

OHIO LIBRARY COUNCIL  
BOARD OF DIRECTORS

Via Zoom  
September 18, 2020  
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, Mentor  
Lynn Mercer, Zanesville  
Rick Rubin, Cuyahoga Falls  
Chad Seeberg, Marysville  
Jennifer Slone, Chillicothe  
Laura Lee Wilson, Willard

ABSENT Mark Whitaker, Loudonville

GUESTS Meg Delaney, ALA Councilor  
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 of 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 10:02 a.m.

APPROVAL OF AGENDA Kuonen reminded the Board that Item 2.A.1 – Executive Session Minutes from 07.17.20 were distributed to Board Members only.  
  
SLONE MOVED AND FIFAREK SECONDED APPROVAL OF THE AGENDA. MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES RUBIN MOVED AND HERRICK SECONDED APPROVAL OF JULY 17, 2020 MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

EXECUTIVE SESSION MINUTES MERCER MOVED AND CLEVIDENCE SECONDED APPROVAL OF THE JULY 17, 2020 EXECUTIVE SESSION MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

FINANCIAL REPORT MONTH-END JULY 2020 Francis presented the Financial Report for month-end July 2020.  
  
Revenue. Institutional dues are over budget by \$11,385 with one non-renewing library. Personal Memberships are over budget by \$6,116. Friends and other institution membership is slightly under budget. Continuing Education is under budget by \$173,575 due to cancellation of Convention and Expo and workshops due to the pandemic. Other Income is down \$58,160 due to downturn in the economy and timing of payments from Workers Compensation.  
  
Expenses. Salaries and Benefits are under budget due to timing of payments and plan contributions. Accrued vacation reflects a liability of \$11,493. Consultants and Contractors

are under budget due to timing of invoices from second quarter. Supplies, resources, and computer software are under budget due to cancellation of events and timing of purchases. Communications is under budget due to a decrease in mailings, and Internet is over budget due to license purchases for Zoom, survey Gizmo, etc. Travel and meals is under budget due to the decrease of in-person meetings and reduced staff travel and cancellations. Management Expenses are under budget due to cancellation of events and timing of payments for relocation. Pandemic related expenses are over budget due to unanticipated purchases and cancellation fees to the Hilton.

Herrick asked if under Pandemic expenses can we put legal fees. Francis responded that we can break that out when we get an itemized bill from Vorys for the second quarter.

The Net change in assets is under budget by \$116,140. Now that we are heading into the next quarter, we will be bringing the Finance Committee together to discuss cost reduction recommendations. Most of those will not take Board action. We will be making that call within the next 2-3 weeks.

Armstrong asked if we are tracking any additional hours during the pandemic. Francis explained that most of the staff are exempt employees, but there are a few non-exempt staff. OLC is similar to other institutions and organizations trying to balance that their way through this pandemic.

FIFAREK MOVED AND ARMSTRONG SECONDED APPROVAL OF THE JULY 2020 MONTH END FIFNANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

#### INSTITUTIONAL MEMBERSHIP

The Clermont County Public Library has expressed an interest in rejoining OLC after many years of not being an OLC Institutional Member. They would like to join OLC for the remainder of 2020 and for the full year of 2021. The library would be invoiced a prorated amount for 2020 (\$3,750) and the full amount for 2021 (\$15,000). This would be a one-time exception to OLC's dues payment policies since they agreed to pay the full 2021 membership and the OLC staff and leadership has been trying for several years to bring them back into the organization.

Rubin asked if the policy we have of payment is a policy or just a practice. Francis noted we do have an installment plan and the first payments are due by April. Rubin noted that if this is a policy, we need to make it clear in our record why we made an exemption in this case.

