

ITEM 2.A.

OHIO LIBRARY COUNCIL
BOARD OF DIRECTORS
May 22, 2020

Zoom Meeting
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, Willoughby Lynn Mercer, Zanesville Rick Rubin, Cuyahoga Falls Jennifer Slone, Chillicothe Mark Whitaker, Loudonville Laura Lee Wilson, Willard
ABSENT	Chad Seeburg, Marysville Meg Delaney, ALA Councilor
GUESTS	Bill Morris, State Library of Ohio Don Yarman, OPLIN
STAFF	Michelle Francis, Executive Director Jeanine D'Andrea, Director, Member Services Jason Gandee, Event Manager Lori Hensley, Director, Education 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 10:04 a.m. She thanked everyone for attending, and reminded members to mute or unmute at the time of motions.
APPROVAL OF AGENDA	Kuonen noted this will be the last meeting for Bill Morris who is retiring from the State Library. The ALA Councilor's report is a written report only. RUBIN MOVED AND FIFAREK SECONDED APPROVAL OF AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.
APPROVAL OF MINUTES	MERCER MOVED AND WHITAKER SECONDED APPROVAL OF JANUARY 17, 2020 MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.
APPROVAL OF EXECUTIVE SESSION MINUTES	HERRICK MOVED AND SLONE SECONDED APPROVAL OF THE JANUARY 17, 2020 EXECUTIVE SESSION MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.
FINANCIAL REPORT	Francis noted on Item 3.A. – Financial Report Year-End 2019, that the

YEAR-END 2019

new auditors were in the office last week and reviewed our reports from last year. We received a very rough draft yesterday. The complete report will come before the Board at the July Board meeting.

Revenue. Institutional Dues were down due to two non-renewing libraries. Publications down. Continuing Education was down approximately \$9,390. Other Income was up due to unrealized gain.

Expenses. Salaries & Benefits were under budget by \$46,192. Supplies were over budget due to increase in purchases and supplies due to software and supplies. Travel was under budget due to ALA Councilor not attending Midwinter. Committees and Divisions were under due to not meeting as much as scheduled.

Overall the net change in assets was \$98,909.

ARMSTONG MOVED AND HERRICK SECONDED ACCEPTANCE OF THE YEAR-END 2019 FINANCIAL REPORT AS SUBMITTED. MOTION PASSED UNANIMOUSLY.

FINANCIAL REPORT
MONTH-END MARCH 2020

Francis reported on the following:

Revenue. Institutional Dues are under budget mostly due to timing of payments. She reported we had delays with some County Auditors. Francis reached out to all libraries who had not paid an installment, or whom we had not heard from. Publications are over budget due to increase in requests. Continuing Education is under budget due to cancellation of Legislative Day and other workshops due to the pandemic. Other Income is significantly under budget due to the downturn in the economy in the value of long-term investments. Some rebound is being seen.

Expenses. Salaries and Benefits are under budget due to timing of Health Insurance payment and change in carrier. Overall, we are looking at a 4% increase rather than 10% increase in health insurance. Consultants and contractors are over budget due to use of counsel for office space lease. Communications are slightly over budget due to an increase in conference calls, etc. OLC shifted quickly to Zoom meetings and Zoom webinars, and it has saved us significantly already. Printing and Design are under budget due to a decrease in outside printing. Space Rental is under budget due to timing issues of Convention rental. Travel and meals are over budget due to timing of reimbursements from ALA for special DC Fly-in, Midwinter and PLFA.

Overall the net change in assets was (- \$136,913).

Armstrong asked how many libraries have paid at least an installment of their institutional dues. Francis reported: 218 libraries have paid in full, 12 paid installments; 21 have not paid at all. 10 typically do not pay. She noted several County Auditors changed software, and were late getting figures to us for billing.

WILSON MOVED AND HERRICK SECONDED ACCEPTANCE OF THE FINANCIAL REPORT MONTH-END MARCH 2020 AS PRESENTED. MOTION PASSED UNANIMOUSLY.

RATIFICATION OF
ACTION WITHOUT
A MEETING

WHITAKER MOVED AND RUBIN SECONDED THE RATIFICATION OF ACTION WITHOUT A MEETING: THAT THE OLC BOARD OF DIRECTORS APPOINT KARL COLON, DIRECTOR, GREENE COUNTY PUBLIC LIBRARY, TO SERVE AS AN AT-LARGE MEMBER ON THE OLC NOMINATIONS

COMMITTEE FOR A THREE-YEAR TERM 2020-2022. MOTION PASSED UNANIMOUSLY.

