

OHIO LIBRARY COUNCIL
BOARD OF DIRECTORS

Via Zoom
July 16, 2021
10:00 A.M.

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

ABSENT Carol Herrick, Centerville

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

STAFF Michelle Francis, Executive Director
Jeanine D’Andrea, Director of Membership Services
Angie Jacobsen, Director of Communications
Denise Kise, Accounting/Data Services
Laurie Miller, Director of Professional Development
Jay Smith, Director of Government and Legal Services

CALL TO ORDER The meeting was called to order by Chair Kuonen at 10:01 a.m.
She welcomed Michael Goldberg, Pusateri & Company, CPAs

APPROVAL OF AGENDA Kuonen noted the Board will meet in Executive Session at the end of the meeting to discuss the 2021 OLC Awards and Honors recommendations; the 2021 Citizen of the Year Award; and the Executive Director contract. Kuonen reminded the Board that all items are confidential until announced by the Board specifically regarding the Awards and Honors.

FIFAREK MOVED AND RUBIN SECONDED APPROVAL OF THE AGENDA WITH NO CHANGES. MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES ICAZA MOVED AND MAROLT SECONDED APPROVAL OF THE MAY 14, 2021 MINUTES AS PRESENTED. MOTION PASSED WITH 11 YEA VOTES AND ONE ABSTENTION. (Seeberg)

FIFAREK MOVED AND SLONE SECONDED APPROVAL OF THE MAY 14, 2021 EXECUTIVE SESSION MINUTES. MOTION PASSED WITH 11 YEA VOTES AND ONE ABSTENTION. (Seeberg)

FINANCIAL REPORT
MONTH-END
MAY 2021

Francis presented the Financial Report for month-end May 2021.

Revenue. Dues income is up over \$7,000 due to an increase in Institutional Membership. Personal membership is \$8,000 under budget due to a lower number of renewals. Continuing Education – workshops have come in over budget. Contract income – the Sourcing Office is over budget due to utilization of Equalis Group. Worker’s Compensation is under budget due to timing of payments from Sedgwick, increase in rebates to members and timing of payments. Track account reflects increase in value of long-term investments.

Expenses. Salaries over budget due to severance pay and vacation payout. Health insurance is under budget due to less staff participating in health care plan. Payroll taxes over budget due to severance and pay out. Legal services under budget due to adjustment in Vorys invoice. Catering under budget due to no in-person meetings.

The net change in assets is under budget by \$44,704.

Kuonen noted the Track account is up over \$34,000. Francis noted that the Board’s financial advisory normally attends the July meeting for an annual update. She indicated that this could be scheduled for the September meeting to provide the Board with an overview and update on investments. Armstrong asked for an update on Technology. Laptops have been ordered, one-half of staff have new laptops, other one-half are waiting. Armstrong asked if the money spent on technology is mixed throughout the budget. Francis noted some is in maintenance contracts and some in software. OLC’s current association management software expires in 2023 and staff is beginning to research options for a more centralized system. Francis will work to give a further breakdown of technology items in the budget.

Fifarek advises that it is a good idea to schedule an update with Morgan Stanley and depending on what is shared, the Finance Committee can meet if needed. Kuonen will add Morgan Stanley to the September agenda.

SEEBERG MOVED AND BREHM-HEEGER SECONDED APPROVAL OF THE MONTH-END MAY 2021 FINANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

2020 FINANCIAL AUDIT

Francis introduced Michael Goldberg from Perks Pusateri & Company to discuss the 2020 Financial Audit.

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.

Francis noted the difference between 2019 and 2020 was conferences and investment income. She thanked Goldberg and Denise Kise for a great job. If the Board approves the financial reports today, the Form 990 will be shared with the Finance Committee before filing.

FIFAREK MOVED AND RUBIN SECONDED ACCEPTANCE OF THE 2020 FINANCIAL AUDIT. MOTION PASSED UNANIMOUSLY.

Clevidence added her thanks to Denise Kise for her work on the audit.

2022 OLC CONVENTION

At the May board meeting OLC staff asked for authorization to begin negotiations for Toledo in 2022. Miller shared that we now have 4 contracts: (1) one with Destination Toledo, a rebate to use at OLC discretion at 5.00 per person for transportation; (2) an Addendum to the Seagate Convention Center contract; (3) an Addendum to the Renaissance Toledo which will serve at headquarters hotel; and (4) a contract with the Hilton Garden Inn and Homewood Suite attached to the Convention Center.

RUBIN MOVED AND ICAZA SECONDED TO AUTHORIZE STAFF TO SIGN THE FOUR CONTRACTS FOR THE 2022 OLC CONVENTION TO BE HELD SEPTEMBER 28-30, 2022 IN TOLEDO. MOTION PASSED UNANIMOUSLY.

CHAIR'S REPORT

Kuonen had no additional report.

ALA COUNCILOR'S REPORT

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

Stephen Wood's Passing. Delaney would like to take a minute to acknowledge Steve Woods passing. He was an active OLC supporter, and many learned so much from him.

Resolutions passed by Council. The Forward Together Work Group passed several resolutions to review the ALA Core Values and make recommendations at Annual 2022 regarding any necessary revisions. The Committee on Organization also made several positive resolutions to go out to membership. Delaney looks forward to orienting the next ALA Councilor and preparing them for next year. Francis thanked Delaney for her service as ALA Councilor. Her attention to detail in exploring every resolution and proposal has been greatly appreciated.