FIFAREK MOVED AND SEEBURG SECONDED TO MAKE A ONE-TIME EXCEPTION DUE TO THE COVID-19 PANDEMIC TO THE INSTITUTIONAL DUES PAYMENT POLICY TO ALLOW CLERMONT COUNTY PUBLIC LIBRARY TO PAY PRORATED DUES IN 2020 WITH THE COMMITMENT THEY PAY A FULL YEAR'S DUES ON TIME IN 2021. MOTION PASSED UNANIMOUSLY.

#### NEW YORK LIBRARY ASSOCIATION MOU FOR VIRTUAL CONVENTION

The New York Library Association has reached out to OLC to provide additional and diverse professional development this fall considering the cancellation of the 2020 OLC Convention and Expo. NYLA will be holding a virtual conference November 5-6 and has offered to extend special pricing to OLC members. Under the Memorandum of Understanding:

NYLA will:

- (1) Extend NYLA member pricing to OLC members for participation in the NYLA 2020 Conference, accessed via promotional code: BUCKEYE
- (2) Collect registration and payment from all OLC members seeking to participate.
- (3) Distribute \$75 per OLC registration to OLC following the conference, before December 31, 2020.

OLC will:

- (1) Promote the NYLA 2020 conference to their members via:
  - a. An event listing on the OLC website, linking to NYLA conference, and
  - b. Two email blasts to all OLC members.

Herrick thinks this is a great opportunity for collaboration with other states. Armstrong was surprised with the enrollment of the Jason Reynolds event from other states. Francis noted all states are moving to more online education– there are no borders. We have good relationships with NY, TX, VA, PA, IN and others. Delaney asked if there may be interest in offering this to ALAO and OELMA. Francis clarified that the agreement was only extended to OLC.

MERCER MOVED AND SLONE SECONDED TO AUTHORIZE FRANCIS TO ENTER INTO THE MOU WITH THE NEW YORK LIBRARY ASSOCIATION. MOTION PASSED UNANIMOUSLY.

ANDREW CARNEGIE  
AWARD

The Andrew Carnegie Award is presented to government officials who have exhibited outstanding support of public libraries and their efforts to assure quality public library services to all Ohioans.

The Government Relations Committee was planning to present Ohio Senate President Larry Obhof (R-Medina) with the Andrew Carnegie Award at OLC's 2020 Legislative Day until its cancellation due to the pandemic. The GRC and OLC staff would like to continue our tradition of recognizing individuals who support Ohio's public libraries and advocate on their behalf in the state legislature. President Obhof is currently serving his second term in the Ohio Senate and his term will end December 31, 2020. We would plan to present this award at a special virtual event after the election.

SEEBERG MOVED AND ARMSTRONG SECONDED THAT THE ANDREW CARNEGIE AWARD BE PRESENTED TO OHIO SENATE PRESIDENT LARRY OBHOF (R-MEDINA). MOTION PASSED UNANIMOUSLY.

RATIFICATION OF  
COMMITTEE  
APPOINTMENTS

Francis reported that the Appointments Committee of the Board recently met and reviewed OLC Committee Appointments for 2021. She noted that the OLC staff is trying to prepare for the Leadership Conference and is working on a virtual option. It will likely be a two-day event with virtual break out rooms.

WILSON MOVED AND MERCER SECONDED APPROVAL OF THE RATIFICATION OF THE 2021 COMMITTEE APPOINTMENTS AS PRESENTED. MOTION PASSED UNANIMOUSLY.

RATIFICATION OF  
APPOINTMENTS OF  
CHAIRS

WILSON MOVED AND SLONE SECONDED THE RATIFICATION OF THE APPOINTMENTS COMMITTEE RECOMMENDATIONS OF THE FOLLOWING:

SERVICE FOR ALL CONFERENCE W/EDI FOCUS:DREW WICHTERMAN, TIPP CITY PUBLIC LIBRARY

INNOVATIONS CONFERENCE: JEFF YAHRAUS, WILLIAMS COUNTY PUBLIC LIBRARY

YOUTH SERVICES CONFERENCE: CHRISTIANA CONGELIO, MARYSVILLE

2021 CONVENTION & EXPO COMMITTEE ASSISTANT CHAIR: AIMEE ADAMS, MEDINA COUNTY DISTRICT LIBRARY.

MOTION PASSED UNANIMOUSLY.

