

OHIO LIBRARY COUNCIL  
BOARD OF DIRECTORS  
July 19, 2019

**MINUTES**

PRESENT Kacie Armstrong, Euclid  
Paula Brehm-Heeger, Cincinnati  
Tom Dillie, Minerva  
Aimee Fifarek, Youngstown  
Lynn Mercer, Zanesville  
Rick Rubin, Cuyahoga Falls  
Jennifer Slone, Chillicothe  
Nick Tepe, Athens  
Laura Lee Wilson, Willard

ABSENT Carol Herrick, Centerville  
Cheryl Kuonen, Mentor  
Chad Seeberg, Marysville  
Mark Whitaker, Loudonville

GUESTS Meg Delaney, ALA Councilor  
Patty Marsh, Convention Chair  
Bill Morris, State Library of Ohio  
Maria Sferra, Awards and Honors Committee Chair  
Kyle Topy, Topy Mulligan and Co.  
Stan Topy, Topy Mulligan and Co.  
Don Yarman, OPLIN

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

CALL TO ORDER Kacie Armstrong, Chair, called the meeting to order at 10:01 a.m.  
She welcomed Michelle Francis to her first official meeting as Executive Director.  
She also welcomed Patty Marsh; Maria Sferra; and Kyle and Stan Topy.

Armstrong noted that agenda Item 2.A.1. Executive Session Minutes, Item 4.C. Awards and Honors Recommendations; and Item 4.C.1 OLC Citizen of the Year Award are for Board members only and are confidential until announced by OLC.

APPROVAL OF AGENDA TEPE MOVED AND BREHM-HEEGER SECONDED APPROVAL OF THE AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES MERCER MOVED AND FIFAREK SECONDED TO APPROVE THE MAY 17, 2019 MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

FIFAREK MOVED AND RUBIN SECONDED TO APPROVE THE MAY 17, 2019 EXECUTIVE SESSION MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

EXECUTIVE SESSION

SLONE MOVED AND FIFAREK SECONDED TO ENTER INTO EXECUTIVE SESSION AT 10:06 A.M.

The Board returned to its regular session at 10:15 a.m.

FINANCIAL REPORT  
MONTH-END  
MAY 2019

Francis presented an overview of the month-end May 2019 report.

Revenue. Total revenue is \$21,962 over year-to-date budget, mostly due to an unrealized gain in investments. Dues revenue and Publications are slightly under budget while Continuing Education is under budget due to timing of payments for workshops. JobLine is slightly up due to an increase in non-member postings and out of state postings.

Expenses. Total expenses are \$6,947 over budget, mainly due to accrual of vacation. Consultants and contractors are under budget due to late receipt of invoice for first quarter legal expenses. Supplies and resources are over budget due to timing of purchases. Travel and Meals is under budget due to decrease in attendees at meetings requesting reimbursement and the ALA Councilor not attending the ALA Midwinter Meeting. Catering and Other meals is under budget due to decrease in event and meeting attendance.

Overall, the year-to-date net change in assets is 28,909. The OLC's net asset total is \$1,607,023.

Rubin asked if there was additional information from OLC's investment advisor and additional comparisons. Francis noted that Brian Moore, OLC's investment advisor at Morgan Stanley will be attending the September Board meeting. Rubin likes that we can get some questions answered by Moore, but still thinks it may be useful if Francis and the Finance Committee reviewed other options.

WILSON MOVED AND FIFAREK SECONDED APPROVAL OF THE MONTH-END MAY 2019 FINANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

2018 FINANCIAL AUDIT

Stan Topy thanked the Board for allowing Topy, Mulligan & Co. to complete the audit. Kyle Topy acknowledged Denise Kise for her skilled detail on the financials. He reminded the Board this is a draft audit and that there were small typographical errors on page 2 of the Auditors Report that will be corrected. 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.

Topy reported a few notes to the Financial Statements. Under Note 6 - Operating Leases they need to add \$ sign. Under Note 7 – Supplemental Cash Flow Information, Cash paid for interest - the decimal point is in the wrong place.

BREHM-HEEGER MOVED AND RUBIN SECONDED TO APPROVE THE 2018 DRAFT FINANCIAL AUDIT REPORT. MOTION PASSED UNANIMOUSLY.

