

OHIO LIBRARY COUNCIL  
BOARD OF DIRECTORS

Via Zoom  
November 20, 2020  
10:00 A.M.

- PRESENT                                   Kacie Armstrong, Euclid  
Paula Brehm-Heeger, Cincinnati  
Sarah Clevidence, Findlay  
Tom Dillie, Minerva  
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, Huron County, Willard
  
- GUESTS                                   Mary Ellen Icaza, Incoming Director  
Melissa Marolt, Incoming Director  
Evan Struble, State Library of Ohio  
Don Yarman, OPLIN
  
- GUESTS ABSENT                       Meg Delaney, ALA Councilor
  
- STAFF                                     Michelle Francis, Executive Director  
Jeanine D’Andrea, Director, Member Services  
Angie Jacobsen, Director, Communications  
Denise Kise, Accounting/Data Services
  
- CALL TO ORDER                       The meeting was called to order by Chair Kuonen at 10:08 a.m.
  
- APPROVAL OF AGENDA               Kuonen noted that the ALA Councilor report would be a written report only. Also, State Librarian Wendy Knapp was unable to attend and Evan Struble will be attending on her behalf.  
  
RUBIN MOVED AND FIFAREK SECONDED APPROVAL OF THE AGENDA WITH NOTED CHANGES. MOTION PASSED UNANIMOUSLY.
  
- APPROVAL OF MINUTES               MERCER MOVED AND HERRICK SECONDED APPROVAL OF SEPTEMBER 18, 2020 MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.  
  
DILLIE MOVED AND MERCER SECONDED APPROVAL OF THE SEPTEMBER 18, 2020 EXECUTIVE SESSION MINUTES AS PRESENTED.  
  
FIFAREK MOVED AND WILSON SECONDED THE OCTOBER 16, 2020 MINUTES. MOTION PASSED UNANIMOUSLY.
  
- FINANCIAL REPORT                   Francis presented the Financial Report for month-end September  
MONTH-END                           2020.  
SEPTEMBER 2020

Revenue. Institutional dues are over budget due to Clermont County joining. Publications came in above estimate. Continuing Education is down over \$300,000 year-to-date because of the cancellation of Convention and Workshops.

Expenses. Salaries and benefits are under due to timing. Health Insurance changed carrier to Medical Mutual. Consultants and Contractors is down; Supplies are down; equipment is down; space rental is down due to lease negotiations the first 4 months. Travel and expenses were down by \$30,000. Management and Expenses are down mostly due to no catering of in-person meetings. The majority of the funds attributing to pandemic related expenses is the cancellation fee for the Hilton. The Greater Columbus Convention Center still has not invoiced OLC. Legal fees due to the pandemic are over \$19,000 for information that was provided to OLC members. PPE and sanitizing is over \$600. The net change in assets is \$146,994.

The Finance Committee met on October 13. They reviewed several items including immediate cost reduction measures. One part-time employee was furloughed until Jan. 2. Two non-exempt employees were furloughed the equivalent of 3 days. Two exempt, full time employees with reduced work demand had their salary reduced the equivalent of 6 furlough days. The remainder of the exempt employees had their salary reduced the equivalent of 3 furlough days between Nov. 9 and Dec. 31. The remaining tenant improvement allowance was utilized for rent abatement with a savings of \$9,673.

Clevidence thanked Francis for her leadership and also thanked staff for their sacrifices for the organization. Kuonen also thanked Francis, OLC staff, and the Finance Committee members for their work.

WHITAKER MOVED FIFAREK SECONDED APPROVAL OF THE MONTH- END SEPTEMBER 2020 FINANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

#### OLC BOARD MEETING DATES 2021

Francis presented the proposed Board Meeting dates for 2021.

The proposed dates for the 2021 meetings of the OLC Board of Directors are: Jan. 15; Mar. 19; May 14; July 16; Sept. 17; Nov. 19. Meetings for the first 6 months of the year will be virtual and will be re-accessed.

WILSON MOVED AND HERRICK SECONDED APPROVAL OF THE 2021 BOARD MEETING DATES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

#### PROFESSIONAL DEVELOPMENT AD HOC COMMITTEE UPDATE

The Professional Development Ad Hoc Committee was created by the Board. Francis thanked members Clevidence, Herrick, and Wilson for their time. The committee met on October 5 and October 21. They gathered information, reviewed and analyzed different educational programs over the past three years. Most of those programs have been sponsored by a specific division, committee or staff. The only professional development sponsored by the PDC are the three stand-alone conferences. They will be working on a flow chart for the flow of information. The Ad Hoc Committee plans to meet one more time in December and have more information for the Board in January or March.