2021 OLC CONVENTION

Francis reported the 2021 OLC Convention and Expo is currently scheduled to be held in Toledo, however the Destination Toledo Convention & Visitors Bureau recently notified OLC that they will not be ready to host us next year due to COVID-19 delays and other changes.

RUBIN MOVED AND FIFAREK SECONDED TO CHANGE THE 2021 CONVENTION AND EXPO FROM TOLEDO TO COLUMBUS AND AUTHORIZE THE OLC STAFF TO ENTER INTO NEGOTIATIONS WITH THE HYATT REGENCY COLUMBUS. MOTION PASSED UNANIMOUSLY.

Armstrong asked if there will be some language included to hold OLC harmless if we don't hold the 2021 conference. Francis noted that it would be part of the negotiation. Gandee

hopes that the cost in Columbus will be closer to the Toledo cost, partly due to not using the Convention Center.

#### OLC PROFESSIONAL DEVELOPMENT COMMITTEE STRUCTURE

Francis reported there has been some discussion and feedback from library directors regarding the amount of volunteer time to OLC Committees. The OLC Professional Development Committee currently has 21 members. When it was created, we were doing away with the chapter conferences. They had a large number in the beginning to assist Hensley. Francis is not sure if that large of a committee is needed going forward. It is time to look at our committee structure. Each Division and Committee moving forward has a staff liaison. The On-Demand initiative thought they were a committee, but it was never created or ratified by the OLC Board of Directors.

CLEVIDENCE MOVED AND FIFAREK SECONDED THE CREATION OF AN AD HOC COMMITTEE OF THE BOARD TO REVIEW OLC'S PROFESSIONAL DEVELOPMENT COMMITTEE STRUCTURE AND OVERVIEW OF ALL COMMITTEES AND MAKE RECOMMENDATIONS. MOTION PASSED UNANIMOUSLY.

Clevidence, Herrick and Wilson will work on that Committee.

#### PANDEMIC RESPONSE

Francis reported that we have been getting many calls about masks. We have had a few extreme cases around the state this week. There is more confusion about occupancy rate with new venue rules. We will be working with the Governor's office and legal counsel.

OLC issued a press release this morning regarding what libraries have been doing since the pandemic began. We will be sharing the information with the Lt. Governor's Office as part of our ongoing conversations related to digital literacy.

The Ohio Controlling Board authorized \$18.3 million in CARES Act funds for the Coronavirus Relief Fund (CRF) for Public Libraries. OLC hosted a webinar with the Office of Budget and Management and the Auditor of State's Office on how to receive the funds, how they should be reported and how they can be spent. A few libraries have indicated that they do not plan to draw down the resources because they don't believe they can be spent by Dec. 30. Armstrong is disappointed that all libraries are not applying for these grants.

Smith has done a good job on Mental Health issues, working with Kim Kehl, Department of Mental Health and Addiction Services. We will be hosting a webinar, free to our members to help them get through these trying times. There are currently 168 registered. We have received personal emails from several directors thanking us for doing this.

The REALM results have caused some confusion. Francis noted that the research from Battelle is being done in a lab setting, not in a library setting. Also, the original question asked was how long COVID-19 would survive on materials, not how long library materials should be quarantined.

#### EQUITY, DIVERSITY AND INCLUSION

Francis reported that we sent out a call for Committee appointments with an increased focus on inclusion. OLC hosted the Jason Reynolds/Brendan Kiely virtual event, and we are working with the Kirwan Institute for a training event on November 19 on implicit bias. There will be additional on-demand trainings included from the Kirwan Institute. We are looking at options for a group rate.

#### CHAIR'S REPORT

Kuonen thanked the Board and staff for adjusting to Zoom meetings, etc.

