

**ITEM 2.A.**

OHIO LIBRARY COUNCIL  
BOARD OF DIRECTORS  
November 15, 2019

PRESENT	Kacie Armstrong, Euclid Paula Brehm-Heeger, Cincinnati Tom Dillie, Minerva Aimee Fifarek, Youngstown Carol Herrick, Centerville Cheryl Kuonen, Mentor Lynn Mercer, Zanesville Chad Seeberg, Marysville Jennifer Slone, Chillicothe Nick Tepe, Athens Mark Whitaker, Loudonville Laura Lee Wilson, Willard
ABSENT	Rick Rubin, Cuyahoga Falls
GUESTS	Beverly Cain, State Library of Ohio Sarah Clevidence, Findlay Meg Delaney, ALA Councilor Brian Moore, Morgan Stanley Jay Smith, Incoming OLC Director of Government and Legal Services Don Yarman, OPLIN
STAFF	Michelle Francis, Executive Director Jeanine D'Andrea, Director, Member Services Jason Gandee, 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 10:07 a.m.
INTRODUCTIONS	Armstrong introduced 2020 incoming OLC Board member Sarah Clevidence, Findlay and incoming OLC Director of Government and Legal Services Jay Smith.
APPROVAL OF AGENDA	Armstrong noted that we will be moving Item 5.G – State Library of Ohio Report to Reports for Discussion before Item 4.B. SLONE MOVED AND WHITAKER SECONDED APPROVAL OF THE AGENDA WITH THE NOTED CHANGE. MOTION PASSED UNANIMOUSLY.
APPROVAL OF MINUTES	FIFAREK MOVED AND HERRICK SECONDED APPROVAL OF THE REVISED SEPTEMBER 13, 2019 MINUTES. MOTION PASSED UNANIMOUSLY.  KUONEN MOVED AND WHITAKER SECONDED APPROVAL OF THE SEPTEMBER 13, 2019 EXECUTIVE SESSION MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.
FINANCIAL REPORT MONTH-END	Francis presented an overview of the month-end September 2019 Financial Report.

SEPTEMBER 2019

Revenue. Revenue is slightly over budget. Dues are under budget due to one library not-renewing in 2019. Francis is optimistic that we will regain 2-3 libraries in 2020. Armstrong had a conversation with Cleveland Heights to try to regain their Institutional Dues. Personal memberships are over budget. Continuing Education is significantly under budget by about \$21,000. Other Income is over budget due to our long-term investments.

Expenses. Salaries are under budget due to the unfilled position. Consultant and Contractors are under budget due to the delay in timing of payment to the auditor. Communications is under budget due to a decrease in mailings. Printing and design are under budget due to less use of outside printers. Maintenance and Equipment is over budget due to hardware failure and increase in use of rental equipment for events. Space rental is over budget due to timing of payments. Travel and Meals is significantly under budget due to decrease in reimbursement requests from Board, Committees and Divisions.

Overall, the year-to-date net change in assets is \$350,612. The OLC's total net assets is \$1,410,124.02. HERRICK MOVED AND SEEBERG SECONDED TO APPROVE THE MONTH-END SEPTEMBER 2019 FINANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

2020 BOARD MEETING DATES

KUONEN MOVED AND TEPE SECONDED APPROVAL OF THE 2020 BOARD MEETING DATES AS FOLLOWS: JAN. 17; MAR. 20; MAY 15; JULY 17; SEPT. 18; NOV. 20. MOTION PASSED UNANIMOUSLY.

RATIFICATION OF APPOINTMENT OF 2020 OLC CONVENTION & EXPO PROGRAM COMM. ASSISTANT CHAIR

MERCER MOVED AND HERRICK SECONDED RATIFICATION OF THE APPOINTMENT OF THE 2020 OLC CONVENTION & EXPO PROGRAM COMMITTEE ASSISTANT CHAIR: APPOINTMENT OF SHAUN WRIGHT, DAYTON METRO LIBRARY. MOTION PASSED UNANIMOUSLY.

RATIFICATION OF 2020 OLC COMMITTEE APPOINTMENTS

SLONE MOVED AND BREHM-HEEGER SECONDED RATIFICATION OF THE 2020 OLC COMMITTEE APPOINTMENTS AS PRESENTED. MOTION PASSED UNANIMOUSLY.

