

OHIO LIBRARY COUNCIL  
BOARD OF DIRECTORS  
January 17, 2020

- 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  
Chad Seeberg, Marysville  
Jennifer Slone, Chillicothe  
Mark Whitaker, Loudonville  
Laura Lee Wilson, Huron County
- GUESTS Beverly Cain, State Library of Ohio  
Meg Delaney, ALA Councilor  
Jason Elvers, Vorys, Sater, Seymour and Pease  
Hannah Simpson, OPLIN  
Don Yarman, OPLIN
- STAFF Michelle Francis, Executive Director  
Jeanine D’Andrea, Director, Member Services  
Jason Gandee, Event Manager  
Angie Jacobsen, Director, Communications  
Denise Kise, Accounting/Data Services  
Jay Smith, Director, Government and Legal Services
- STAFF ABSENT Lori Hensley, Director of Education and Events
- CALL TO ORDER The meeting was called to order by Chair Armstrong at 10:04 a.m.  
She welcomed Sarah Clevidence; Jay Smith; Jason Elvers; and Hannah Simpson, OPLIN.
- APPROVAL OF AGENDA Armstrong noted that the Board will meet in Executive Session at the end of the meeting and the Education report will be a written report only. MERCER MOVED AND WHITAKER SECONDED APPROVAL OF AGENDA WITH NOTED CHANGES. MOTION PASSED UNANIMOUSLY.
- APPROVAL OF MINUTES RUBIN MOVED AND FIFAREK SECONDED APPROVAL OF NOVEMBER 15, 2019 MINUTES. MOTION PASSED UNANIMOUSLY.
- EXECUTIVE SESSION MINUTES WHITAKER MOVED AND HERRICK SECONDED TO APPROVE THE NOVEMBER 15, 2019 EXECUTIVE SESSION MINUTES. MOTION PASSED UNANIMOUSLY.

CONFERENCE CALL  
MINUTES

SEEBERG MOVED AND SLONE SECONDED TO APPROVE THE DECEMBER 9, 2019 CONFERENCE CALL MINUTES AS PRESENTED. MOTION PASSED WITH TWO ABSTENTIONS; WHITAKER AND RUBIN Clevidence abstained as well, however she wasn't a Board member in December.

ELECTION OF OFFICERS

The Executive Committee submitted the following nominations for the 2020 officers:

Jennifer Slone, Vice Chair of the Board/Chair-Elect  
Aimee Fifarek, Secretary-Treasurer

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

After acceptance of the elections as presented, Armstrong turned the meeting over to Cheryl Kuonen as the 2020 OLC Chair at 10:04 a.m.

Armstrong thanked Francis for her great work the past six months, especially during her family's loss. Armstrong appreciates her leadership and she also thanked the Board members and colleagues for their support during her term as Chair.

Francis noted that Armstrong got engaged over Christmas. She presented her with a few small gifts, and an acknowledgement from the OLC Board and staff.

2020 BOARD  
ORIENTATION

Kuonen introduced Jason Elvers of Vorys, Sater, Seymour and Pease who discussed the roles and responsibilities as an OLC Board Member. 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.

Brehm-Heeger noted that since OLC is a 501(c) 6, and under the anti-trust law, there could be some tax implication under the Internal Revenue Code if the OLC were to use certain forms of advocacy. While OLC does not plan to utilize certain forms of advocacy on the eBooks issues, members of the Board should not sign on to anything that utilizes the word boycott. In addition, individual public libraries cannot use public dollars to "boycott".

The question came up if a member not using a public library system email address could boycott. For clarity, Francis will look more into it. Francis noted that no individual member can make a policy statement for the organization.

Elvers is much more concerned as what members of the Board are saying versus members of the organization.

Fifarek would like guidance or clarity on the legal definition of a boycott. She commented that when library directors make a decision to purchase or not to purchase, that action or inaction is being made as a Library Director, not as a Board Member.

FINANCIAL REPORT  
MONTH-END  
NOVEMBER 2019

Staff will work with Elvers for clarification from two perspectives. One from an OLC organizational perspective as Board Members, and one from public libraries.

Each Conflict of Interest Policy Acknowledgement will be collected at the end of the meeting.

Francis presented the Financial Report for month-end November 2019.

Revenue. Institutional dues are under budget due to an additional non-renewing library. Staff are working to regain two others who lapsed. Personal Memberships are over budget, thanks to the Membership Committee. Continuing Education is under budget by approximately 10,000 due to workshops that were delayed. Other income is over budget due to interest and dividends. Worker's Compensation is under budget due to a delayed payment.

