

OHIO LIBRARY COUNCIL
BOARD OF DIRECTORS
Jan. 19, 2018

MINUTES

- PRESENT** Kacie Armstrong, Euclid (by conference telephone)
Paula Brehm-Heeger, Cincinnati
Suzanne Cline, Sidney
Tom Dillie, Minerva
Deborah Dubois, Mansfield
Carol Herrick, Centerville
Andrew Mangels, Westlake
Lynn Mercer, McConnellsville
Rick Rubin, Cuyahoga Falls
Chad Seeberg, Marysville
Nick Tepe, Chillicothe
Mark Whitaker, Loudonville
Jeff Winkle, Findlay
- ABSENT** Beverly Cain, State Library of Ohio
Meg Delaney, ALA Councilor
Don Yarman, OPLIN
- GUESTS** Jason Elvers, Vorys, Sater, Seymour and Pease
Bill Morris, State Library of Ohio
- STAFF** Doug Evans, Executive Director
Jeanine D’Andrea, Director, Member Services
Michelle Francis, Director, Government and Legal Services
Jason Gandee, Events Manager
Lori Hensley, Director, Education and Events
Angie Jacobsen, Director, Communications
Denise Kise, Accounting/Data Services
- CALL TO ORDER** Andrew Mangels, Chair, called the meeting to order at 10:01 a.m. He noted that, due to an unavoidable conflict, Kacie Armstrong would be participating in the meeting via conference telephone. The OLC Board does not have policy regarding this type of meeting participation; therefore, it is the Chair’s discretion to permit it because of Armstrong’s desire to participate in the meeting and since she is a candidate for election as Vice Chair/Chair-Elect. Mangels introduced and welcomed new Board members: Tom Dillie, Director, Minerva Public Library; Carol Herrick, Trustee, Washington-Centerville Public Library; and Rick Rubin, Trustee, Cuyahoga Falls Public Library.
- AGENDA** Mangels noted there will be an Executive Session to discuss the Executive Director’s performance evaluation either during lunch or at the conclusion of the meeting. DUBOIS MOVED AND WHITAKER

SECONDED APPROVAL OF THE AGENDA. MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES BREHM-HEEGER MOVED AND WINKLE SECONDED APPROVAL OF THE NOV. 17, 2017 MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

ELECTION OF OFFICERS OFFICERS The OLC Executive Committee submitted the following nominations for the Officers of the 2018 OLC Board of Directors:

- Vice Chair/Chair-Elect: Kacie Armstrong, Director, Euclid Public Library
- Secretary-Treasurer: Paula Brehm-Heeger, Chief Strategy and Technology Officer, Public Library of Cincinnati and Hamilton County.

No additional nominations were presented. MERCER MOVED AND HERRICK SECONDED TO CLOSE THE NOMINATIONS. MOTION PASSED UNANIMOUSLY. The 2018 OLC Board officers were elected by acclamation.

Mangels concluded his term as Chair, and turned the meeting over to Tepe, who thanked Mangels for his service and presented him with a token of appreciation.

BOARD ORIENTATION Tepe introduced Jason Elvers of Vorys, Sater, Seymour and Pease who discussed the roles and responsibilities of OLC Board members, focusing on the duties of loyalty and care, and conflict of interest.

CONFLICT OF INTEREST POLICY Evans reviewed the OLC Board of Directors Conflict of Interest policy. All Board members were asked to sign the form indicating their receipt, understanding and willingness to abide by the policy.

FINANCIAL REPORT - MONTH END NOVEMBER Evans reported on the OLC's financial position through November 2018. He noted an actual year-to-date net change in assets of \$236,10, which is almost \$156,000 more than the budgeted year-to-date net change of \$80,107. The increase in the net change could be attributed to a variance of \$31,491 when comparing actual to budgeted revenue and total expenses being more than \$124,500 under budget.

On the revenue side, the Dues, Contract Income and Other Income categories have exceeded projections. Continuing Education is significantly below budget due to lower than expected attendance at some events and others not being held. Year-to-date, all expense categories are under budget Evans also presented a graph that illustrated the net change in assets and invested reserves since 2014. In response to a question, Evans noted that in 2015 some of the OLC's short-term operating reserves were used to pay off a line of credit used to purchase a new association management software upgrade and other funds were transferred to long-term investments. RUBIN MOVED AND MERCER SECONDED APPROVAL OF THE FINANCIAL REPORT MONTH-END NOVEMBER 2017 AS PRESENTED. MOTION PASSED UNANIMOUSLY.