AWARDS & HONORS CRITERIA CHANGE

FIFAREK MOVED AND BREHM-HEEGER SECONDED ACCEPTANCE OF THE AWARDS AND HONORS COMMITTEE'S RECOMMENDATION OF CRITERIA CHANGE FOR LIBRARIAN OF THE YEAR AND THE DIANA VESCELIOS MEMORIAL AWARD AS PRESENTED. MOTION PASSED UNANIMOUSLY.

FINANCIAL INVESTMENT REPORT

Brian Moore discussed the long-term investment options.

Moore noted our current Asset Allocation Portfolio is comprised of Morgan Stanley Pathway mutual funds designed to provide a diversified menu of investment managers dedicated to different asset classes.

Moore shared the proposed Morgan Stanley PM Portfolio. The proposed asset allocation portfolio constructed using passive ETF vehicles designed to provide exposure to asset classes via an inexpensive, index based approach, along with active asset managers who are seeking to add risk-adjusted alpha portfolio returns in excess of their respective benchmarks.

Francis noted this proposal is still within the Board's Investment Policy and would not require Board action.

Herrick asked if he can show us a report from an income versus asset standpoint. It becomes a liquidity question. Moore can design a portfolio toward a more income oriented versus asset approach.

Kuonen asked what our timeline is and what our process is. The 2020 budget will be approved at the January meeting. There may be opportunities to expand or achieve more with our long-term investments. Kuonen her support for lowering our fees.

TEPE MOVED AND FIFAREK SECONDED THAT THE BOARD WILL REFER TO THE FINANCE COMMITTEE OF THE OLC BOARD TO DISCUSS OUR LONG-TERM INVESTMENTS MORE IN-DEPTH AND BRING BACK A RECOMMENDATION TO THE BOARD. MOTION PASSED UNANIMOUSLY.

## STATE LIBRARY OF OHIO REPORT

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

Staffing. Cain is retiring March 31, 2020 and the State Library of Ohio has hired Bradbury Miller to administer the search.

Digital Public Library of America (DPLA) Project. DPLA has selected the State Library of Ohio to host DPLA April 30-May 1, 2020.

IMLS. The new director of IMLS is Crosby Kemper III. He is currently Director of the Kansas City Missouri Library. ALA has endorsed him.

Macmillan Publishing. Macmillan Publishing CEO John Sargent met with the COSLA Board and is willing to consider other formulas regarding access to e-books. COSLA is going to continue to work with Macmillan.

Francis noted activity on the eBook issue since the September Board meeting and that some libraries and consortia are choosing to suspend purchasing of the one new release option. Fifarek feels there is a level of confusion about what purchasing eBooks means, and that it should be explained explicitly. Francis noted that ALA's Digital Content Workgroup met. The group will be meeting again at ALA Midwinter. Brehm-Heeger believes bundled packaging purchases could be a good model. Francis reported the conversation has been positive, and OLC is working with Blackstone Publishing who has reached out to OLC member libraries.

## OFFICE LEASE

Francis reported that OLC received notice on November 8, 2019 of the landlord's intent to relocate the OLC Office Space within the 1105 Schrock Road building. Some of these options are the same that were brought before the Board earlier this year. Many offices do not have common meeting room space, so OLC considered looking at additional square footage to include meeting room space within our footprint. She noted that OLC's broker also looked at a longer term lease to help with negotiating build out space.

Current viable options.

1. 495 Metro Place; furniture option
2. 250 W. Old Wilson Bridge Rd, Worthington; largest space
3. 4700 Lakehurst – Tuttle next to Census Bureau Field Office
4. 5555 Frantz Rd – American Cancer Society/Elk and Elk
5. 150 E. Campus View – North of 23; busy
6. 1105 Schrock Road; administrative cost covered;

## 7. Purchase a free-standing building

After discussion it was the sense of the Board to have Francis and OLC's broker negotiate the following options further: 495 Metro Place South, 250 West Old Wilson Bridge Rd.; and 5555 Frantz Rd. They would also like more information on total cost of purchasing a building; down payment; finance costs and recognition of additional expenses for maintenance as owners. They would also like to have OLC's broker negotiate more time in our current lease space.

The Board directed Francis to look at expenses and revenues for the past 3 years.

As of Nov. 14, the Board decided to not respond to the landlord's notice of intent to relocate.

### 2019 CONVENTION & EXPO RECAP

Francis reported the Convention and Expo was well received. She expressed her thanks to the Convention Committee; to Brehm-Heeger and the staff of the Public Library of Cincinnati and Hamilton County; and to the Board members who were in attendance.