#### PANDEMIC RESPONSE

OLC is continuing to provide information to support our members. The organization has sent almost 100 updates since March. Francis thanked Jacobsen and Smith for getting that information out. Other work included the

Joint Purchasing Program with Equalis Group; worked on \$18.3 million from the Ohio Controlling Board; having conversations with Senate Leadership, day to day legal questions; made Webinars available through Vovys. The OLC staff is back in the office with many taking vacation time or furlough days in the next few weeks. The staff will return to a pod system after the Thanksgiving break with alternating days.

Brehm-Heeger asked about legislators and the current status of public library facilities and level of service. She mentioned that some legislators have made comments mostly about schools that have gone remote. Many libraries have provided curbside service, Tech support and Broadband. They see us as an essential service. As we go into next year's state budget, we don't want to give them any excuse or reason to reduce funding.

Seeberg thanked OLC for the updates. He mentioned that they are used by his Board and provide exceptional reinforcement.

#### LEADERSHIP CONFERENCE

The OLC 2021 Planning and Leadership Conference was held virtually via Zoom Nov. 9-10. Francis thanked staff for quickly pivoting to make this a virtual event. We used breakout rooms through our Zoom account for the units to meet individually after the General Session in the morning. Francis thanked D'Andrea and Jacobsen for the tremendous amount of background work for this conference. The conference is an opportunity for our Committees and Divisions to refocus and collaborate. Virtual is hard and different – members are missing out on personal in-person connections. Francis thanked the Board Liaisons for sitting in to encourage those collaborations, and to learn what OLC can do to support them.

#### OLC CHAIR'S REPORT

Kuonen thanked Board members for taking time out of a crazy chaotic time to be invested in the organization. She reminded members to take moments to themselves. Your staff need you; your organization needs you. The Board is making tough decisions and she thanked all members.

#### OLC BOARD OFFICERS NOMINATIONS

The current Vice-Chair is unable to take on the position of Chair next year, but will be continuing her term as a member of the OLC Board of Directors. Article 4 of the OLC Code of Regulations discusses Officers of the Board and how vacancies for officers are to be filled.

The Executive Committee submits the following nominations for the officers of the 2021 OLC Board of Directors: Chair of the Board, Cheryl Kuonen, Mentor; Past Chair, Kacie Armstrong; Euclid; Vice Chair/Chair-Elect, Tom Dillie, Minerva; Secretary-Treasurer, Aimee Fifarek, Youngstown. These individuals have accepted the nomination. The nominations will remain open through the election, which will take place at the Jan. 15, 2021 Board of Director's meeting.

#### OLC BOARD COMMITTEE ASSIGNMENTS

The proposed assignments for the 2021 Committees of the OLC Board were presented. Board members requesting changes to their proposed assignments should notify Kuonen or Francis by Dec. 31. Approval of the committee assignments will take place at the Board meeting on Jan. 15, 2021.

#### OLC BOARD LIAISON ASSIGNMENTS

The proposed Board Liaisons were presented. Board members requesting changes to their proposed assignments should notify Kuonen or Francis by Dec. 31.

#### ALA COUNCILOR REPORT

Delaney was not available to attend and included a written report.

STATE LIBRARY  
REPORT

Struble reported on the following in addition to the monthly report:  
Board Appointment. Judge Michael Merz of Columbus will complete his first five-year term on Dec. 31, 2020. He will not be seeking a second term. The State Library Board will evaluate candidates' diversity, geographic locations, and relevant experience, and forward candidates' information along with a recommendation to be considered for appointment to the State Board of Education. OLC did send out communications regarding this opening.

LSTA Competitive Grants. Applications are being reviewed for competitive grants. Recommendations will be made at the December 2020 State Library of Ohio Board meeting.

SEO Library Consortium. The Rodman Public Library and Louisville Public Library have joined the SEO Library Consortium.

Ornery Teenagers Webinar. This webinar on How to Compassionately and Effectively Manage Their Problem Behaviors was held on Oct. 27 and was highly attended.

Virtual Reference Appointments. The State Library is launching virtual reference appointments with their reference library staff.

OPLIN REPORT

LinkedIn Learning. The statewide agreement for library access to Lynda.com ends June 30, 2021. Bids in response to their RFP for "Career and Technical Skills Resources" were due Nov. 6, 2020. OPLIN's Content Advisory Committee are reviewing proposals and will make recommendations at Dec. 11 meeting.

EXECUTIVE DIRECTOR'S  
REPORT

Francis reported on the following:

2021 OLC Budget. A tentative timeline for the 2021 budget process was provided. The Finance Committee will meet by January 6. The budget will be presented for approval at the Jan. 15, 2021 OLC Board meeting.

OLC Board Orientation. A virtual Board orientation session was held with incoming Board members Melissa Marolt and Mary Ellen Icaza.