The final financial statements will be sent to the Finance Committee. 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.

2019 AWARDS AND  
HONORS

Maria Sferra, Chair of the 2019 Awards and Honors Committee attended the meeting to present the Award winner recommendations for 2019.

It was noted that the Awards and Honors Committee report would be considered in its entirety.

MERCER MOVED AND SLONE SECONDED ACCEPTANCE OF THE AWARDS AND HONORS COMMITTEE'S RECOMMENDATIONS AS PRESENTED. MOTION PASSED WITH A VOTE OF 8-0, AND ONE ABSTENTION (Fifarek)

D'Andrea acknowledged Sferra and the full Awards and Honors Committee for their thoughtful work.

#### CITIZEN OF THE YEAR

Francis presented a report from staff with the recommendation that Douglas Evans be named the recipient of the 2019 OLC Citizen of the Year Award. The report included a number of supporting factors, including his outstanding work as the former Executive Director of the Ohio Library Council.

TEPE MOVED AND SLONE SECONDED TO PRESENT THE 2019 OLC CITIZEN OF THE YEAR AWARD TO DOUGLAS EVANS, FORMER EXECUTIVE DIRECTOR OF THE OHIO LIBRARY COUNCIL. MOTION PASSED UNANIMOUSLY.

#### PLA 2024 CONFERENCE

Francis presented a request for support from PLA for the 2024 Conference site to be in Columbus, Ohio, April 3-6, 2024. She noted that closer to that date, the future Board will have to take into consideration if OLC will hold a convention that year. There are other alternative options and incentives for the host state chapter. Members of OLC will be able to register for PLA at the member rate; it may boost individual membership; OLC could sponsor a pre-con and receive the revenue after costs; as well as have a booth in the registration area and in the exhibit hall. PLA is open to additional ideas.

FIFAREK MOVED AND BREHM-HEEGER SECONDED TO SEND A LETTER OF SUPPORT FOR THE 2024 PLA CONFERENCE TO BE HELD IN COLUMBUS OHIO ON APRIL 3-6, 2024. MOTION PASSED UNANIMOUSLY.

#### ACTION PLAN FOR UNPLANNED TEMPORARY ABSENCE OF THE EXECUTIVE DIRECTOR

Francis presented an updated policy and plan for review and approval by the Board of Directors to ensure the continuous coverage of executive duties critical to the ongoing operations of OLC and the services to its members. A policy and action plan for the unplanned temporary absence of the executive director was adopted by the Board in 2017. The policy has been updated to reflect the recent changes in OLC staffing.

Francis is proposing the assignment of Acting Executive Director and Management Responsibilities be changed from the Director of Government and Legal Services to the Director of Communications.

Tepe noted they named the position regardless of the person who is in it. Francis noted that the OLC does not currently have a Director of Government and Legal Services.

TEPE MOVED AND BREHM-HEEGER SECONDED THAT THE POLICY BE UPDATED TO REFLECT THAT IN ASSIGNING EXECUTIVE DIRECTOR RESPONSIBILITIES THE ACTING EXECUTIVE DIRECTOR SHALL BE THE DIRECTOR OF GOVERNMENT AND LEGAL SERVICES AND IN THE ABSENCE OF THE DIRECTOR OF GOVERNMENT AND LEGAL SERVICES, IT MOVES TO THE DIRECTOR OF COMMUNICATIONS.

Rubin suggested that in the absence of the Executive Director, the Executive Committee shall appoint the Acting Executive Director.

TEPE AND BREHM-HEEGER WITHDREW THEIR ORIGINAL MOTION AND SECOND.

RUBIN MOVED AND BREHM-HEEGER SECONDED TO UPDATE THE POLICY SO THAT THE EXECUTIVE COMMITTEE OF THE BOARD SHALL APPOINT AN ACTING EXECUTIVE DIRECTOR FROM THE STAFF. MOTION PASSED UNANIMOUSLY.

#### 2021 CONVENTION

Hensley reported on the following:

Per the Board's direction, staff investigated the options for the 2021 OLC Convention and Expo to take place in Toledo October 6-8, 2021.

