

OHIO LIBRARY COUNCIL
BOARD OF DIRECTORS
March 16, 2018

PRESENT Kacie Armstrong, Euclid
Paula Brehm-Heeger, Cincinnati
Suzanne Cline, Sidney
Deborah Dubois, Mansfield
Carol Herrick, Centerville
Lynn Mercer, Zanesville
Rick Rubin, Cuyahoga Falls
Chad Seeberg, Marysville
Nick Tepe, Chillicothe
Mark Whitaker, Loudonville
Jeff Winkle, Findlay

ABSENT Beverly Cain, State Library of Ohio
Tom Dillie, Minerva
Andrew Mangels, Westlake

GUESTS Meg Delaney, ALA Councilor
Bill Morris, State Library of Ohio
Don Yarman, OPLIN

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

CALL TO ORDER Chair Tepe called the meeting to order at 10 a.m.

AGENDA Tepe noted that item 2.A.1 – Executive Session Minutes - Jan. 19, 2018 was sent to Board members only via e-mail, and background information for items 3.B – Financial Report: Month-End - January 2018 and 3.C. – Nominations Committee Appointment are available. DUBOIS MOVED AND MERCER SECONDED APPROVAL OF THE AGENDA WITH NOTED CHANGES. MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES: Evans noted a change in the Executive Director's Report, page 6, Staff
JAN. 19, 2018 Notes: it was actually Jeanine D'Andrea's 25th anniversary (not 24th) on the OLC staff. He presented to her a gift on behalf of the Board. Lynn Mercer noted that her city should be changed from McConnellsville to Zanesville. HERRICK MOVED AND CLINE SECONDED APPROVAL OF THE JAN. 19, 2018 MINUTES WITH CORRECTIONS. MOTION PASSED UNANIMOUSLY.

EXECUTIVE SESSION WINKLE MOVED AND BREHM-HEEGER SECONDED TO ACCEPT
MINUTES: JAN, 19, 2018 THE MINUTES FROM THE EXECUTIVE SESSION OF JAN. 19, 2018 AS PRESENTED. MOTION PASSED UNANIMOUSLY.

FINANCIAL REPORT:
YEAR-END 2017

Evans presented the preliminary Financial Report for Year-End 2017, noting that the financials would be audited the first week of May and a report would be presented to the Board at its meeting on May 11.

Revenue. Total membership dues revenue was on budget for the year, with Institutional dues being \$2,147 over budget and Individual dues being \$2,197 under budget. Publication revenue was under budget as a result of the decision to allow members to download most publications at no cost. Continuing Education revenue was under budget by about \$42,000 due to a slight drop in Leadership Conference attendance and several proposed workshops not being held. Other Income was more than \$64,000 over budget due to a substantial increase in revenue from investment interest and dividends.

Expenses. Every expense category was under budget for the year except Salaries and Benefits, which exceeded projections due to compensation of staff for additional hours worked in the absence of the Office Administrator. All other categories were under budget due to expenses not being incurred, better management of actual expenses, or as a result of continuing education events not being held.

Year-End Assets. The net change in assets for the year totaled \$171,109 – a variance of some \$167,500 more than the projected \$3,570 for the year. Cash and invested assets at year-end totaled \$878,696 – an increase of more than \$221,800 as compared to year-end 2016.

HERRICK MOVED AND DUBOIS SECONDED TO ACCEPT THE UNAUDITED FINANCIAL REPORT FOR YEAR-END 2017 AS PRESENTED. MOTION PASSED UNANIMOUSLY.

FINANCIAL REPORT:
MONTH-END JANUARY
2018

Evans presented the Financial Report for Month-End January 2018. He noted the financials for the first month of the year are typically out of balance due to variances in when membership dues are collected and expenses are paid.