#### 2021 BOARD MEETING

Francis asked Board members to review the proposed meeting dates and report any conflicts to her. These will be approved at the November meeting.

#### 2020 ELECTIONS

The 2020 OLC Elections Report was presented for information. Francis congratulated re-elected Board members Tom Dillie, Minerva; Carol Herrick, Washington-Centerville; and newly elected Mary Ellen Icaza, Stark County District Library and Melissa Marolt, Perry County District Library. Icaza and Marolt will attend the November Board meeting.

#### ALA COUNCILOR'S REPORT

Delaney reported on the following:

STATE LIBRARY  
REPORT

Chapter News. Some public libraries across the country will serve as election ballot drop-off locations in November. This is not permitted in Ohio.

Council News. The Forward Together Working Group is offering six information sessions to break down the details of recommendations for the reimagined Association.

Knapp reported on the following:

CARES Act Grant. The CARES Act Grant project went great and the SLO ran out of funding. The State Library will be announcing grants by the end of the month.

LSTA Competitive Grants. The Competitive Grants process is open through Oct. 2, in one of the four following categories: Data Management and Analytics; Literacy; Outreach and Partnerships; and STEM or STEAM.

Summer Reading. The summer reading survey is due Oct. 5. Summer reading programs are down, but the story we are going to tell is that libraries are doing amazing at pivoting during the pandemic and virtual programming.

Ohio Digital Network. The Ohio Digital Network's second annual ODNFest will be held online on Oct. 13.

Ohioana Book Festival. The Ohioana Book Festival went virtual this year and A Choose to Read Ohio author panel was a part of the festival.

Knapp thanked OLC for everything they have done during these difficult times.

Census 2020. Armstrong has been tracking the Census counting, and overall Ohio is doing better than the national response. She asked if there is there a way to track that across the state? Francis noted the Governor's Commission can get a count county by county, metro area or region. Armstrong suggested that needs to be in the top 5 of talking points. Knapp would like Armstrong to write what Cuyahoga county has done and will send that information out.

OPLIN REPORT

Yarman reported on the following:

E-Rate. The Federal Communications Commission has opened a second E-rate program. ALA is aware that libraries were excluded from this. The education coordinators were advocating for it. Statewide bandwidth is returning to about half since libraries closed in March.

EZproxy. OPLIN has always let libraries use its EZproxy to grant patrons remote access to the databases they subscribe to on their own. Not all libraries were aware of this. Yarman requested libraries contact him if OPLIN isn't currently meeting their needs.

LinkedIn Learning. OPLIN's statewide agreement for library access to Lynda.com ends June 30, 2021. If the RFP process selects LinkedIn Learning, they will migrate as planned. But if some other product is selected to replace Lynda.com, they will work to ensure those libraries that want to continue providing LinkedIn Learning locally will have a smooth transition. OPLIN is requesting feedback regarding continuation of Lynda.com or other products. The future contract would be with LinkedIn Learning, not Lynda.com. It will not require patrons to have a LinkedIn account, they would only need a library card and a pin. Ohio Libraries will migrate the first week in May.

Armstrong mentioned they have seen growth in use with so many students doing online learning. Jacobsen noted it is the 8<sup>th</sup> most popular page on OLC's website. Francis added it is one of the key areas for online training for The Governor's Office of Workforce Transformation.

EXECUTIVE DIRECTOR'S  
REPORT

Francis reported on the following:

Institutional Membership Dues. Francis noted there were eight libraries that have not paid any portion of the 2020 Institutional Dues. Only one was not included in the revenue projections for the 2020 OLC operational budget.

Trustee Dinners. The virtual Trustee Dinners have had good attendance. Francis thanked Kuonen for attending each of them. Each virtual Trustee Dinner included a Statehouse update from a legislator. She noted that most recently, the House Minority Leader Emilia Sykes was direct and did an excellent job.

