

OHIO LIBRARY COUNCIL
BOARD OF DIRECTORS

Via Zoom
July 17, 2020
10:00 A.M.

PRESENT Kacie Armstrong, Euclid
Paula Brehm-Heeger, Cincinnati
Sarah Clevidence, Findlay
Aimee Fifarek, Youngstown
Carol Herrick, Centerville
Cheryl Kuonen, Mentor
Lynn Mercer, Zanesville
Rick Rubin, Cuyahoga Falls
Chad Seeberg, Marysville
Jennifer Stone, Chillicothe
Mark Whitaker, Loudonville
Laura Lee Wilson, Willard

ABSENT Tom Dillie, Minerva

GUESTS Meg Delaney, ALA Councilor
Michael Goldberg, Perks Pusateri & Company
Wendy Knapp, State Library of Ohio
Don Yarman, OPLIN

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

CALL TO ORDER Cheryl Kuonen, Chair, called the meeting to order at 10:02 a.m.
Kuonen mentioned the loss of Tom Dillie's father on July 10 and expressed the Board's sympathy.

Kuonen noted that guest Michael Goldberg of Perks Pusateri & Company CPAs will be joining the meeting later in the call, to discuss Item 3.B – 2019 audit.

APPROVAL OF AGENDA Kuonen reminded members that Items 3.B – 2019 Financial Audit; and 3.C – 2019 OLC Awards and Honors Recommendations were distributed to Board members only. All discussion and actions regarding these items are confidential until approved by the Board and an official announcement is made by the OLC – especially for purposes of the Awards and Honors Recommendations.

MERCER MOVED AND WHITAKER SECONDED APPROVAL OF THE JULY 17, 2020 AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES FIFAREK MOVED AND HERRICK SECONDED APPROVAL OF THE MAY 22, 2020 MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

WHITAKER MOVED AND SEEBERG SECONDED APPROVAL OF THE JUNE 15, 2020 MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

FINANCIAL REPORT
MONTH-END
MAY 2020

Francis presented an overview of the month-end May 2020 report.

Revenue. Dues income is under budget by \$14,350. We have one non-renewing member. They do plan to renew next year. There are 8 other libraries that are not Institutional Members. Personal membership income is up significantly. Francis acknowledged the Membership Committee for their work, along with Board Liaison Laura Lee Wilson and staff.

Continuing Education is \$87,485 under budget due mostly to cancellations of professional development workshops. Other income is under budget by \$80,606. However, the stock market is improving, and we are seeing that in our long-term investments.

Expenses. Expenses are under budget by \$86,600. Salaries and benefits are over mostly due to accrued vacation. Health insurance is under budget due to change in carrier and timing of payment. Consultants and contractors are under budget due to timing of payment for Auditor fees. Legal services are over budget due to work on new lease. Space rental is under budget due to timing of payment with new lease. OLC received the first four months of rent for free. Management expenses are under budget due primarily to the cancellation of events by \$40,511. OLC is adding a new accounting code for Pandemic related expenses to purchase face masks, hand sanitizer and cancellation fees.

Expenses for cancellations of the Convention will be posted on the June month-end financial report. To date we have only issued checks for the Hilton of \$25,619. The Convention Center has not invoiced us yet for the \$22,400 cancellation fee. We have given our vendors the option of a refund or a credit toward the 2021 Convention. We have issued refunds to some of the vendors.

Net Change in assets is (\$95,975).

HERRICK MOVED AND SEEBERG SECONDED APPROVAL OF THE MONTH-END MAY 2020 FINANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

2019 FINANCIAL AUDIT

Francis introduced Michael Goldberg, Perks Pusateri and Company to discuss the 2019 Financial Audit. Francis acknowledged staff who have done an exceptional job to get this completed especially during our move.

Goldberg gave an overview of the audit and reported the accounting process has proper oversight and approvals. 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.

Goldberg noted a few items: Under Accounts receivable; Careworks commission was not received until 2020. Deferred revenues under Liabilities were from memberships received after October 2019.

FIFAREK MOVED AND WHITAKER SECONDED APPROVAL OF THE 2019 AUDIT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

Francis reminded 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.

OLC AWARDS AND HONORS - 2020

On behalf of the Awards and Honors Committee D'Andrea presented the following recommendation:

That the OLC Board accept the recommendation of the Awards and Honors Committee to not present Awards in 2020 due to the issues surrounding the health crisis of COVID-19 and its impact on library operations, staffing and services. Instead the Committee recommends that the 2020 nominations are deferred to 2021 and considered alongside the 2021 nominations. The Committee further recommends that the 2020 nominators be able to provide additional materials for candidates they nominated, so long as it falls within the timeline of the 2021 Awards process. The Committee also recommends that nominees moved to 2021 would be considered valid if they met the criteria in either 2020 or 2021, including the criteria of OLC membership.

RUBIN MOVED AND ARMSTRONG SECONDED TO ENDORSE THE OLC AWARDS AND HONORS COMMITTEE RECOMMENDATIONS AS PRESENTED. MOTION PASSED UNANIMOUSLY.