Revenue. Membership revenue was more than \$29,000 under budget due to 46 libraries not being billed for 2018 Institutional dues until late January after a delay in getting 2017 library revenue reports from county auditors. Continuing Education revenue is over budget as a result of early bird Convention exhibitors and early event registrations. Other income also is over budget by more than \$13,700 due to continuing positive returns on investments.

Expenses. Staffs salaries are over budget as a result of how the pay period fell at the end of the month. All other expense categories are either over or under budget due of timing of payments.

Investments. As a result of the influx of membership dues revenue during January, \$500,000 has been invested by Morgan Stanley in eight certificates of deposit ranging in value from \$45,000 to \$85,000 that will mature each month beginning in mid-May. The assets will be reinvested if the funds for a short period are not required at the time of maturity.

A correction was noted on Page 2 – the “minus” under Supplies should be a “plus”.

BREHM-HEEGER MOVED AND SEEBERG SECONDED THE FINANCIAL REPORT FOR MONTH-END JANUARY 2018 WITH THE NOTED CHANGE. MOTION PASSED UNANIMOUSLY.

OLC NOMINATIONS
COMMITTEE
APPOINTMENT

WHITAKER MOVED AND BREHM-HEEGER SECONDED THE RECOMMENDATION THAT JAMES HILL, DIRECTOR, CHILLICOTHE-ROSS COUNTY PUBLIC LIBRARY, BE APPOINTED TO SERVE AS AN AT-LARGE MEMBER ON THE OLC NOMINATIONS COMMITTEE FOR A THREE-YEAR TERM (2018-2020). MOTION PASSED UNANIMOUSLY.

BOARD OF DIRECTORS
ELECTIONS

Evans noted there will be five positions open on the OLC Board of Directors in the 2018 elections, including one MLIS position, one Trustee position, and three At-Large positions. Mangels (MLIS) and Cline, Dubois, and Winkle (At-Large) are not eligible for re-election as each has served two three-year terms. The Trustee position is currently occupied by Whitaker, who is eligible for re-election. Whitaker expressed his desire to be a candidate for re-election.

A call for nominations will be posted and the Nominations Committee will meet via telephone conference call prior to the next Board meeting on May 11 to consider candidates and draft a slate for approval by the Board. Dubois noted that there may be experienced members of OLC Committees and/or Division action councils who may be worth consideration.

OLC RELATIONS WITH
OELMA AND ALAO

Evans reported that the issue of the OLC's relationship with the Ohio Educational Library Media Association (OELMA), which represents K-12 school librarians, and the Academic Library Association of Ohio (ALAO), representing academic librarians, had become a source of discussion with leadership of OELMA at the ALA Midwinter Meeting in Denver.

Evans noted that during his participation in the Library Eco-System discussion at the meeting, OELMA President Deborah Logan suggested several ideas that she thought would make the OLC-OELMA relationship stronger, including having members of each organization serve on the other's Board, having a joint Legislative Day, hosting joint education events, etc. Evans informed Logan that in order for a school librarian to serve on or even attend an OLC Board meeting, it would require that individual to take time off of their school librarian duties at least six times each year to attend meetings on Fridays in Columbus. He also suggested that attending an OLC Board meeting may not be the most effective use of a school librarian's time due to the nature of the issues that are typically discussed. He also suggested that hosting joint Legislative Days also would not be effective because of the differences in the issues being discussed, especially library funding. Finally, hosting joint education programs may be viable if topics of common interest could be identified.

Evans also reported that at the ALA Chapter Relations Committee meeting, questions were raised about how an organization like the OLC could be designated as the state's ALA Chapter and have the responsibility for electing or appointing the state's ALA Councilor when the organization only represents public libraries. Evans had reported on all of these issues during a telephone conference call with Tepe and Delaney following the ALA Midwinter Meeting.

Delaney reported that she had contacted both Logan and Katie Kelly, ALAO President, to touch base after the ALA Midwinter Meeting. She noted that the report by Evans was accurate and there does appear to be some issues with OELMA that need to be addressed. She plans to attend the OELMA Board meeting on May 5 to report on her work as ALA Councilor and she plans to join both ALAO and OELMA. She also plans to provide regular ALA updates that both organizations can include in their communications to members.