Small Library Forums. The Small Library Forums had good attendance. These forums included an update on OLC activities, legislative issues, and library funding as well as discussion of issues of common interest and challenges unique to small libraries.

## GOVERNMENT RELATIONS REPORT

Smith reported on the following:

PLF. The last few months have come in above the estimates. One highlight of caution is that state revenues may be up as a result of the federal stimulus funds - be optimistic but cautious. Next years' budget is going to be challenging. Plan for the worst and hope for the best.

Speaker of the House. Rep. Bob Cupp (R-Lima) became the new Speaker of the House of Representatives in July following a vote to remove Larry Householder (R-Glenford). Householder, however, does remain in his legislative seat following his arrest on federal charges surrounding the passage of nuclear bailout legislation (HB 6).

HB 606. Seeks to address civil liability for certain healthcare and service providers during a government-declared disaster, including libraries. The bill has been passed and signed by the Governor. One change extends the provisions of the bill through September 2021.

Road Ahead Tour. The Government Relations Committee and the Legislative Network have planned virtual meetings in October and encourages all libraries within each Senate District to engage.

OLC Survey. OLC issued a survey to gather information on public library services during the pandemic. We will be utilizing that information in our talking points and advocacy moving forward.

Library Mental Health Webinar. Kim Kehl, Trauma-Informed Care Coordinator and Vicki Montesano, Bureau Chief of Mental Health Treatment, from the Ohio Department of Mental Health and Addiction Services will hold a webinar to assist participants with trauma-informed care application to library work both in how we serve and respond to patrons as well as how we respond to taking care of ourselves.

## EDUCATION REPORT

Hensley reported on the following:

Public Library Fiscal Officer Workshop. The workshop was held on Sept. 3 with 102 registered. CPIM credit was approved.

Afternoon Chat with Nancy Pearl – 50 people are registered to date.

Elder Care Webinar. Will be coming in November or December.

## EVENTS REPORT

Gandee reported on the following:

2021 Planning & Leadership Conference. Leadership will be a virtual event this year. The format will consist of Zoom breakout rooms for divisions and committees, most likely over two days. We hope to finalize details in the very near future.

Sponsorships. Staff is comparing what other associations offer to potential sponsors to partner with the association for their conventions. It is time to take a fresh look at this to help maximize our potential with sponsorships.

COMMUNICATIONS  
REPORT

Jacobsen reported on the following:

OLC Survey. Jacobsen issued the press release with the results of library services during the pandemic. Library Journal has already picked it up. You can find a copy on the OLC Website.

MEMBER SERVICES  
REPORT

D'Andrea reported on the following:

Election Results. Historically, the return rate is between 18 - 22% for the Board, and the 2020 percentage was 24%. Divisions historically have a 20-35% return and the 2020 percentage was 22-49%.

Individual Membership. Francis and Kuonen will be co-signing a letter to directors encouraging consideration of OLC memberships for employees to be kept in their 2021 budgets. Armstrong noted what the Public Library of Cincinnati and Hamilton County did in 2019 and encouraged Brehm-Heeger to highlight it with other metros. The Board offered assistance if there is anything they can do to assist the Committee.

ANNOUNCEMENTS

The next meeting of the OLC Board of Directors is scheduled for Nov. 20, 2020.

EXECUTIVE SESSION

SEEBERG MOVED AND HERRICK SECONDED TO ENTER INTO EXECUTIVE SESSION AT 12:09 P.M. FOR THE PURPOSE OF DISCUSSING THE EXECUTIVE DIRECTOR'S REVIEW. MOTION PASSED UNANIMOUSLY.

HERRICK MOVED AND ARMSTRONG SECONDED TO CONCLUDE EXECUTIVE SESSION AT 12:34 P.M. MOTION PASSED UNANIMOUSLY.

ADJOURNMENT

With there being no further business to come before the Board, the meeting was adjourned at 12:34 p.m.