NOMINATIONS
COMMITTEE REPORT

Nominations Committee Chair Armstrong presented the proposed slate of candidates for election in this summer's Board of Directors elections.

MLIS

Tom Dillie, Minerva, *Incumbent*
Rachelle Via (formerly) Miller, Troy

Library Trustee Director

Jed Grisez, Archbold Community
Carol Herrick, Washington-Centerville, *Incumbent*

At-Large Director

Mary Ellen Icaza, Stark County District Library
Rick Rubin, Cuyahoga Falls Public Library, *Incumbent*

At-Large Director

Melissa Marolt, Perry County District Library
Debbie Saunders, Bossard Memorial Library of Gallia County

The question was raised if we may have trouble getting votes returned considering the pandemic situation. D'Andrea expressed that historically, we see 18-21% return. There are some members who request a paper ballot.

FIFAREK MOVED AND PAULA BREHM-HEEGER SECONDED ACCEPTANCE OF THE SLATE OF CANDIDATES AS RECOMMENDED BY THE NOMINATIONS COMMITTEE FOR ELECTION TO THE OLC BOARD OF DIRECTORS FOR THREE-YEAR TERMS BEGINNING JANUARY 2021. MOTION PASSES WITH 9 YEA VOTES AND 3 ABSTENTIONS. (DILLIE, HERRICK AND RUBIN).

HUMAN RESOURCES
DIVISION NAME CHANGE

MERCER MOVED AND CLEVIDENCE SECONDED THAT THE NAME OF THE CURRENT OLC HUMAN RESOURCES AND TRAINER DEVELOPMENT DIVISION BE CHANGED TO THE HUMAN RESOURCES DIVISION EFFECTIVE JULY 1, 2020. MOTION PASSED UNANIMOUSLY.

RESOLUTION FOR
STATE LIBRARIAN

WHITAKER MOVED AND ARMSTRONG SECONDED ADOPTION OF A RESOLUTION IN RECOGNITION OF BEVERLY CAIN, STATE LIBRARIAN OF OHIO, FOR HER SERVICE TO THE PUBLIC LIBRARIES OF OHIO. MOTION PASSED UNANIMOUSLY.

Armstrong asked in light of the current situation, if OLC would be sending any card or flowers. Francis mentioned the goal of the State Library was to have some type of recognition in person at the State Library. If that cannot happen, perhaps Bill Morris, Cheryl Kuonen and Francis will try to coordinate something.

OLC NEW OFFICES

Francis reported on the new OLC office space. Staff have moved to new offices. Francis thanked the OLC staff for their patience, hard work and flexibility. We are eager for the Board and members to see the new office space. We will have the capabilities to do more virtual training by our staff and for but our members. Staff are currently alternating days in the office in pods. Kuonen thanked the OLC staff, and appreciates all their effort and dedication. Francis thanked Jacobsen for her phenomenal communications work during this time.

PANDEMIC RESPONSE

Francis thanked the OLC staff for providing members the information they need during this chaotic period. Our staff has been handling things by working in pods; utilizing masks; cleaning highly touched surfaces; alternating days in office and working from home on other days.

The OLC website front page highlights: Updates and Guidelines on the Coronavirus; News and Updates; Guidelines for Reopening Libraries; Learning Opportunities; Legal Information; Best Practices; Governor's Recap of Decisions and Executive Orders; other helpful links. We have also shared information from PLA, ALA, and IMLS.

Francis thanked Kuonen and Fifarek and all the ad hoc committee members and members of the Board for their time and assistance in developing the reopening plan.

The legal information is protected and for Institutional Members Libraries only. Our Legal Counsel has been doing Legal webinars on Thursdays, and we have made those available. There is a legal summary based on questions we were receiving from our libraries including information on open meetings, FAQ's and PLF information.

Francis thanked the OLC staff, especially Jacobsen for continually updating this information.

Francis provided an update on the partnership with the Sourcing Alliance/Equalis Group and the special Personal Protective Equipment (PPE) program and calculator to assist with purchasing. She thanked Mercer, Fifarek and Kuonen for their assistance.

Wilson thanked OLC on behalf of the Huron County Community Library and appreciates all of the efforts of the Ad Hoc Committee. Wilson noted that libraries are all about sharing, and people who are not Institutional Members are getting this information. We should remind them that is one of the benefits. Should we reach out to some of those libraries, particularly the 10 that don't normally join and demonstrate the value of what they would be getting if they paid their Institutional Dues? The Board agreed that is a very good recommendation. Armstrong and Brehm-Heeger mentioned reaching out to those members that are not Institutional Members.