Several Board members gave examples of how their own libraries and/or others in their areas of the state were working cooperatively with local schools to provide services to students either in the schools or at their libraries – usually at the request of the school administrators.

After reviewing the ALA Bylaws, Brehm-Heeger noted that a state library association becomes the designated ALA Chapter based upon the majority of ALA members in the state being affiliated with that type of library (public, school, or academic), and the Chapter is responsible for the appointment or election of the state's ALA Councilor. Evans confirmed that Michael Dowling, Director of the ALA Chapter Relations Office, had given a similar explanation at the Chapter Relations Committee meeting.

Delaney said that Logan had questioned “by whose authority” was the OLC the state's ALA Chapter? Rubin commented that it's the ALA's prerogative based upon the Bylaws. He also noted that joint conferences with public, school, and academic library staffs were held many years ago. Delaney noted that school librarians also are represented at the national level by their regional representatives to American Association of School Librarians (AASL).

Tepe reminded the Board that the idea of a multi-type library conference in 2019 was discussed in 2016 and, after those discussions concluded, the Board discussed the idea of hosting a one-day symposium on collaboration between public, school and academic libraries/staffs.

At the end of the discussion, it was the consensus of the Board that: (1) there is no support for having an OELMA member on the OLC Board; (2) Evans should research and confirm how the ALA designates its state Chapters and how state Councilors to the ALA are appointed/elected; (3) Delaney should report back to the Board on her meeting with the OELMA Board; and (4) Tepe should reach out to the elected leadership of OELMA and ALAO to discuss opportunities for collaboration.

CONVENTION AND EXPO SPONSORSHIPS

Evans noted that, in the past, the OLC has relied heavily on volunteers to lead the effort to obtain financial sponsorships for the OLC Convention and Expo. However, that effort had not been especially successful in recent years as volunteers have gotten busier and vendors have been less responsive to sponsorship requests. As a result, it is his recommendation that the sponsorship process be managed by staff and that Board members become more involved by contacting their vendors and/or providing their vendors' contact information to the OLC staff. Lori Hensley will manage the process and follow up with the Board. Armstrong noted that the OLC should keep in mind that some libraries rely on their vendors for support of their foundations.

CHAIR'S REPORT

Tepe reminded the Board that one of his goals as Chair is to encourage collaboration between libraries. Tepe offered to visit libraries around the state to talk about the OLC and represent the Board. He plans to reach out to those libraries that have new directors and whose directors are not attending the regional advocacy training sessions.

ALA COUNCILOR'S REPORT

Delaney reported on the ALA Midwinter Meeting in Denver and her first experience as an ALA Councilor. She admitted that it will take some time to get up to speed on the issues and the Council process. She commented on the difference between the free flow of information in the informal Council forums and the more formal sessions of Council. She plans to develop a better way to communicate with the Board and members via a blog or other virtual process.

Delaney noted the amount of discussion at the meeting and in Council on what should a 21st organization like the ALA look like. Many members believe the ALA's current organizational structure is unmanageable. There are many questions to address, including: should the Midwinter Meeting continue; can attendance of both members and vendors be sustained; what should the ALA do with its real estate in Chicago; and, who and how should the next Executive Director be selected?

STATE LIBRARY REPORT

On behalf of the State Library, Morris reported on the following:

Staff notes. Missy Lodge has announced her retirement effective Sept. 30, 2018.

Ohio Deaf History Month. The General Assembly of the State of Ohio has designated the period beginning March 13 and ending April 15 as Ohio Deaf History Month. The State Library of Ohio has been working with the deaf community on the Ohio Digital Library.

Digital Public Library of America (DPLA). DPLA's new website is currently in beta test mode. Ohio Digital Network records are set to be published on DLA's website in early March.

