

OHIO LIBRARY COUNCIL
BOARD OF DIRECTORS

Via Zoom
January 15, 2021
10:00 A.M.

PRESENT Kacie Armstrong, Euclid
Paula Brehm-Heeger, Cincinnati
Sarah Clevidence, Findlay
Tom Dillie, Minerva
Aimee Fifarek, Youngstown
Carol Herrick, Centerville
Mary Ellen Icaza, Canton
Cheryl Kuonen, Mentor
Melissa Marolt, New Lexington
Chad Seeberg, Marysville
Jennifer Stone, Chillicothe
Laura Lee Wilson, Huron County, Willard

GUESTS Meg Delaney, ALA Councilor
Jason Elvers, OLC Legal Counsel
Rachel Fuller, OPLIN Intern
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, Education and Events
Angie Jacobsen, Director, Communications
Denise Kise, Accounting/Data Services
Jay Smith, Director, Government and Legal Services

CALL TO ORDER The meeting was called to order by Chair Kuonen at 10:03 a.m.
She welcomed Melissa Marolt and Mary Ellen Icaza as official board members.
She welcomed Jason Elvers, OLC Legal Counsel and Rachel Fuller, OPLIN Intern. Board members took a moment of silence for Mark Whitaker's passing.
Francis noted that OLC sent a care package from the Board and received a nice note from his wife.

APPROVAL OF AGENDA WILSON MOVED CLEVIDENCE SECONDED APPROVAL OF THE AGENDA.
MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES FIFAREK MOVED AND SLONE SECONDED APPROVAL OF NOVEMBER 20,
2020 MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

ELECTION OF OFFICERS The Executive Committee submitted the following nominations for the 2021 officers:

Cheryl Kuonen, Chair of the Board
Tom Dillie, Vice Chair of the Board/Chair-Elect
Aimee Fifarek, Secretary-Treasurer
Kacie Armstrong, Past Chair

No other nominations were received. HERRICK MOVED AND SEEBERG SECONDED TO CLOSE THE NOMINATIONS. MOTION PASSED UNANIMOUSLY.

HERRICK MOVED AND CLEVIDENCE SECONDED TO ACCEPT THE NOMINATIONS AS PRESENTED. MOTION PASSED UNANIMOUSLY.

Kuonen expressed congratulations to everyone on their election and thanked them for accepting the nominations.

2021 OLC BOARD
ORIENTATION

Francis introduced Jason Elvers of Vorys, Sater, Seymour and Pease LLP. Elvers discussed the roles and responsibilities of OLC Board Members. He discussed the fiduciary responsibilities of a Board member through the Duty of Care and the Duty of Loyalty.

CONFLICT OF INTEREST
POLICY

Francis 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. Francis asked Board members to sign, scan and return to Francis.

FINANCIAL REPORT
MONTH-END
NOVEMBER 2020

Francis presented the Financial Report for month-end November 2020.

Revenue. Institutional Dues revenue came in \$12,500 over estimate due to new Clermont County membership. There was a slight drop in individual membership, possibly due to the cancellation of Convention. Continuing Education is under budget by \$312,135. This is mostly due to the cancellation of Convention and workshops. Contract income is over estimate due to partnership with Equalis group and libraries purchasing PPE. This partnership is expanding. Other income is down due to volatility in the market. Worker compensation revenue is down due to timing and pandemic rebates. Overall, revenue down by approximately \$324,908.

Expenses. Salaries are under budget due to furloughs and cost reduction measures. Health insurance is down due to new carrier. Consultants and contractors under budget mostly due to cancellation of events and Convention & Expo contractors. Supplies under due to cancellation of events. Computer software over budget due to added software for switching to virtual events and meetings. Communications is down \$4528 mostly due to a decrease in mailings. Internet and licensing is over due to adjustments we had to make for license purchases and broadband maintenance.

The Net change in assets is over budget by \$730.

Armstrong asked how many libraries are not Institutional Members in 2020? Francis reported we have 243 members and 8 that are not. All with the exception of 1 typically did not join. Francis noted 76 county auditors have returned information for Institutional Dues billing. The slowdown in mail service has impacted us. To date, 182 dues invoices have gone out and there are 69 still to be issued. Francis noted her thanks to Kise, Diosy and Jacobsen for their help with the Institutional Dues billing.

SEEBERG MOVED AND FIFAREK SECONDED APPROVAL OF THE MONTH-END NOVEMBER, 2020 FINANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

OLC BOARD COMMITTEE
ASSIGNMENTS

Proposed assignments for the 2021 Committees of the Board were presented and submitted to the Board for approval. HERRICK MOVED AND WILSON SECONDED APPROVAL OF THE ASSIGNMENTS AS PRESENTED. MOTION PASSED UNANIMOUSLY.

OPERATING BUDGET
2021

The OLC Finance Committee met via Zoom on January 6 to review in detail the proposed operating budget for 2021. The Committee is recommending the budget as presented by staff.