Francis noted the Committee has a process of notifying the 2020 nominators, before the announcement is made to the full membership.

OLC PANDEMIC RESONSE UPDATE

Francis reported on the following:

Since March, OLC has distributed more than 40 legal and legislative updates to Institutional Member Libraries in response to the pandemic. In addition, the staff created a Coronavirus page on the OLC Website with news and updates from the State and Federal level, guidelines for reopening libraries, best practices for libraries, and a members only page with a link to all of our COVID-19 related legal and legislative information. Also, OLC worked with the Equalis Group to ensure that public libraries had access to Personal Protective Equipment (PPE) through our joint purchasing program for OLC Institutional Members. OLC advocated for the Battelle study; provided learning opportunities for Public Library Staff; and much more. OLC has had continuous conversations with Governor's office. OLC held virtual regional forums for library directors on racism as well as reopening. In addition to the pandemic we are still getting a minimum of 10 legal questions and ballot levy questions per day.

OLC staff is working in our offices with a closed-door option. Masks are worn in the building. Staff is cleaning high touch areas daily. Francis can't speak highly enough of the staff. Armstrong thanked the staff for their tremendous job. Seeberg commended the staff for all the online resources offered.

OLC 2020 EDUCATION EVENTS/ACTIVITIES

Francis and Hensley reported on the following:

Trustee Dinners. Our membership needs are changing drastically. Trustee dinners are not going to be able to meet the way they have in the past. We will be switching those to a virtual format. We had pre-scheduled legislators to give an update. Staff has reached out to most of those locations to cancel. Trustee dinners will now be free. Those are not a revenue generator but meant to be special for the leadership of our libraries. They will be 1 hour long and will include an OLC update, Statehouse update and Legislators speaking as special guests.

Meet the New State Librarian. We are hosting a meet the New State Librarian webinar. Knapp has agreed to do a special program with our public library directors on July 30 at 9:00 a.m. Kirstin Krumsee and Evan Struble will discuss the CARES act mini-grants and IMLS.

New Director Workshop Series. The enrollments for the virtual series are steady. Staff thanked Armstrong and Yarman for their participation.

Ballot Workshop. The Ballot Workshop was held virtually. A second Ballot Workshop will be held virtually in October or November.

Fiscal Officer 102. The Fiscal Officer 102 workshop was cancelled. However, we will host a “mini” Library Fiscal Officer workshop in August.

Webinars. Other webinars are scheduled on the following topics: Ohio Legal Help; Virtual Story Time, Curbside, Drive-through and Lobby Services; and Innovations During the Pandemic.

OLC CONVENTION AND EXPO UPDATE

Francis reported on the following:

To date we have only issued a check to the Hilton of \$25,619. The Convention Center has not invoiced us yet for the \$22,400 cancellation fee, as they are holding off in case that space is filled.

EQUITY, DIVERSITY AND INCLUSION UPDATE

Francis reported at June meeting and gave a brief recap.

OLC held a series of regional forums for library directors on racism. Francis thanked Kuonen and Armstrong for being on those zoom meetings. Discussion included expanding our trustee training, and we received excellent recommendations on future speakers.

OLC kept our contract with Jason Reynolds and rescheduled his in-person program for the 2021 Convention & Expo. In addition, OLC scheduled a special webinar with Jason Reynolds and Brendan Kiely on racial equity. It will serve as a good starting point for conversation on race and the impact on our public libraries. The live webinar will be on August 6th at 11:00 a.m. The goal is to make this available as a professional development opportunity for our libraries and their staff. We are offering group pricing options to Institutional Member Libraries.

Francis, Kuonen and Armstrong plan to meet with The Kirwan Institute, at OSU, which may be able to offer additional training on equity, systematic racism, and implicit bias. Armstrong thanked OLC for taking a lead role in navigating these conversations. We can include more of these topics in our annual Conference and other training.

CHAIR’S REPORT

Kuonen offered her thanks to Francis, OLC leadership and staff.

ALA COUNCILOR REPORT

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

Delaney noted it was interesting participating in ALA Council virtually. She is appreciative of the ALA staff pivoting quickly. We have learned that this is a real time for innovation, mostly for online voting.

Ohio will be well represented as the work begun by SCOE continues. Delaney will serve as a member of the Forward Together Working Group, whose charge is to lead Forward Together through a multi-step process, involving Council and

resulting in a member vote upon approval and acceptance by Council. This group will also test and assess Forward Together recommendations.

STATE LIBRARY REPORT

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

Meet the State Librarian. Knapp reported the webinar through OLC on Meet the New State Librarian on July 30.

Staffing. Morris retired and they are in a hiring freeze. The exempt staff are observing cost-saving days.

Statewide Delivery. Knapp reported that Statewide delivery has restarted.

CARES Act Grants. Knapp is pleased with how the staff paired down the CARES Act grant application. Francis noted public libraries currently only make up about 60% of the applications for CARES Act Mini Grants. Jacobsen will promote it again next week.