Kuonen appreciates that OLC has been pulled in many ways and Francis has handled things with such grace and tact.

2020 EDUCATION EVENTS AND ACTIVITIES

Francis discussed the status of Professional Development events and activities throughout the remainder of 2020. She noted she has attended calls with colleagues from like-sized state associations to discuss their decisions regarding Professional Development.

To date: Legislative Day – Cancelled; New Directors Workshop – transitioned to virtual format and price reduced; Ballot Issues – Virtual in June; CPIM and Tech Services – Postponed until 2021; Outreach Retreat – cancelled; Library Fiscal Officer 102 – cancelled.

The stand-alone conferences: Multiple Literacies, Innovation Conference; and Service for All have been cancelled and are planning to be rescheduled for 2021. We have been successful with venues negotiating cancellation fees and reviewed contracts for force majeure clauses.

It was noted that many facilities are not prepared to handle meetings if we did not cancel. The Governor's office will be offering guidelines in June.

Kuonen enquired about OLC's financial losses. Gandee reported we lost the deposit on the Sheraton for Legislative Day. So far, all of the other hotels have been very understanding. Francis noted there is still the loss of the estimated revenue, but there will not be the expense.

Francis noted when we have been on calls with other state associations, they have not been as successful with their negotiations.

Rubin stated that in the 21st century that there will be dramatic changes in how people are educated. There is a real opportunity here. The Board and staff need to supplement education and training, not just substitute.

Francis noted that technology is one opportunity for improvement and growth. There is also a question about platforms. There is certain technology we don't currently have. We have started to look at other platforms for online education and tools. We have heard comments from members that we need to drastically revamp our education program.

ALA COUNCILOR'S REPORT

2020 CONVENTION AND EXPO

A written report was provided by Meg Delaney.

Francis asked for discussion today regarding the 2020 Convention and Expo. Staff provided much information so the Board has all the information they need to move forward with a decision.

The Chair of the Convention and Expo Committee has concerns about the status of the Committee Members and their ability to attend Convention. We engage many volunteers. Francis reported that we are different from other states because we have a very narrow margin on our Convention revenue. Most other states use Convention as their primary source of revenue. Some states have cancelled their Convention and some are considering a hybrid or virtual approach. Other states are surveying their members. Some are moving forward with holding their Convention with a planned 50% reduction in revenue.

The timing of our Convention is also another concern. If there is a flare-up of the virus in the fall, we could possibly use the force majeure clause, but there are several unknowns. There are fixed costs regardless.

Sponsorships – some law firms and others have requested a partial refund of their sponsorship money.

We are not necessarily asking the board to vote today, but some options are:

1. Survey the membership
2. Cancel and see what possible penalties we would incur
3. Renegotiate some of these contracts – reduce penalties/cancellation fees

OLC has a contract for October 6-8 in Toledo for 2021. Normally the Board would be reviewing 2022 locations. We have put that on hold.

Armstrong reported that their library opened on Monday and on Tuesday they had to quarantine a team. Armstrong recommends that we cancel convention now and stressed concern around flu season.

Kuonen asked if Directors would be hesitant to send staff because of liability.

Armstrong commented that libraries have modified their staff schedules and they would not be able to send staff.

Kuonen asked if the Columbus Convention Bureau would work with us on rescheduling for 2022 or would they consider a smaller version for first quarter of 2021.

Hensley stated that all keynote speakers have agreed to let us out without a penalty. There are reports that 63% of hotels are closed or only have one person on staff. We must also consider the \$16,000 in sponsorships that could be pulled.

Brehm-Heeger provided historical context from when we cancelled in 2009.

The Convention was budgeted to lose \$13,000 originally. Based on the current contract, if we cancel 4-6 months out we would be on the hook \$51,000.

Whitaker asked what would happen if we held the convention as planned and nobody shows up. We would be on the hook for the same numbers 50,00-60,000.

Fifarek stated that renegotiating conference could put a big financial burden on OLC. She asked if conversations could be had now to give the Board some options as to what the financial implications could be.

Brehm-Heeger noted that besides the money (no travel through 2020) 2021 is a gamble itself. Because we don't know when the recovery will begin. Kuonen agreed that money is an issue.

Hensley noted that the force majeure clauses, unfortunately, would not be applicable.

Clevidence requested more information and stated she doesn't feel like it is a responsible decision and that we should wait, If we tell members it is on now, and then off later.

It was the sense of the Board to have the OLC staff and Experient go back to the Hilton and Convention Center and renegotiate for lower penalties if we reschedule in 2022. Staff will come back to the Board in June with more information. OLC will provide some historical content for members when the announcement is made.