Expenses. Salaries and Benefits are under budget due to the vacant position. Accrued Vacation reflects accrued liability. Consultants and Contractors are under budget due to timing of invoices. Supplies and resources and Computer Software are over budget due to timing of purchases. Communications is under budget due to more projects being completed in-house. Travel and meals are under budget due to decrease in reimbursement requests and timing of payments. Management Expenses are under budget due to decrease in event/meeting attendance.

[Discussion]

Brehm-Heeger asked what year OLC changed from no longer holding regional conferences. It was noted that some of the decline in Continuing Education revenue was related to planning delays. She asked if a Task Force should be created to do an analysis. Francis noted we would have more year-end data at the end of February. Brehm-Heeger commented that it should be reviewed, we should look at changes in our approaches to learning and take a fresh look at how we deliver education.

Fifarek asked if OLC has a technology or infrastructure plan in place. Francis reported we have a contract with Dayton Back-up. Our IT Coordinator has been asked to do an investigation separate from our servers.

HERRICK MOVED AND BREH-HEEGER SECONDED APPROVAL OF THE NOVEMBER 2019 MONTH END FINANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

COMMITTEE ASSIGNMENTS Proposed assignments for the 2020 Committees of the Board were presented and with the elections of officers, were submitted to the Board for approval. MERCER MOVED AND WHITAKER SECONDED APPROVAL OF THE ASSIGNMENTS. MOTION PASSED UNANIMOUSLY.

OPERATING BUDGET The Finance Committee met on January 9 to review the 2020 budget and present it as submitted. Highlights of the budget to consider – revenue coming in will increase because the PLF slightly increased. However, expenses are going up as well. The OLC offices are moving to a space with more square footage. The proposed budget includes an increase in salaries, and consideration for the increase in Convention costs.

Revenue. An increase in revenue from Institutional Dues is assumed if we have 241 members returning. Generally, property tax revenue increased as well. The proposed budget plans for maintaining personal memberships. Continuing Education includes Legislative Day, projected attendance for Convention; increasing fees for Leadership by \$5.00 to cover costs, traditional workshops, and the 3 stand-alone conferences. TOTAL PROJECTED REVENUE: 1,452,905

Expenses. Salary increase of an average of 2% based on performance and merit. Health Insurance currently covers five employees utilizing the plan. OLC's current plan will no longer be offered by the provider. The budget includes a 10% increase in premiums for 2020 and no increase in dental or vision. Casual Labor is included for a part-time non-staff to assist with web design in 2020. There will be a change in auditors. Staff will be meeting with the new firm in the next few weeks. OLC offices will be relocated at the end of April/beginning of May. Travel and Meals includes support of 2 members in the ALA Emerging leaders program. Committees and Divisions are limited to 2 in-person meetings unless they have permission from the Executive Director. The Office Relocation budget of \$24,755 is conservative. TOTAL PROJECTED EXPENSES: 1,511,640.

[Discussion]

The Finance Committee submitted supplemental information for the 401(k) without the Executive Director.

Armstrong asked on page 3 if supplies and materials include the staff's professional development. Staff Development is under Management Expenses.

Francis noted a large portion of the Institutional Dues invoices have been sent and 76 of the 88 reports from County Auditors have been received. All invoices should be sent by the end of the month. They are being sent with a letter explaining the benefits of an OLC Institutional Membership. All installment payments are due by March 31.

Herrick wanted to reiterate that the Finance Committee took a conservative approach. Many decisions regarding benefits to staff may be made mid-year. The Finance Committee included an expense/revenue report of actuals since 2011, as well as budgeted revenues and expenses.

Kuonen thanked Francis and her team for their work on their first budget.

Armstrong asked about individual dues and requested an additional letter to Directors asking them to pay partial or all dues. She shared the idea of creating a small poster as a reminder in 2020...you too can be a member of the Ohio Library Council.

Wilson noted the Membership Committee has created a letter for Directors to use in an on-boarding packet. Brehm-Heeger noted that PLCHC went to the Board to request partial payment. It may be helpful if OLC could create a template for the HR person to include in the new employee hiring packet.

Returning to the Health Insurance conversation. Francis noted that OLC pays 90% of the premium and participating employees pay only 10% of the premium. For dependent coverage OLC pays 80% and employees pay 20%.

Francis mentioned changes to the Affordable Care Act and that the insurer's fee has been eliminated. We don't know yet what this will mean going forward.

HERRICK MOVED AND FIFAREK SECONDED TO APPROVE THE 2020 OPERATING BUDGET AS PRESENTED. MOTION PASSED UNANIMOUSLY.

OFFICE SPACE LEASE

Francis thanked the Board for their flexibility and responsiveness the past six weeks. The lease termination in OLC's current office space at Schrock Road has been negotiated, agreed upon and finalized.

The initial lease for OLC's new offices at Metro Place South is still in negotiation. The new lease is 70% complete.