Revenue. Estimating \$1,056,560 in dues revenue. Institutional dues were based on the current dues formula. Assumed 243 Institutional members rejoining. Personal/individual dues revenue was estimated at \$185,000 assuming maintaining revenue dues at the 2020 level. There is concern that libraries may cut OLC individual memberships from their budget. There is no increase in personal dues. Publications projects a moderate decrease in sales. Continuing Education is estimated at \$219,370. If an in-person Legislative Day takes place, there may be a registration fee of \$45. Convention and Expo – no increase in rates. Could be potential additional recording revenue post-conference. Professional Development includes adjusted revenue for regularly-scheduled workshops with significantly reduced rates due to virtual format. For Contract Income, the budget projects revenue based on increasing use of services and partnership with Equalis Group. Other Income budgeted at \$63,750.

Total Projected Revenue: \$1,344,380.

Expenses. Salary and Benefits \$858,710. An average increase of approximately 2% in staff compensation with no increase in Executive Director's compensation. Health insurance looking at a possible 14% increase. Only 5 employees are on plan with \$1000 contributed to their HSA plan. Total Consultant/Contractors estimated at \$154,830 with Convention and Expo Contractors at \$55,550. Supplies and Resource materials at \$31,085 and Communications at \$26,720. Postage costs will be reduced by having two issues of the *Trustee Newsletter* sent electronically and two hard copies mailed. Printing and Design is estimated at \$23,395 and shows reduction in printed materials. Space Rental for Office is estimated at \$116,079 due to more square footage and lease agreement. Convention and Expo space rental is much lower due to utilization of the hotel instead of the Convention Center. Travel and meals are down due to less travel. There is no budget for emerging leader program this year. Management Expenses are estimated at \$82,295. The budget does not anticipate using OLC's line of credit.

Additional Items: \$26,550 for new computers/laptops needed and new meeting room tables and chairs.

TOTAL PROJECTED EXPENSES \$1,433,227.

Herrick commended Kise and Francis on the detailed work on this budget. The initial federal Paycheck Protection Program (PPP) did not include 501(6) organizations. However, under the latest version, OLC may be eligible and the staff will be doing additional research.

FIFAREK MOVED AND SEEBERG SECONDED TO APPROVE THE 2021 OPERATING BUDGET AS PRESENTED. MOTION PASSED UNANIMOUSLY.

BOARD VACANCY

OLC was saddened to share the news that Mark Whitaker passed away on December 3, 2020. He will be greatly missed by OLC and the Ohio library community.

Whitaker's term on the OLC Board of Directors as a Trustee Director does not expire until December 31, 2021.

Based on the Code of Regulations, the Board has two options – appoint an OLC member to the Trustee Director position to fulfill the remainder of the current unexpired term as a Board; or send it to the Nominating Committee.

HERRICK MOVED AND FIFAREK SECONDED TO SEND THE VACANCY FULFILLMENT TO THE NOMINATING COMMITTEE AND ASK THAT THEY COMPLETE THEIR WORK PRIOR TO THE MARCH BOARD MEETING. MOTION PASSED UNANIMOUSLY.

AWARDS AND HONORS
NAME CHANGE

D'Andrea reported on behalf of the Awards and Honors Committee:

The Awards and Honors Committee met on November 10, 2020 and is making the following recommendations for changes to the John Philip Outreach Award:

The name change from the John Philip Outreach Award to the John Philip Outreach and Community Engagement Award.

To add the following criteria:

- (1) Works to support the community and develop partnerships to connect to the public, working to extend the reach beyond the physical library;
- (2) Displays exceptional achievement in library outreach and/or community engagement endeavors;
- (3) Demonstrates true dedication to the philosophy of bringing library programs and services to the underserved.

HERRICK MOVED AND ICAZA SECONDED TO ACCEPT THE RECOMMENDATION OF THE AWARDS AND HONORS COMMITTEE TO CHANGE THE JOHN PHILIP OUTREACH AWARD WITH ONE NOTED CHANGE OF THE WORD "BEYOND" THE PHYSICAL LIBRARY IN CRITERIA (1). MOTION PASSED UNANIMOUSLY.

AD HOC COMMITTEE
COMMITTEE ON
PROFESSIONAL
DEVELOPMENT

Recommendations will be shared at the meeting of the Board of Directors.

CHAIR'S REPORT

Kuonen wished members a Happy 2021, and noted she would like to see everyone in person.

ALA COUNCILOR REPORT

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

Delaney welcomed new Board members. She described that the different state entities are called chapters. She attended the Chapter Leaders orientation provided by ALA. MidWinter events will be virtual. The Forward Together Group will present at MidWinter and then will dissolve. A new committee will be formed whose charge will be to collect ideas and promote engagement and understanding of new ideas for governance. Delaney will serve on that new committee.

Board members asked if the decision will be made at MidWinter if Annual Conference will be in person or virtual.

STATE LIBRARY REPORT

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

SLO Board. Terri Fredericka has been appointed to State Library Board.

Library Quarterly. The latest issues of Library Quarterly came out before the end of the year.

Virtual Reference. Knapp is excited that virtual reference appointments have gone live.