### OLC LEADERSHIP CONFERENCE RECAP

Francis reported the Leadership Conference was a good opportunity for Committees and Divisions to plan for the following year. She thanked the Board Liaisons, and thanked Armstrong for attending. She noted it was also a good opportunity for the Professional Development Committee and stand-alone conference chairs to come and share their ideas.

### CHAIR'S REPORT

Armstrong thanked Francis for her work with the Convention and Leadership Conference. She acknowledged the Public Library of Cincinnati and Hamilton County and their staff who were very kind. Armstrong shared that she received a letter of thanks from Doug Evans for his retirement gift and especially for the Citizen of the Year Award. She thanked Jacobsen and Andrea Fischer, and Brehm-Heeger for encouraging her to share her story about being the first African-American Chair of the board and diversity around the state.

### 2020 OLC BOARD OFFICER NOMINATIONS

The OLC Executive Committee submitted the following nominations for the officers of the 2020 OLC Board of Directors:

Vice Chair of the Board/Chair-Elect:  
Jennifer Slone, Chillicothe & Ross County Public Library

Secretary-Treasurer:  
Aimee Fifarek, Public Library of Youngstown & Mahoning County

Both of these individuals have accepted the nomination. The nominations will remain open through the election, which will take place at the Board of Director's meeting on Jan. 17, 2020.

### 2020 OLC BOARD COMMITTEE ASSIGNMENTS

A proposed list of assignments for the 2020 Committees of the OLC Board of Directors was presented. The Board will take action on these at the Jan. 17, 2020 Board of Director's meeting.

### OLC BOARD LIAISON ASSIGNMENTS

The OLC Board members who work in libraries are responsible for serving as Board Liaisons to OLC Committees and Divisions. A proposed list of liaisons was presented.

### STANDARDS FOR

Francis noted that the Standards for Public Library Service in Ohio are

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different from the Core Competencies. Clevidence reported the Management and Administration Division last revised these in 2010. Because there was a limited number of members to review these standards, the Division is asking the Board for any changes or comment. Please send any changes to Michelle Francis. Cheryl Kuonen thanked the Committee for their due diligence. Don Yarman commented that there will be changes to the access policy through the Ohio Revised Code and he will get back to OLC.

ALA COUNCILOR  
REPORT

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

The Steering Committee on Organizational Effectiveness. (SCOE)  
SCOE recommended a legal analysis be conducted by the 2020 ALA Midwinter Meeting and a Constitution and Bylaws Committee analysis and a Committee on Organization analysis to be presented at the 2020 ALA Annual Conference.

The next step – The document was presented to the executive board and a legal analysis goes to the Committee on Organization through April 2020. The New ALA Executive Director will be announced in January in Philadelphia. There will be three votes for the SCOE recommendations: June 2020; January 2021; Membership vote in Spring 2021; and then implementation.

OPLIN REPORT

Yarman reported on the following:

LinkedIn Learning. OPLIN selected November 4-7 as migration dates for all Ohio public libraries. On September 18, LinkedIn called a halt to upgrades. Libraries will remain on the LyndaLibrary platform while LinkedIn management continues their “listening tour” of library customers.

OPLIN Board. The Nominations committee is accepting candidates for a vacancy on the OPLIN Board. Nominations are due Nov. 20. Currently the OPLIN Board has the least representation from Northwest and Southeast Ohio, and from smaller libraries.

EXECUTIVE DIRECTOR'S  
REPORT

Francis reported on the following:

2020 OLC Budget. Francis shared the proposed budget process timeline with the OLC Board. Budgets are due from Committees and Divisions on December 6; from staff on the 13<sup>th</sup>; and finalized on December 27<sup>th</sup>. It will be distributed to the Finance Committee on January 3, discussion on the January 8<sup>th</sup> and included in the January 17 Board meeting background packet.

OLC Board Orientation. Francis met with Sarah Clevidence in Findlay on October 25 to discuss her role on the Board.

Director of Government and Legal Services. Francis welcomed Jay Smith as the new Director of Government and Legal Services.

Census 2020 Complete Count Commission. Governor DeWine held the first meeting of his Census 2020 Complete Count Commission on September 25. Francis was in attendance. The public libraries were recognized several times. The administration filmed a video for OLC members showing how important libraries are to the Census.

Columbus Metropolitan Club Forum on Public Libraries. The Columbus Metropolitan Club held a special forum on Oct. 9 featuring public libraries as

important community spaces. Francis moderated the session and noted it was a great opportunity to highlight public libraries.