TEPE MOVED AND BREHM-HEEGER SECONDED TO MOVE FORWARD WITH SIGNING OF THE CONTRACT TO HOST THE 2021 OLC CONVENTION AND EXPO IN TOLEDO, OHIO OCTOBER 6-8. IT IS RECOMMENDED THAT THE SEAGATE CONVENTION CENTER BE THE SITE FOR ALL MEETINGS AND EXHIBITS, AND THE RENAISSANCE HOTEL BE THE HEADQUARTER HOTEL AND THE HYATT PROPERTY BEING BUILT BE CONTRACTED AS THE OVERFLOW HOTEL. MOTION PASSED UNANIMOUSLY.

#### 2019 CONVENTION AND EXPO

Patty Marsh, 2019 Convention Chair reported on the following:

She thanked the Board for selecting her to enter into Convention leadership. She has always seen this as a chance to give back to the OLC, but it is a wonderful networking and learning experience.

Highlights:

Awards and Honors Luncheon. While attending the Awards and Honors Lunch in the past, it was such a moving experience. They speak with such passion. Former Award winners have been asked to speak at LibChats. This also ties in with her theme "Sharing Our Stories". Sferra appreciated this effort as a way to promote the Awards & Honors exposure.

Keynote Speakers: Hena Kahn, author; Jarrett Krosoczcka, author; and Karlos Marshall and Moses Mbeseha, Conscious Connect.

There are 70 breakout sessions and nine program tracks. Marsh encourages all Board members to attend.

#### CHAIR'S REPORT

Armstrong presented a program on Diversity in June, she attended ALA's third Council meeting. Kuonen and Armstrong will be meeting with Francis to go over her transition plan. She also mentioned that Doug Evans sent a thank you letter to the full Board.

#### ALA COUNCILOR REPORT

In addition to her written report, Delaney highlighted Council actions from the 2019 ALA Annual Conference in Washington D.C. She provided an update on the Standing Committee on Organizational Effectiveness. The overarching goal is to get more members involved to provide more opportunities and reduce barriers and bottlenecks in the structure. Delaney will provide the Board with additional updates as the conversation continues.

There is discussion that Council will be replaced by 2 elected committees. Delaney asked what questions the Board may have. Board members asked if

they have issued a report to all members? No, there is another webinar this afternoon.

Chapter influence is very important. Delaney does not think they have all of the answers and details finalized.

It was noted that Ohio currently has representation on the Steering Committee. It was suggested that Felton Thomas do a presentation once the proposal is finalized. Fifarek expressed her support for the changes.

## STATE LIBRARY REPORT

Bill Morris reported on the following:

Staffing. Beverly Cain is retiring next March.

Board Meeting. The Board met yesterday and is in the process of searching for a new State Librarian. Guiding Ohio Online grants were passed yesterday. A one-of-a-kind grant was presented to Toledo to do Outreach to the Migrant Workers in Ohio.

Budget. Most agencies were flat-funded in the budget, but the State Library did receive an increase.

SLO Board. A call for nominations went out in June for a State Library of Ohio Board member. The State Library will send two recommendations to the Board of Education in September.

Summer Food Service Program. Over 141 libraries participate in the Summer Food Service Program. Ohio had the most in the nation in 2018. Legislators are surprised with that.

## OPLIN REPORT

Don Yarman reported on the following:

OPLIN Website. The new OPLIN website was launched.

OPLIN Infrastructure Specialist. Jessica Dooley begins her position specializing in Linux server administration and network support on July 22.

LinkedIn Learning. Discussed the transition from Lynda.com to LinkedIn Learning and the various related issues. In addition to the data privacy objections many librarians have with LinkedIn's move, there are practical problems specific to the statewide nature of OPLIN's contract. Tying work functions to a personal login can be problematic.

The beta test for LinkedIn transitions are now scheduled to begin the last day of July. Yarman has heard from libraries that intend not to participate. However, threatening to pull the contract will have no influence.

Yarman discussed the various options for the OPLIN Board.

## EXECUTIVE DIRECTOR'S REPORT

Francis reported on the following:

ALA. This was her first time attending ALA. The experience was great. Important meetings with Chapter Relations, 2020 Census; and connections with executive directors in other states was invaluable.

