from OIT are steadily making their way across the state installing new OPLIN routers.

EDUCATION AND
EVENTS REPORT

Hensley's report was moved up on the agenda to accommodate her schedule. She reported on the following:

Professional Development Committee. A general submission form and an Idea Box for professional development ideas and proposals have been added to the website.

Event Consultation. Jim Harmon, Experient, is retiring Nov. 1. Shonna Nitzel has been assigned as OLC's new representative.

2018 Conferences. Planning for the three major professional development conferences continue. The Adult Services Conference currently has 130 registrants. Registration for the Outreach Retreat will open the first week of June.

Sponsorship. Hensley distributed a form to Board members asking for information about the vendors they use and that could be contacted regarding sponsorships for the Convention and Expo. She will follow-up to discuss how Board members would like to be involved in the solicitation process.

EXECUTIVE DIRECTOR'S REPORT

Evans reported on the following:

Institutional Dues. There are a total of eight libraries that have not paid any portion of their 2018 dues. Bill Marino, former director of the Holmes County District Public Library, a non-member library, has been named the new director of the Clark County Public Library. There may be an opportunity to get the Holmes County District Library back as an Institutional member.

Trustee Dinners. Evans reported that the anecdotal feedback from the four Trustee Dinners that were held was very positive. Discussions need to be had as to why the dinners are more popular in some areas of the state as compared to others.

Performance Objectives: Non-Dues Revenue. A report on proposed new or enhanced non-dues revenue options will be presented at the July 13 Board meeting.

Community Ambassador Award. The OLC was recognized by the Dayton Convention and Visitors Bureau with a 2018 Community Ambassador Award for the positive economic and community impact the 2018 OLC Convention and Expo brought to the area.

Staff Notes. Angie Jacobsen's 2nd anniversary with the OLC was March 28. Ro Swanson's 18th anniversary with the OLC was May 18.

GOVERNMENT AND LEGAL SERVICES REPORT

Francis reported on the following:

Public Library Fund. The May PLF distribution again was above Ohio Department of Taxation estimates. The state's general revenue for the fiscal year is about \$2.2 million above estimate.

OLC Legislative Day. With more than 260 attendees, the event was a great way to show how Ohio's public libraries lead their communities through the transformative services, programs and expertise they offer.

Library Levy Issues. Although only about 20% of those registered actually voted, all 10 library ballot issue were approved. It was the fourth consecutive election cycle in which all library issues were approved.

Regional Advocacy Training. More than 100 library directors and administrators attended the workshops around the state. Francis thanked Tepe for attending most of the events and representing the OLC's elected leadership.

Opioid Symposium. The event received very good feedback and several libraries indicated an interest in hosting their own education events for staffs.

ODE Strategic Plan. The OLC shared the concerns of the public library community regarding the strategic plan and its failure to make almost no mention of libraries. Paolo DeMaria and his staff assured OLC they will include the work of public libraries in the plan.

National Legislative Day. Attendees from Ohio shared specific examples of how federal dollars are leveraged at the state level and utilized at the local level to provide direct services to Ohioans.

Governor's Workforce Development Meeting. The Governors Workforce Development meeting will be held June 12 at the Columbus Metro Library. Three library directors have been asked to talk about the activities in which their libraries are involved to help develop and train Ohio's workforce.

COMMUNICATIONS REPORT

Jacobsen reported on the following:

In Demand Jobs Week. Promotion of how libraries are working on holding events to promote In Demand Jobs Week picked up local media coverage around the state. These were good examples of how libraries are partnering with the Governor's Office on Workforce Transformation.

Levy Results. There was a fair amount of media coverage about library ballot issues receiving 100% approval.

Convention and Expo. Creation of the Convention and Expo website is underway.

Legislative Day. Social media had a lot traffic and views. It is a reminder that those hashtags are really important, so they show up in feeds for people.

MEMBER SERVICES REPORT

D'Andrea reported on the following:

Nominations and Elections. Slates of candidates are being compiled for the Board as well as all Divisions. If Board members have suggestions for Library Accounting Division, HR and Trainer Development Division, or the Marketing Division, please send them to D'Andrea.

Awards and Honors. The Awards and Honors Committee will meet on May 31 to prepare recommendations to present to the Board at their July 13 Board meeting.

ADJOURNMENT

With no other business to come before the Board the meeting was adjourned at 1:15 p.m.