Library Leadership. Knapp is proud of the partnership with OhioNet on Library Leadership Ohio. There are currently 32 participants.

OPLIN REPORT

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

CARES Act Grants. If your library does apply for the CARES Act grant for anything internet related, contact Yarman for help if needed.

EXECUTIVE DIRECTOR'S REPORT

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

Institutional Dues. We do have one library that has one final pay installment payment to make. Eight libraries have not paid any portion of their dues and these are the traditional eight library systems who choose to not join OLC. This year we had one additional library system not join, the Greenville Public Library. However, they have indicated they plan to rejoin OLC in 2021.

IRS Forms 990 and 990-T. The Finance Committee will be reviewing the 990 and 990-T forms.

Small Library Director Forums. The small library director forums are coming up in August virtually and two will be held.

ALA Virtual Tour. On July 28 as a part of the new ALA president's bus tour, they will be coming to the Muskingum County Library virtually. The focus will be on broadband. It will be broadcast nationwide, so other libraries are able to watch it. There will be an opportunity to submit questions. Ohio is the 2nd stop on the tour.

Staff Evaluations. Staff evaluations were completed in June. We are working on issues addressed this spring, and overall goals:

- (1) Assessing the staff hardware
- (2) Association Management Software
- (3) New Professional Development and Event platforms

GOVERNMENT AND LEGAL SERVICES REPORT

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

Public Library Fund. The July 2020 PLF was 3.68% below ODT's original estimate. The actual July distribution came in 14.86% above ODT's latest

estimates issued at the end of June. OLC is expecting to receive the certification for 2021 next week.

Statehouse. The Legislature has been inactive during the last couple of weeks. There has been some pressure to pass Amended Substitute HB 606 which would provide civil immunity for individuals, schools, businesses and libraries as related to COVID-19 lawsuits. The Legislature plans to come back in September.

Substitute HB 13 – Residential Broadband Expansion Program. The bill had passed through the House. It encourages internet service providers to apply for grants to address the lack of broadband access in specific locations. OLC has been a strong proponent of HB 13 from the beginning. The bill awaits further action by the Senate Energy and Public Utilities Committee.

Government Relations and Legislative Network. The Government Relations Committee and Legislative Network are meeting next week on July 24 to discuss plans for a strategy and potential advocacy meeting to be held this fall to prepare for next year's biennial budget process.

SB 55. This bill was vetoed by Governor DeWine today. The new language lowered the maximum fine for violating an order issued by the Ohio Department of Health.

EDUCATION REPORT

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

Professional Development Committee. The PDC will discuss the 3 standalone conferences for 2021.

On Demand Education Committee. The ODEC met this week. They are developing a mentoring program. They also would like to develop a curated list of offerings and recorded webinars.

EVENTS REPORT

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

Trustee Dinners. We have heard from two of the three locations regarding cancellation of the Trustee Dinners and they have indicated that they will not charge a cancellation fee.

Sponsorship. Staff is working on a new sponsorship framework.

Leadership Conference. We have not cancelled Leadership Conference; however, we have cancelled our contract with the Quest Center due to the timeframe. Staff is reviewing the format for Leadership Conference and when it will take place.

COMMUNICATIONS REPORT

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

Social Media. There has been much activity on our social media pages on Facebook and Twitter. We shared a video of Sherrod Brown encouraging Summer reading. Our members are using social media to share news. What's happening in Public Libraries has been encouraging.

Francis thanked Jacobsen for her work on What's Happening. During this difficult time, it's uplifting to see what our libraries are doing.

MEMBER SERVICES

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

REPORT

Individual Membership. The Membership Committee is requesting a letter from OLC leadership to directors asking for continued consideration of OLC individual membership. Armstrong thinks we all have been aware of how important OLC has been to our institutional members, and we should highlight how our individual members have participated and benefitted during this time as well. Brehm-Heeger agrees that this is an important message. However, 2021 is a budget year and library resources will be stretched. A disruption of a pandemic may cause us to review the combined membership again. Francis noted it is difficult, as we are such a hybrid of professional and trade association. These will be tough decisions for libraries to make, as they are going to make cuts somewhere. Seeberg asks if it would be worth including Friends Groups and asking for them to pay individual staff dues using local endowment funds to cover the cost. We need to think creatively.

Committee Appointments. Staff will meet with Chair Laura Lee Wilson to discuss Committee Appointment.

Nominations and Elections. Staff will meet with Armstrong to select a date to review the results of the elections.

ANNOUNCEMENTS

The next meeting of the OLC Board of Directors is scheduled for September 18, 2020.

EXECUTIVE SESSION

BREHM-HEEGER MOVED AND WHIATKER SECONDED TO ENTER INTO EXECUTIVE SESSION AT 11:57 A.M. EXECUTIVE SESSION CONCLUDED AT 12:14 P.M.

ADJOURNMENT

With there being no further action to come before the Board, the meeting was adjourned at 12:15 p.m.