CHAIR'S REPORT

Kuonen reported that she is excited and looking forward to the year ahead.

ALA COUNCILOR'S REPORT

Delaney reported on the following:

ALA continues to evolve and there's progress coming in terms of electronic voting. It will be more inclusive and will engage members more.

Conversations are becoming more contentious related to protests on the conference premises. Who in the ALA governance structure would create policy on not allowing protests? If there are to be restrictions, would they come from ALA Staff or ALA Council?

STATE LIBRARIAN'S REPORT

Cain reported on the following:

Annual Public Library Survey. The survey will be sent the beginning of February. IMLS will not be making any changes this year. SLO will add a yes and no question to determine how many libraries are loaning mobile hotspots. OLC will be supporting the SLO on this effort and will be noting its importance.

Brehm-Heeger noted she has a new data analyst and asks that Directors please emphasize who should be completing the survey. She commented on the cost of mobile hotspots and asked if there is some legislative relief for how it relates to the PLF and libraries. This helps show the need for internet connectivity throughout the state.

Francis commented on the importance of the survey and measuring the value and service of public libraries. Howard Fleeter updates our ROI calculator and libraries can use that across the state. It is a great tool if a library has a levy on the ballot.

There has been a conversation with the Governor to expand broadband as current FCC data is not accurate.

State Librarian Search. Several applications have been received. The deadline is February 9. Final interviews will be held by March 31.

SLO New Board Member. Janet Carleton was appointed to a five-year term. It has been over 10 years since they have had an academic librarian on the Board.

OPLIN REPORT

Yarman reported on the following:

LinkedIn Learning. There is nothing new to report on the transition of LyndaLibrary to the LinkedIn Learning platform.

OPLIN Board Appointment. The State Library Board appointed Roger Donaldson, Jackson City Library to the OPLIN Board to complete the remaining three years of the term left open due to a retirement.

Database Usage Reporting Tool. OPLIN has been training robots to collect database usage stats and present them in a single interface. The result is their new stats portal at <https://stats.oplin.org>

E-rate. The next E-rate Workshop is scheduled for February 3.

OPLIN will be appearing before the Sunset Review Committee at the Statehouse.

Armstrong will work with OPLIN to be sure the Clevenet database stats should be part of the local stats.

OPLIN Staff. Jendretzky and Dooley have been building an EZproxy Guardian.

## EXECUTIVE DIRECTOR'S REPORT

Francis reported on the following:

Institutional Dues. To date, responses have been received from 76 county auditors and invoices have been sent to 176 libraries. All libraries should receive their initial invoice for 2020 dues no later than the end of the month.

Thank you. Francis thanked the Board for their support, prayers, and caring during her recent loss.

OLC Staff Notes. D'Andrea celebrated her 27<sup>th</sup> anniversary on January 11.

ALA Emerging Leaders. ALA has selected Jesse Caldwell from the PLCHC and Franco Vitella from TLCPL for its 2020 class. OLC is providing each of them with a \$1500 stipend to help offset expenses associated with their participation in the program and attendance at the ALA's 2020 Midwinter Meeting in Philadelphia and Annual Conference in Chicago.

Transition with New Director of Government and Legal Services. There have been a series of meetings over the past 6 weeks with many outside groups as part of his onboarding. They have met with OPERS and the State Superintendent of Public Instruction.

eBooks. More than 30 Government Relations and Legislative Network members were in attendance at a meeting last week with Blackstone Audio. Special thanks to Brehm-Heeger and Jim Wilkins from Warren-Trumbull County Public Library for their assistance in setting up the meeting. Also, in attendance were Robyn Kennedy, a national sales representative, a senior vice president for the company and other senior staff. They came to Ohio for an honest conversation between libraries and publishers. OLC will share information with them to see what business models may work. It was noted that Rakuten recently sold OverDrive. ULC is going to have a similar meeting now. There may be an avenue for providing some common ground approach for a business model.

## GOVERNMENT RELATIONS REPORT

Smith reported on the following:

PLF Distribution. The distribution of \$33,079,091 was \$86,057 less than the ODT estimate for the month. However, this month's distribution is \$1,506,203 more than the January 2019 distribution.

CY 2020 PLF Certification Update. Has been updated on OLC's website. Please double check your county estimated entitlement for the PLF.

HB 76 – Ballot Language. An action alert was sent asking libraries to contact State Senators. The legislation proposes conveying a property tax levy's rate in dollars for each \$100,000 of fair market value instead of in dollars for each \$100 of taxable value. OLC testified in opposition to this bill on December 11 along with schools and other local government organizations.

HB 46 – State Government Expenditure Database. Will codify the Ohio Checkbook.com and is currently pending before the Ohio Senate General Government and Agency Review Committee.