FCC Commissioner Visits Ohio. Federal Communications Commissioner Geoffrey Starks visited Southeast Ohio on Oct. 18 to spotlight the need to expand rural broadband access. Jennifer Slone and Nick Tepe were in attendance. Slone reported it was a great opportunity to showcase why people come to libraries.

ALA Emerging Leaders Program. Francis reported that as of last Friday, ALA decided who the two Emerging Leaders are from Ohio. Once they are contacted, OLC will share their names and contribute \$1,500 each to offset expenses to ALA Midwinter and Annual Conference. This does not take Board action.

Staff Anniversaries. Francis reported that there were several anniversaries on OLC staff: Sandy Diosy – 4 years on Nov. 2; Jason Gandee – 4 years on Nov. 16; Lori Hensley – 32 years on Oct. 19; and Beth Ann Yablonski – 4 years on Oct. 19.

#### GOVERNMENT AND LEGAL SERVICES REPROT

Francis reported on the following:

Public Library Fund. Francis reported the Ohio Department of Taxation posted the November 2019 PLF distribution \$34,751,223. She noted that October was the first month of collection for online sales taxes as required by the state biennial budget.

November Levy Results. There were 30 public libraries on the November ballot and 28 levies passed. The two losses were extremely close and one was going to an automatic recount.

US Department of Labor Overtime Rule. The OLC hosted a webinar for Institutional Member Libraries on the new overtime rule with OLC's legal counsel Vorys, Sater, Seymour and Pease LLP.

Ohio Notary Laws. As of Sept. 20, 2019, Ohio residents applying for a new notary Commission or seeking to renew their commission will do so through the Ohio Secretary of State's office. Under Ohio's Notary Public Modernization Act, there are also new requirements for education, testing, and a criminal records check. OLC hosted a free webinar with the Secretary of State's Office to review the new notary changes on Nov. 14. There is some discussion regarding OLC becoming a certified trainer.

HB 76. This complicated bill passed the Ohio House by a narrow margin and now moves to the Ohio Senate. The bill would change the required ballot language and the resolutions to place an issue on the ballot. Gov. DeWine line-item vetoed this provision last summer in the biennial budget bill. OLC is opposed and plans to testify with our coalition of local government state associations.

Ohio Governor's Imagination Library. Francis reported the OLC will host a free webinar for OLC members on Nov. 19 that will provide detailed information on the program and how to become an affiliate or local partner.

#### EDUCATION AND EVENTS REPORT

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

2020 Convention and Expo. The Call for programs are due by Feb. 3.

Right Click. There are 74 registrants for Right Click. Hensley thanked OPLIN for their support.

Webinars. A Webinar on Leveling sponsored by the Children's Services Division has been added to the calendar and is scheduled for December.

#### COMMUNICATIONS REPORT

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

2020 Census. The OLC's 2020 Census page is up and serving as a resource page. You can visit the site at [www.olc.org/census](http://www.olc.org/census).

eBooks and Publishers. The Board of Directors' resolution was posted on the OLC website, e-mailed to OLC members, and sent via news release. ALA's ebooksforall.org website and petition has received over 206,000 signatures to date. Ohio had the most signatures.

Social Media. OLC's social media numbers continue to grow and down the road we would like to use it for community connections and sharing ideas.

#### MEMBER SERVICES REPORT

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

2020 Individual Membership. The first membership renewal notice is scheduled for distribution around Nov. 15.

Convention and Expo. Staff thanked OLC Board members who were able to attend the New Member Meet and Greet. The Committee is working on additional plans for the 2020 Convention.

Leadership Conference. The registration count was 159 volunteer leaders attending. Staff thanked OLC Board members who were in attendance.

#### ACKNOWLEDGEMENTS

Francis recognized Nick Tepe and thanked him on behalf of the Board and staff for his service on the OLC Board for the past six years.

#### EXECUTIVE SESSION

SLONE MOVED AND BREHM-HEEGER SECONDED TO ENTER INTO EXECUTIVE SESSION AT 1:15 P.M. MOTION PASSED UNANIMOUSLY.

BREHM-HEEGER MOVED AND FIFAREK SECONDED TO CONCLUDE EXECUTIVE SESSION AT 1:32 P.M.

#### ANNOUNCEMENTS

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

#### ADJOURNMENT

TEPE MOVED AND WHITAKER SECONDED TO ADJOURN AT 1:35 P.M.