Public Library Survey. The deadline for completion for the Public Library Survey (statistics) is March 21.

Take 5. Take 5 is a day of dialogue and discovery for public library teen and youth services specialists, school librarians and other youth advocates. It will be held May 4, 2018 at the Loudonville Public Library.

OPLIN REPORT

In addition to his written report, Yarman reported on the following:

Statewide Databases. OPLIN, OhioLINK, and INFOhio have made their selections for the statewide databases for the next five years. Notable databases that were added include Chilton's, Transparent Languages, Gayle Kids Infobits and Oxford Research Encyclopedia. The cost of Science Online will be picked up by INFOhio. OPLIN's content advisory committee will choose the genealogy and job training data resources.

Board Vacancies. OPLIN has put out a call for Board nominations. There are at least three vacancies to fill: one due to retirement and two due to term limits; plus two other trustees are eligible for reappointment. The deadline for nominations is March 28.

DDOS Shield. One public library was targeted with repeated distributed denial of service attacks which aim to saturate their traffic and paralyze their internet connection. OPLIN had the opportunity to employ the state's new DDOS mitigation solution, which so far successfully blocked at least six attacks.

EXECUTIVE DIRECTOR'S REPORT

In addition to his written report, Evans reported on the following:

Trustee Dinners. Evans noted that initial registration totals for the Trustee Dinners are low, prompting the cancellation of the dinners in central (Columbus) and southern Ohio (Chillicothe). Depending on how registration looks for the four other dinners, consideration should be given to possibly hosting the events every other year, hosting alternative events, not having a dinner function, etc. Herrick suggested the communications may not have thoroughly explained the benefits of attending.

Employee Insurance Benefit Renewals. Evans reported that, as of March 1, employee insurance benefits were renewed and the new formula for the employee contributions to premiums was implemented.

Association Management Software. The installation of an upgrade to the OLC's association management software (membership database) was made last week. After months of testing and server preparation, the installation was about 90% complete. The installation was delayed as a result of the vendor's error. A few issues continue with the back-end report writing and event output feature, which should be addressed shortly.

Health Insurance Consortium. The Council of Small Enterprises (COSE) has formally proposed a collaborative arrangement with the OLC to offer Institutional-member libraries the opportunity to join the COSE Health Insurance Consortium. Participating OLC Institutional-member libraries would also have to become members of COSE. COSE has proposed that the OLC could use this program as a revenue source, receiving a 10% commission on the COSE membership dues paid by the libraries. An alternative would be for OLC to fund the memberships for its participating members at a discounted rate upfront as an added benefit of membership.

Evans expressed concerns with both options: (1) OLC did not forecast this venture as a revenue-producing benefit; and (2) If the OLC were to pay the COSE membership fees, it would use the organization's financial resources to benefit only those libraries that are participating in the plan.

Herrick asked if the OLC could pass the commission back to the participating libraries or reduce their COSE dues by 10%. Evans will explore the options.

Rubin asked if the OLC would be endorsing the COSE plan or, in reality, Medical Mutual of Ohio, the plan's insurer? In addition, he asked about the comprehensive analysis of the plan. Evans commented that over the past 10 years or so the OLC had looked at several health insurance consortium proposals and all had failed to either meet members' needs or prove their long-term viability. The analysis of the COSE plan had been done by Structured Employee Benefits of Ohio (SEBO) and Evans trusts

their discretion regarding its viability and the plan's ability to meet members' needs because it is an opportunity to move libraries into a much larger insurance pool.

Other questions included:

- What are the terms for terminating the contract/agreement?
- What is the actual number of libraries eligible to participate in the plan (based upon employee census)?
- Are other plans offered, including those that include some or all ACA-mandated benefits?
- Does the plan cover part-time as well as full-time employees?
- Can the plan be modified to meet union contract requirements?

Evans will obtain more information, including answers to these questions, and report back to the Board at its meeting on May 11.