STATE LIBRARY REPORT

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

Statewide Delivery. Knapp reported there have been more challenges with the courier transition than anticipated. The State Library is still learning about materials that should have been delivered. Both the State Library and OhioLINK are unhappy about the situation. OLC will work with the State Library to provide more detail to our libraries regarding the new courier service, STAT, and the steps that are being taken to fix the delivery problems.

American Rescue Plan Act (ARPA). These grants utilize Federal ARPA funds and focus on the concept of Outreach. No local cash match of the project cost is required. The complete application proposal package must be submitted digitally to the State Library by August 1, 2021.

Clevidence thanked Knapp for her work. Kuonen shared that OLC appreciates Knapp and the State Library staff for their work.

OPLIN REPORT

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

Children's Internet and Protection Act (CIPA). Libraries participating in the E-rate program must be compliant with the Children's Internet and Protection Act, also known as CIPA. These restrictions take the form of requirements for Internet safety policies and technology which blocks or filters certain material from being accessed through the Internet. There are records libraries will need to keep and Yarman is happy to talk about this individually.

EXECUTIVE DIRECTOR'S
REPORT

MASK. Simplifies authentication set-up for libraries and vendors, adds a layer of protection in front of library servers, and screens unnecessary patron information from leaking.

Digital Literacy. OPLIN and the State Library will be purchasing a statewide subscription for Northstar Digital Literacy. The Northstar contract will start as quickly as they can get it going, hopefully September or October. Cuyahoga County and Cleveland Heights-University Heights libraries use Northstar as the foundation of their public computer instruction.

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

Form 990. The auditors will prepare IRS Forms 990 and the form will be reviewed by the Finance Committee prior to filing.

Regional OLC Discussion Forums for Library Directors. OLC provided a forum through a series of Zoom meetings on May 20 and May 21. We held four, one-hour virtual meetings to discuss reopening, quarantining materials, open meetings, staffing and other issues.

COSI Learning Lunchbox Distribution – OLC partnered with the Center of Science and Industry to distribute more than 12,000 science kits to public library systems across the state. Staff has traveled to 13 different library locations across the state. OLC thanks all our members participating in the program as well as all of the library locations that allowed us to utilize their parking lots for distribution.

FINDER Tool. The State of Ohio will unveil a new digital platform where Ohioans can easily find local resources available to them based on their location. Libraries will have the ability to upload their information and have it appear on the platform.

OLC Staff. Denise Kise celebrated her 8-year anniversary with OLC on July 1.

Emergency Connectivity Fund. OPLIN is handling this through webinars with Lorrie Germann.

Heartland Forward. Heartland Forward is focusing on broadband in the Midwest and is promoting the Emergency Broadband Benefit Program for individuals to receive discount. OLC has worked with ODE and BroadbandOhio to promote the program.

OLC Nominations and Elections. Elections opened on June 30 and close on July 30.

GOVERNMENT AND
LEGAL SERVICES
REPORT

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

PLF. The Ohio Department of Taxation July 2021 PLF distribution was \$10.6 million above ODT's original estimate. The Ohio Department of Taxation is required to provide an initial certification in July for the following calendar year. That certification is then updated later that year in December and a final update is required in June of the actual calendar year.

HB 110 – State Operating Budget. The Conference Committee retained the Senate language, which maintains the PLF at 1.7% of the state's General Revenue Fund for fiscal years 2022 and 2023. Smith mentioned other major

provisions in the bill, including the free photocopies of ID only at the request of the patrons. This includes driver's license, driver's permit and State ID only.

OLC Final Budget Webinar. The last budget webinar is scheduled for Monday, July 26 to discuss all the provisions contained in the final version of HB 110 that impact Ohio's public libraries.

LSTA. The U.S. House Appropriations Committee is moving forward with increasing funding for LSTA in the federal budget proposal.

COMMUNICATIONS REPORT

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

Learning Lunchboxes. A press release was sent on July 6 to announce OLC's partnership with the Center of Science and Industry to distribute more than 12,000 science kits to public library systems across the state. Libraries are posting about this on social media, and we are sharing on OLC's Facebook with #Learning with Ohio Libraries.

Convention and Expo. Development of the Convention & Expo app and website is underway. Registration for hotel is open and Convention registration will open later this summer.

OLC Website. JOBLine continues to be in the number one spot, followed by the Convention and Expo.

PROFESSIONAL DEVELOPMENT REPORT

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

2021 Convention and Expo. Convention will be held at the Hyatt Regency in Columbus. The hotel is completing a renovation of rooms, so they did have to shift 100 sleeping rooms across the street to the Sonesta on our peak nights of Wednesday and Thursday only. They are honoring the same room rate of \$179.

MEMBERSHIP SERVICES REPORT

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

2021 Individual Membership. The individual membership count is down mostly due to the impact of COVID-19 on library budgets and staffing. The Committee remains optimistic as we gain more members after the prorated dues beginning July 1 and prior to the OLC Convention.

ANNOUNCEMENTS

The next meeting of the OLC Board of Directors is scheduled as an in-person meeting on September 17 at the OLC Office. OLC did purchase an Owl if the Board is interested in doing a hybrid meeting.

EXECUTIVE SESSION

ARMSTRONG MOVED AND MAROLT SECONDED TO ENTER INTO EXECUTIVE SESSION AT 11:55 A.M.

FIFAREK MOVED AND SEEBERG SECONDED TO CONCLUDE EXECUTIVE SESSION AT 12:48 P.M. MOTION PASSED UNANIMOUSLY.

ADJOURNMENT

With there being no further business to come before the Board, the meeting was adjourned at 12:48 p.m.