Director of Government and Legal Services. The position has been posted with the Ohio Lobbying Association, Gongwer News Service, Hannah News Service and the Ohio Society of Association Executives and OLC's JobLine. The position was posted at the end of June and is open until August 2. OLC has put together an Advisory Ad Hoc Committee to assist in the interview process. The Ad Hoc Committee includes: Kacie Armstrong, Molly Carver, Stacey Russell, Pam Hickson-Stevenson, Chad Seeberg and Jason Kucsma. T

OLC Anniversaries.

Doug Evans – June 10, 17 years and Denise Kise – July 1, 6 years.

Small Libraries Director's Forums. The Small Libraries Division will host discussion forums for directors of small libraries at five locations around Ohio in August 2019. Francis values this as an opportunity to meet with small library directors to discuss ideas and challenges unique to small libraries.

Office of New Americans. Francis reported OLC received a call from the Office of New Americans and they have new materials they are hoping to share with public libraries.

Workers Comp Group Rating. There was a meeting recently with BWC staff on additional changes to the Workers Comp Group Rating program for public employers. It will take into consideration risk factors and recent incidents.

GOVERNMENT AND LEGAL  
SERVICES REPORT

Francis reported on the following:

Public Library Fund. The PLF for the month of July was calculated based on the permanent law percentage of 1.66% of the state's General Revenue Fund tax receipts for the month of June. OBM drafted language to do a true-up amendment once the final budget bill passed. OLC will host a webinar at the end of August on the State Budget.

Budget Bill HB 166. Senate President Obhof; Sen. Hottinger; and Sen. Dolan, were key supporters of public libraries – insuring the PLF was set at 1.7% for FY 20-21 and the true-up amendment was included in the final bill. The true-up distribution will be included in the August distribution.

There were 2 tax related amendments added in Conference Committee that OLC opposes: HB 76 (would have changed ballot language) and HB 149 (property tax extension for home builders). OLC urged Gov. DeWine to line-item veto both of these provisions and he did.

OLC issued a press release earlier this week, we will be preparing a summary for members.

eBooks and Publishers. Rubin asked to return to the Executive Director role. He wants to be sure OLC is having conversations with ALA about eBooks and the various announcements from publishers about licensing agreements. Francis explained there is an access issue as well as a pricing issue. She shared OLC's role five years ago when a similar issue arose. Francis noted there will be more to come on the issue.

Brehm-Heeger shared her concern about the changes setting a precedent for other publishers.

Rubin encouraged the staff to stay very closely connected on this issue and to work with leadership from other organizations.

Fifarek noted the impact on audiobooks as well and how they are impacted.

Tepe expressed his concerns about DRM and noted that authors can sign exclusive agreements with certain companies so that libraries may never have access to the content. The problem is Access.

#### EDUCATION REPORT

Hensley reported on the following:

Professional Development Committee. Items that Professional Development Committee has done to overhaul the Ohio Public Library Core Competencies will be brought to the September Board meeting.

Safety and Security Conference. The Library Safety and Security Conference will be held October 9, 2019 at the Holiday Inn-Independence.

On Demand Education. They have met to form structure around their committee.

Joint Conference of Library Associations in Ohio. Kay Coughlin, was the facilitator for the conference on June 14 at OCLC. A meeting is scheduled for Aug. 13 to discuss next steps.

#### EVENTS REPORT

Gandee reported on the following:

2019 Convention and Expo. The Local Arrangements and Expo Committees continue to meet and are on schedule with their plans for the event.

#### COMMUNICATIONS REPORT

Jacobsen reported on the following:

Media Coverage. Jacobsen thanked the Board for their quick action on the statement surrounding LGBTQ events at public libraries. She noted several radio stations and newspapers covered Ohio's public libraries who stepped in to help their communities after severe storms and tornadoes hit parts of Ohio

Convention and Expo. Registration for Convention and Expo is now open.

#### MEMBER SERVICES REPORT

D'Andrea reported on the following:

Individual Membership. Revenue budget is over budget. Pro-ration of dues began July 1.

Nominations and Elections. Ballots were sent June 30 and voting will close on July 30.

Committee Appointments. Staff will work to identify Committee openings and will share that information with the Appointments Committee in late August.

#### ANNOUNCEMENTS

The next meeting of the OLC Board of Directors is scheduled for September 13, 2019.

#### ADJOURNMENT

With no further business to come before the Board, the meeting was adjourned at 12:35 p.m.