SB 244 – Certificates of Transition. It focuses on Fiscal Officers as defined in Ohio law, to prepare a certificate of transition for their successor containing an inventory of documents, accounts, and any information prescribed by the Auditor of State.

General Assembly. This is the 2<sup>nd</sup> year of the General Assembly. The Legislature is just now starting to come back leading up to the March primary. It is a great opportunity to reach out and invite them to your libraries and to build on your relationships.

2020 OLC Advocacy Calendar. The 2020 OLC Advocacy Calendar which highlights different monthly activities occurring throughout the year and ideas to use at your library has been updated on the OLC Website.

Governor's Office of Workforce Transformation. OLC staff is continuing to work with the Governor's Office of Workforce Transformation on the Ohio TechCred program and how it can help library staff and promote community engagement. Ohio's TechCred Program gives employers the chance to upskill current and future employees to help them qualify for a better job in today's tech-infused economy. Employers who submit successful applications will be reimbursed, up to \$2000 per credential, when current or prospective employees complete technology-focused credentials.

Bill-Tracker. Staff has made updates to the bill tracker link on the OLC Website.

OLC Legislative Day. Legislative Day is scheduled for April 21. We encourage the Board and their staffs to attend. Talking points are being updated.

Trustee Dinners. Francis noted that Trustee Dinners are taking a little different approach in that we are inviting a legislator to speak at each one. It is an election year, and we may get more trustees to attend.

First Amendment Audit. OLC sent an alert about first amendment audits. Remember that the inside of public library buildings are considered a limited public forum as long as the library policy is uniform.

## EDUCATION REPORT

A written report was provided by Hensley in her absence.

Armstrong was pleased for getting Jason Reynolds as a keynote.

## EVENTS REPORT

Gandee reported on the following:

Right Click. n November 2019 they had about 87 attendees.

2020 Stand Alone Conferences. A preliminary look at possible venues for the Multiple Literacies Conference and Innovation Conferences has begun. The Service For All Conference is scheduled for May 14, 2020 at OCLC Conference Center. The Multiple Literacies Conference Committee meets next Wednesday. The Innovation Conference Committee meets in February.

Trustee Dinners. Dates and locations have been scheduled.

Events. CPIM and Tech Services are scheduled for April 15-16 at the Nationwide Hotel & Conference Center. Legislative Day is April 21 at the Sheraton Columbus Hotel at Capital Square.

2020 Convention and Expo. The Convention Committee continues to work hard on the Convention plans. They toured the Convention Center.

## COMMUNICATIONS REPORT

Jacobsen reported on the following:

125<sup>th</sup> Anniversary Logo. Jacobsen reported how the OLC's 125<sup>th</sup> Anniversary logo is being used and that it is a milestone.

2020 Budgets. 2020 budgets for the OLC's Divisions and Committees were collected, reviewed and submitted for approval.

2020 Census. A resource page on the OLC website was created to help libraries prepare for the 2020 Census. It includes a report from Ohio's Complete Count Commission, ALA and U.S. Census Bureau resources, links to webinars, grant information, etc.

Website. The most popular pages on the OLC website over the past two months are: JobLine; What's Happening in Ohio's Public Libraries; News; Convention and Expo; and How to Access LinkedIn Learning/Lynda.com with Your Ohio Library Card.

It was asked how What's Happening is getting promoted outside of Ohio. We should be sure to highlight outside of Ohio and to other groups.

## MEMBER SERVICES REPORT

D'Andrea reported on the following:

2020 Membership. The first membership renewal was sent by first-class mail on November 30, 2019. A second renewal reminder is scheduled to be sent electronically on January 16.

Governance. Updates and revisions continue to be made to reflect the Division and Committee Action Councils, 2020 Goals and Objectives, and 2019 Annual Reports.

Awards and Honors. The Committee will meet by conference call on February 4, 2020. The Committee encourages all Board members to encourage nominations.

## ANNOUNCEMENTS

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

## EXECUTIVE SESSION

WHITAKER MOVED AND HERICK SECONDED TO ENTER INTO EXECUTIVE SESSION AT 1:28 P.M. FOR THE PURPOSE OF DISCUSSING THE



EXECUTIVE DIRECTOR'S PERFORMANCE REVIEW PROCESS AND  
CONTRACT. MOTION PASSED UNANIMOUSLY.

BREHM-HEEGER MOVED AND ARMSTRONG SECONDED TO CONCLUDE  
EXECUTIVE SESSION AT 1:39 P.M. MOTION PASSED UNANIMOUSLY.

ADJOURNMENT

With there being no further business to come before the Board, the meeting was  
adjourned at 1:40 P.M.