KSU iSchool Advisory Board Meeting. Evans participated in a Kent State University iSchool Advisory Board meeting with the instructors from the school. He encouraged one of the instructors who had recently completed a study on the impact of the opioid crisis on school children to submit a program proposal for the Convention and Expo.

ALA Midwinter. Evans attended the ALA Midwinter Meeting. He noted his participation in a roundtable discussion on the future of libraries, Chapter Relations Committee meetings, and the Library Eco-System discussion.

Library Trustee Workshop. Evans thanked Chad Seeberg for his presentation at the Library Trustee Workshop. Feedback from the workshop was outstanding.

In his recent travels, Evans attended a retirement reception for David Jenkins, Director of the Akron-Summit County Public Library, and he visited six libraries in northeast Ohio.

GOVERNMENT AND LEGAL SERVICES REPORT

Francis reported on the following:

Legislative Day. Legislative Day is on April 11. Registration and two briefing sessions will be held at the Capital Club. Ryan Burgess, Director of Governor's Office on Workforce Transformation, will speak between the sessions. A new graphic, Libraries Lead, acquired from the ALA will be used at the event. Attendees will be asked to talk about the great things that their libraries are doing and not ask for money. The House and Senate will be in session that afternoon, and the event is in the middle of National Library Week.

Regional Advocacy Training for Library Directors. The training is for all library directors, and especially for new directors who have not been in advocacy roles in the past. Selected legislators have been invited to attend and share their perspectives on effective advocacy.

Opioid Symposium. Scheduled for April 3 at the Fawcett Center in Columbus, the symposium is designed to address how public libraries can respond to the epidemic and protect the well-being of their customers and staff. The goal is for participants to walk away with action plans that they can implement. An invitation has been extended to members of the Ohio General Assembly.

Evans thanked the State Library of Ohio for an LSTA grant to support the Opioid Symposium, which covered all costs except catering.

Workforce Transformation. The June meeting of the Board of the Governor's Workforce Development will be dedicated to how libraries are involved in the state's efforts. It is scheduled for June 12, 1:00-3:30 p.m. at Columbus Metro Library's main location.

EDUCATION AND EVENTS REPORT

Evans reported on the following in the absence of Hensley:

Professional Development Committee. The committee is working on the education schedule for 2019, including ideas for the major conferences that could be hosted. The goal is to have the decisions made by July and have the conference workgroups together so that a call for programs can go out prior to the Leadership Conference.

2018 Conferences. The planning committees for this year's conferences have nearly completed their programming work for the three one-day events.

2019 Convention and Expo. The contract with Duke Energy Center and Hyatt Regency should be finalized next week. The Awards and Honors Luncheon will be moved to the Convention Center for pricing reasons.

COMMUNICATIONS REPORT

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

Professional Development Suggestions. Jacobsen helped the Professional Development Committee launch two new methods to accept program proposals: (1) an "Idea Box" with an online form for members to submit ideas for a program; and (2) an online formal submission process for a more detailed program or event. Members will be encouraged to use both methods to help the Committee direct future programming.

2018 Conferences. A postcard promoting this year's three major conferences and other events will be sent in early April.

Legislative Day. Advocacy tools have been added to the OLC website for Legislative Day and collateral materials have been created incorporating the "Libraries Lead" logo.

MEMBER SERVICES REPORT

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

2018 Individual Membership. Kristin Baker, Portsmouth Public Library, has agreed to be Assistant Chair for 2018.

Library OLC Membership Toolkit. An OLC membership toolkit was sent to the nine metro libraries as part of a membership recruitment pilot project. It will be open to all libraries, and posted in *Access* next week.

Awards and Honors. The Awards and Honors nominations deadline is April 30. Articles continue to appear in *Access* and fliers have been distributed at all professional development events.

ADJOURNMENT

With no other business to come before the Board, the meeting was adjourned at 12:27 p.m.