BOARD COMMITTEE
ASSIGNMENTS

Evans presented the 2018 OLC Board Committee assignments. No changes had been requested since the assignments were initially proposed at the November 2017 meeting. WHITAKER MOVED AND DUBOIS SECONDED TO ACCEPT THE OLC BOARD COMMITTEE ASSIGNMENTS AS PRESENTED. MOTION PASSED UNANIMOUSLY.

2018 OPERATING
BUDGET

Evans reported that the Finance Committee met via telephone conference call on Jan. 10 to review in detail the proposed operating budget for 2018. The Committee unanimously approved the following budget as presented by staff.

Revenue

Dues:	\$	994,250
Publications:		1,250
Continuing Education:		315,430
Contract Income:		2,500
Other Income:		<u>75,250</u>
TOTAL	\$	1,388,680

Expenses

Salaries & Benefits	\$	807,375
Consultants & Contractors		127,650
Supplies & Resources		17,595
Communications		27,655
Printing & Design		28,220
Maintenance & Equipment		54,580
Space Rental		86,925
Travel & Meals		47,410
Management Expenses		<u>150,795</u>
TOTAL	\$	1,348,205
Net Change in Assets	\$	40,475

On the revenue side, Evans noted the following:

- Institutional Dues: assumes renewal of all 243 libraries that were members in 2017; slight increase as compared to 2017 due to increase in PLF.
- Publications: decrease in revenue due to no cost for members to download.
- Legislative Day: no registration fee since no lunch will be served.
- Professional Development: change in revenue due to no Chapter Conferences but the addition of three stand-alone conferences.
- Unrealized Gain/Loss: always an unknown to market changes.

On the expense side, Evans noted:

- Staff Salaries: average increase of 1.9%; elimination of additional compensation to staff who do not participate in the employee health insurance plan.
- Health Insurance: per the direction of the Personnel Committee, implementation of a new amount of employees' contributions to premium; elimination of the HSA contribution.

- Convention & Expo Contractors: decrease due to lower expo hall expenses at Kalahari.
- Office Space: very low common-area fees in 2018.

WHITAKER MOVED AND HERRICK SECONDED TO APPROVE THE BUDGET AS PRESENTED. Tepe called for discussion.

Brehm-Heeger expressed concerns about eliminating the previous \$800 contribution to the health savings account. It would present a hardship to some employees, especially any new employees who do not have any accumulated savings.

BREHM-HEEGER MOVED AND DUBOIS SECONDED TO AMEND THE MOTION TO APPROVE THE BUDGET WITH AN AMENDMENT TO HAVE THE OLC CONTRIBUTE \$400 TO THE HSA PER EMPLOYEE THAT PARTICIPATES IN THE HEALTH INSURANCE PLAN. Tepe called for discussion on the motion.

Rubin expressed concerns about substantially increasing employees' contributions to health insurance premiums, particularly when indications are there will be a fairly high net gain in assets in 2017 and another projected gain in 2018. Evans noted the change was proposed based upon the direction of the Personnel Committee and the long-term interest of the organization. Insurance premiums continue to escalate and the OLC cannot sustain the continued formula of having employees pay 1% or single or family premiums. Tepe commented that with insurance premiums increasing each year, there is justification to start pulling back on what the organization can afford to do and to make its policies more in line with those in libraries and other businesses. Rubin reiterated his concerns about the impact on staff morale.

RUBIN MOVED TO AMEND THE PREVIOUS MOTION TO APPROVE THE BUDGET AS PRESENTED WITH THE AMENDMENT TO MAINTAIN THE CURRENT \$72,000 AND RETAIN ALL BENEFITS. THERE WAS NO SECOND.

Tepe called for a vote on the motion to have the OLC contribute \$400 to the employees' HSAs. MOTION PASSED UNANIMOUSLY.

Tepe called for a vote on the original motion as amended. AYE: 9; NAY: 1. MOTION PASSED.

EDUCATION EVENT REGISTRATION FEES

Evans noted that the 2018 budget was proposed with registration fees for the three stand-alone conferences being set to allow attendance at the member rate for Individual members and those on staff of Institutional-member libraries – as suggested by some of the volunteers on the planning committees. However, the Membership Committee has expressed its desire to only allow Individual members to attend at the member rate, reinforcing the value of Individual membership in the OLC.