Andrew Carnegie Award. Senate President Larry Obhof (R-Medina) was presented with the Andrew Carnegie Award on Nov. 12 at the Medina County District Library. The award was presented before the library opened. Francis gave special thanks to Julianne Bedel, Director of Medina County District Library for allowing OLC to present the award at President Obhof's home library.

Addressing Race in Public Libraries. Francis thanked Armstrong for volunteering her time. OLC is continuing our conversation around equity, diversity and inclusion. The Addressing Race in Public Libraries Workshop was held virtually on Nov. 19. The workshop featured a session with Preshuslee Thompson from the Kirwan Institute for the Study of Race and Ethnicity at The Ohio State University. The panel discussion on experiences within the Ohio library community included Kacie Armstrong and Tracy Strobel, CCPL. Francis thanked them for sharing their stories and being so honest. OLC offered the workshop to OLC members and a discounted group rate to OLC Institutional Member Libraries. Registration was just under 500.

GOVERNMENT AND  
LEGAL SERVICES  
REPORT

ODE RemotEDx Coordinating Council. OLC was asked to participate in meetings with the Ohio Department of Education's RemotEDx – a new initiative to support K-12 schools in remote learning.

Staff Anniversaries. Jason Gandee has celebrated 5 years; Lori Hensley, 33 years; Sandy Diosy, 5 years; Jay Smith, 1 year.

Francis reported for Jay Smith on the following:

PLF. The overall state tax receipts for the month of October came in above estimates. So far, the State Fiscal Year 2021 tax collections are up 4.2% above estimates. To date the PLF is down just 1.41%.

Lame Duck Session. The lame duck session begins for the 133<sup>rd</sup> General Assembly after the election. This is the opportunity for last minute efforts to get legislation passed prior to adjournment.

Tony Morrison Day. The Tony Morrison Day bill may pass and would bring some wonderful notoriety to her.

HB 450. Requires Fiscal Officers to provide certificates of transition of all passwords, etc. It is currently in the Senate Local Government Committee right now.

EDUCATION AND EVENTS

Francis reported for Hensley and Gandee on the following:

Professional Development Committee. The PDC has been meeting and assigned one liaison for each Division and Committee for next year. On Demand is passing their information along to the PDC for consideration going forward.

2021 Convention and Expo Charis were named for the Convention & Expo. It was noted that OLC has Jason Reynolds scheduled for the 2021 Convention.

Stand Alone Conferences. The 2021 Stand Alone Conference chairs shared a PowerPoint during the general sessions of the 2021 Planning and Leadership Conference. The tentative Stand Alone Conferences are: Service for All, June 2021; Innovation Conference, July 2021; and Youth Services Conference; August 2021.

COMMUNICATIONS  
REPORT

Jacobsen reported on the following:

Library Ballot Results. The Library Ballot results were posted on the OLC website, emailed to library directors, and announced via news release, and featured in Access.

COVID-19. The Coronavirus page was updated to include a best practices guide and roadmap to reopening. Also included were the REALM Research Study, health orders and announcements from Governor DeWine.

Equity, Diversity, Inclusion. The webpage was updated, and new information has been added since our webinar.

2020 Census. Data collection for the 2020 Census ended on Oct. 15. Information was shared with OLC members in *This Week* and *Access*. Armstrong thanked OLC for doing all that work for the census. Video training will be kept for archives. Francis thanked Jacobsen for her tireless work.

MEMBER SERVICES  
REPORT

D'Andrea reported on the following:

2021 Individual Membership. The first individual membership renewal is scheduled to be sent the week of Nov. 16. The Membership Committee set up a subcommittee to transform the New Member Packet to an electronic format.

Brehm-Heeger noted the Cincinnati Public Library is again offering 50% reimbursement of individual dues for any interested staff, at an all managers meeting.

2021 Planning and Leadership Conference. D'Andrea thanked Board members who attended the virtual conference and looks forward to any feedback.

Awards and Honors. The Committee is looking at opportunities to promote the Awards program with no in-person meetings until at least June 2021. She encouraged Board members to share the information regarding Award nominations with the staff.

RECOGNITION

Kuonen thanked outgoing Board members Lynn Mercer and Rick Rubin for their time and commitment to OLC.

ANNOUNCEMENTS

Francis reminded the Finance Committee to please watch for an email regarding their next meeting.

Armstrong asked how OLC is doing in their new building. Francis noted the physical space is working out well, and that only OLC and a psychiatry office on the first floor are occupying the building at this time. Staff is able to separate in pods and still complete our work.

ADJOURNMENT

With there being no further business to come before the Board, the meeting was adjourned at 11:39 a.m.