OPLIN REPORT

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

OPLIN Intern. Yarman introduced Rachel Fuller, OPLIN Intern. In addition to her library career, Fuller's background is in social work, and nonprofit funding. At OPLIN she is learning more about Ohio's organizational landscape.

Letter of Agency. OPLIN needs the annual letter of agency and CIPA declaration from public libraries. The window to file forms 471 opens today and closes March 25 for E-rate discounts.

LinkedIn Learning. OPLIN will continue to offer Lynda.com content to Ohio's library patrons through June 2024. Migration to the LinkedIn Learning platform will take place the first week of May.

OPLIN "Mask". OPLIN is developing a service, mask.oplin.org, a subscription resource authentication mechanism with a focus on patron privacy. It will standardize set-up on the vendor side, simplify permissions on the library side, and add security to the authentication, and stop unnecessary personal information from being sent to vendors. Slone thanked OPLIN for working to protect patron privacy.

EXECUTIVE DIRECTOR'S REPORT

Francis reported on the following:

Institutional Dues. Institutional Dues billing has been sent to most libraries, with 69 more to go. OLC is still waiting to hear from some County Auditors. The goal is to have all libraries billed by January 30.

RemotEDx. OLC continues to participate in ODE's RemotEDx remote learning project. INFOhio is the primary library representative on the group and is doing a great job.

My Brother's Keeper. Staff has been working with U.S. Senator Sherrod Brown's Office on the My Brother's Keeper program. Currently there are 11 chapters and they are expanding statewide. The program was organized through the Kirwan Institute on Race and Diversity. MBK and Sen. Brown's Office approached OLC for assistance in creating a book club for participants in the program. Overdrive offered their assistance in creating a centralized portal for the MBK students. Cleveland Public Library and Cuyahoga County Public Library offered to secure the author of the first title for a special author talk with the MBK students. OLC helped to facilitate the partners coming together, but there was no cost to OLC.

Minority Health Vaccine. OLC was asked by the Governor's Minority Health Vaccine Team to help distribute information with our members. The Vaccine Team is meeting on a weekly basis and OLC will continue to distribute updates.

Staffing. D'Andrea celebrated her 28th anniversary.

GOVERNMENT AND LEGAL SERVICES REPORT

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

Public Library Fund. The January 2021 Ohio Department of Taxation distribution exceeded projections by 16%. To date, the State Fiscal Year 2021 tax collections are coming in 3.7% ahead of estimates.

Lame Duck Session. Smith gave a quick overview of several bills that passed during the Lame Duck session. He encouraged Board members to watch the OLC Legislative and Legal Update Webinar which was recorded and available on the OLC's website.

Legislative Day. Staff will be working with the Government Relations Committee and Legislative Network on OLC Legislative Day scheduled for April 21. The Biennial Budget will be OLC's primary focus. Periodic webinars on OLC's strategy and talking points will be available for libraries to use with their legislators.

Kuonen asked Knapp about modifications to the Public Libraries Statistics Survey. Knapp reported there is not a lot of difference this year, but much next year. There is a push from State Data Collectors to figure out a better way to work with the data they collect.

EDUCATION REPORT

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

2021 OLC Convention and Expo. The Committee had their first Convention and Expo meeting. There was some planning but mostly orientation. The Committee had great ideas to change the schedule up a little bit and have some contingencies in place.

Educational Events. The Library Trustee Workshop registration is open. The New Director's series will be a 5-day workshop rather than 4-day.

EVENTS REPORT

Gandee reported on the following:

There was no additional information to report from the Education report.

Board members asked if they have an attendance expectation for Convention. Gandee expressed the budget estimates half the attendance from previous years.

It was suggested to survey libraries to see if they are budgeting to send staff. After discussion, it was suggested that staff send two surveys, one to directors asking if they are budgeting to send staff and a second survey later (March) to the full membership to see if they plan to attend.

Seeberg asked if OLC can record the keynote speakers for viewing after the event. OLC would have to get each speaker's permission. Staff indicated this is a consideration and something possible within the budget. It was indicated that many are waiting to see what ALA's doing with their annual conference.

COMMUNICATIONS
REPORT

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

Star Libraries News Release. Thirty-one of Ohio's public libraries earned a star rating, according to the Library Journal Index of Public Library Service. Ohio ranked second only to New York.

Coronavirus. The Coronavirus page on the OLC website is continually being updated – graphics and other information are available.

Microsites. Jacobsen is working on two microsites: (1) Convention and Expo and (2) Library Funding Advocacy.

Website. Jacobsen and D'Andrea are working on a new landing page for New Members.

MEMBER SERVICES
REPORT

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

New Member Landing Page. D'Andrea noted the New Member landing page on the website. Some of the resources available on the landing page are information on Certification, Organizational Structure, How to "Get Involved", etc.

2021 Membership. The second membership renewal is scheduled to be sent electronically next week. Sam Snodgrass, Chair created a video to send to Licking County Library highlighting the benefits of individual membership for use at a staff development meeting. This video will be modified to use for future requests for individual membership information.

NEXT MEETING

The next meeting of the OLC Board of Directors is scheduled as a Zoom meeting on March 19, 2021.

ADJOURNMENT

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