Hensley provided an overview of current policies and how registration rates are set for various events. The member rate is open to both Individual members and staff of Institutional member libraries for all educational events except the former Chapter Conferences and the Convention and Expo.

The ensuing discussion included comments about how libraries pay for memberships and staff registration fees for education events, the value of using the events as a membership recruiting tool, the psychological value of having member/non-member rates, and the desire to be consistent regardless of which structure is adopted.

In response to a question from Herrick, Evans did not believe that the projected revenue budget for 2018 would be dramatically affected regardless of which registration fee structure was adopted

DUBOIS MOVED AND HERRICK SECONDED THAT THE MEMBER/NON-MEMBER RATE FOR THE 2018 STAND-ALONE CONFERENCE REGISTRATION SHOULD BE BASED UPON INDIVIDUAL MEMBERSHIP. MOTION PASSED UNANIMOUSLY.

VOLUNTEER MILEAGE REIMBURSEMENT

Brehm-Heeger reported that she was contacted by the Digital and Media Services Division action council regarding OLC's mileage reimbursement for volunteers. The action council requested that OLC Board consider reimbursing mileage for volunteer speakers at the IRS-allowable mileage rate. Evans provided background on current OLC policy which states that library community individuals who speak at events are not reimbursed for mileage, and are also required to pay the event registration fee. Adoption of the proposed change would have a significant impact on the organization's finances, and the cost would ultimately be passed along to the members in higher registration fees. Anecdotal evidence also indicates that this proposal is counter to those in most professional associations, including the ALA. No motions were made to change the current policy. Brehm-Heeger will report back to the action council.

CHAIR REPORT

Tepe reported on the following:

ACRL. The OLC has received a request from the Association of College and Research Libraries (ACRL) to provide a letter of support to hold their 2023 conference in Pittsburgh. Tepe proposed to move forward and provide a letter of support, although the deadline for submission of Jan. 5 has passed.

Opioid Symposium. The OLC plans to host an Opioid Symposium on April 3. In addition, the State Library of Ohio, OhioNet, and the Regional Library systems plan to host a series of programs on the opioid issue in August 2018. Evans had followed up with Cain to offer the OLC's cooperation with supporting or promoting their event. The OLC's event will focus on how library administrators should respond to the issue within their facilities and the State Library's events will focus more on front-line staff. Evans and Tepe will reach out to the State Library to discuss our support.

Tepe thanked the Board for their support and trust in his Vice-Chair role last year. He would like the tone for his year as Chair to focus on collaboration. He encouraged Board members to think consciously on how to encourage libraries to work together and support each other.

STATE LIBRARY REPORT In addition to a written report, Morris reported on the following:

State Library Board member Krista Taracuk was reappointed by the Board of Education for a second five-year term.

The State Library and OhioNet are collaborating on Library Leadership Ohio. James Neal, ALA President, is scheduled to attend.

The State Library has announced a special LSTA grant for public libraries currently on a stand-alone ILS to migrate and join a consortium.

Ohio's four Regional Library Systems are hosting Summer Reading Program/Summer Library Program workshops to support public library SLP/SRPs. Any Ohio public library worker is welcome to register for any workshop statewide.

Ohio Digital Library has seen an increase of 27% in audiobook circulation.

Ohio Digital Network has reached the 50,000 records to begin the harvest QA process with DPLA. After DPLA reviews the records, they will set up a harvest schedule with ODN.

There will be Digital Media Literacy Training workshops in five Ohio locations in 2018.

OPLIN REPORT A written report was provided by Don Yarman. Tepe noted that the OPLIN Board will appoint a nominations committee in February to seek replacements for Cindy Lombardo who has retired, and other vacancies that open as terms end in June. A call for nominations will be forthcoming.

EXECUTIVE DIRECTOR'S REPORT Evans reported on the following:

Institutional Dues Billing. 85 of the 88 county auditors have responded to the request for information on 2017 PLF and levy distributions. The information has been used for the 2018 Institutional dues billing. All libraries should be billed by the end of January.

OLAF Ohio Legal Help Project. Megan Sheeran is representing the OLC on a steering committee convened by the Ohio Legal Assistance Foundation to design and implement a statewide legal help website that will inform and assist Ohioans facing civil legal issues.