STATE LIBRARY REPORT

Morris reported on the following:

State Librarian. Wendy Knapp, has been appointed as the State Librarian of Ohio beginning June 8, 2020. Morris expressed his thanks to Bradbury Miller for their help with the search.

IMLS Grants. CARES Act IMLS funding was given to State Library. Evan Struble is working on the plan for mini grants to libraries. It will be delayed until end of June or July because of the way the State's appropriations flow.

Armstrong asked if the SLO will be doing any instructional videos on how to complete the grant paperwork. It was then asked if OLC was planning some instruction. Francis noted OLC would be willing to partner with the SLO to provide training. Mandy Knapp will be bringing expertise on this grant process.

Morris reported that they are trying to decide when statewide delivery can restart. Armstrong is grateful the Statewide Delivery is being held up for a few weeks to allow libraries time to prepare within their own library.

Retirement. Morris is retiring from the State Library of Ohio. He has spent 35 years with the State of Ohio of which 25 were at the State Library. Morris expressed that he has grown to appreciate the OLC Board and to appreciate libraries. Kuonen shared the OLC Board's best wishes for his retirement. Francis noted that Morris has been great to work with, especially regarding library boundaries and that he and OLC have had a positive working relationship.

OPLIN REPORT

Yarman reported on the following:

LinkedIn Learning. LinkedIn announced they would not require users of Lynda.com to have a full LinkedIn profile to access the resources under LinkedIn Learning. The Lynda.com product was to stay in place through summer and change in the early fall, but due to COVID-19 that date has been pushed out to after the new year.

Budget. OBM has applied budget controls which freeze most purchases of equipment and technology. For FY 2021, state agencies have been ordered to put 20% of their GRF appropriations in a holding fund; although OPLIN is not GRF-funded, they are preparing for a tight year.

Ohio Web Library. The Ohio Web Library portal has been redesigned.

EXECUTIVE DIRECTOR'S

Francis reported on the following:

2020 Short-Term Reserves. Revenue received in the first few months of 2020 has been assigned to the advisors at Morgan Stanley to invest in "laddered" certificates of deposit. The CD market was more limited this year in terms of options and possible yield. Other revenues were placed in money market accounts with a higher rate of return.

Employee Benefits. OLC's health insurance changed to Medical Mutual Insurance with a 4.06% increase in premiums. Dental Insurance was renewed with no increase in premium. Vision Insurance was renewed with no increase in premium. Life Insurance was renewed with no increase in premium and our Long-Term Disability Insurance was renewed with no change in premium.

GOVERNMENT AND LEGAL SERVICES REPORT

Smith reported on the following:

Public Library Fund. The May ODT distribution was 35% below estimates. The estimate for next month is projected to be below estimate and the next month as well.

Primary Election. The primary election was changed to April 28.

Fourteen library levy issues appeared on the ballot: one bond; 9 renewals, two additional/new, one replacement and one replacement with an increase. All 14 issues passed.

Legal Information during Coronavirus. The OLC website provides the most up-to-date legal information. Talking points have been sent to utilize while communicating with state legislators.

HB 197 – the Ohio Legislature passed emergency legislation in response to the Coronavirus. One provision makes temporary changes to the Open Meetings Act and allows public library boards, to conduct meetings electronically. This doesn't terminate until the Governor terminates it.

SB 310. CARES Act authorizes the distribution of \$350 million of federal CARES Act funding to counties, municipalities and townships.

Ohio Tech Cred. The Ohio Tech Cred program should be making an announcement soon if anyone had applied for a grant.

EDUCATION
REPORT

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

Professional Development Committee. The Professional Development Committee will meet next week. They are working with the On-Demand Education Committee.

EVENTS REPORT

Gandee provided his written report.

COMMUNICATIONS
REPORT

In addition to her written report Jacobsen noted that OLC is being respectful of inboxes as we navigate the ever changing news, guidelines and announcements. Jobline has been replaced as the reigning number one page on website.

MEMBER SERVICES
REPORT

In addition to her written report, D'Andrea noted that OLC is continuing to work with the 15 divisions on preparing their nomination slates for elections.

ANNOUNCEMENTS

The next meeting of the OLC Board of Directors is scheduled for July 17, 2020.

Slone noted she will be reaching out to the Personnel Committee to discuss the Executive Director's contract. The goal is to have that complete before the July Board meeting.

ADJOURNMENT

With there being no further business to come before the Board, the meeting was adjourned at 12:47 p.m.