Staff Notes. D'Andrea's 24th anniversary on the OLC staff was Jan. 11.

Public Library of Cincinnati and Hamilton County Board Meeting. Evans attended the PLCHC Board Meeting to present Senate Resolutions to Kim Fender and the PLCHC Library Innovation Award. His attendance at the meeting coincided with that of a group of individuals who were present to express their opposition to the library Board's plans to possibly sell or repurpose part of the main library building. As reported by the local media, his presentation was met with "boos and jeers" and there was a disruption in the proceedings created by many of those in attendance.

Ohio Development Services Agency. ODSA is planning to launch an online portal in July for clients to enroll and re-enroll in the agency's home energy assistance program for low-income individuals. Many of the program's 300,000 clients will be accessing the portal through public

computers at libraries around the state. The OLC plans to collaborate with ODSA to expedite this process through:

1. a webinar for OLC members on what libraries can expect;
2. distribution of information directors, customer service and reference staffs;
3. beta test of the new website by Customer Service and Reference Division action council members;
4. information in *Access* and *This Week*;
5. distribution posters and fliers to the libraries;
6. sharing information with other programs such as Ohio Means Jobs; and
7. looking for other outlets to share information.

GOVERNMENT AND LEGAL SERVICES REPORT

In addition to her written report, Francis reported on the following:

Governor's Office of Workforce Transformation. The OLC continues to work with the Governor's Office on Workforce Transformation on the following projects: Continuous Learning Center Workgroup, Ohio Means Jobs Center; MOUs with public libraries and expanding online learning opportunities; two webinars on changes to the GED; Aspire Adult-Based Literacy Program; and In Demand Jobs Week in May.

HB 312 – Credit Card Legislation. An update was sent to directors in December; bill passed the House unanimously; OLC is doing a lot of work behind the scenes to make the bill more palatable for libraries. Representative from libraries are being lined up to testify on the bill.

HB 371 – Property Tax Legislation. The OLC is working with nine other local government partners to oppose the bill. A letter from the coalition will be sent to legislators the week on Jan. 22.

Regional Advocacy Training for Directors. The Government Relations Committee and the Legislative Network are planning regional advocacy training sessions for the spring. They will be held in the afternoon prior to the Trustee dinners.

Opioid Symposium. Work continues with the Ohio Attorney General's Office, legal counsel, first responders, law enforcement, and libraries to create a program on how employers can deal with this issue, including, liability, policies and procedures.

EDUCATION AND EVENTS REPORT

In addition to her written report, Hensley reported that dates have been confirmed for the Trustee Workshop, New Director Workshops 1 & 2, Management Conference, and Ballot Workshop.

COMMUNICATIONS REPORT

In addition to her written report, Jacobsen reported on the following:

A call for programs was issued at the beginning of January for the Adult/Reference Conference and the Management Conference.

Information about the Awards and Honors program has been posted on the website and an online nomination portal is open.

The website averages 1,200 views per day. The most popular pages in the past two months are Jobline and Core Competencies, and Certification is now in the top four webpages.

The first meeting of the Continuous Learning Center Workgroup was Dec. 14 with the Governor's Office of Workforce Transformation. The next step is to develop marketing materials that promote all of the workforce development services available at Ohio's public libraries.

MEMBER SERVICES REPORT

In addition to her written report, D'Andrea reported on the following:

Membership. A second renewal notice will be sent electronically the week of Jan. 22. A membership recruitment toolkit for metro libraries will be put together and sent in the next few weeks.

Lifetime Membership. Two new lifetime members have been received. One was acknowledged in *Access*; the other asked not to be mentioned.

Awards and Honors. To date there have been no applications, although a few callers have asked questions about the online nominations process. Plans are to provide a slide with a link to the information before OLC events and a promotion piece to distribute at each conference and/or workshop.

EXECUTIVE SESSION

HERRICK MOVED AND WHITAKER SECONDED THAT THE BOARD ENTER INTO EXECUTIVE SESSION AT 12:45 P.M. TO DISCUSS THE PERFORMANCE AND COMPENSATION OF THE EXECUTIVE DIRECTOR. MOTION PASSED UNANIMOUSLY.

Properly moved, seconded and by unanimous vote, the Board concluded the Executive Session at 1:30 p.m.

ADJOURNMENT

With no other business to come before the Board, the meeting was adjourned at 1:30 p.m.