

OHIO LIBRARY COUNCIL
BOARD OF DIRECTORS
January 18, 2019

PRESENT	Kacie Armstrong, Euclid Paula Brehm-Heeger, Cincinnati 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 Nick Tepe, Athens Mark Whitaker, Loudonville Laura Lee Wilson, Willard
GUESTS	Beverly Cain, State Library of Ohio Jason Elvers, Vorys, Sater, Seymour & Pease Don Yarman, OPLIN
STAFF	Doug Evans, Executive Director Jeanine D'Andrea, Director, Member Services Michelle Francis, Director, Government and Legal Services Jason Gandee, Events Manager Angie Jacobsen, Director, Communications Denise Kise, Accounting/Data Services
CALL TO ORDER INTRODUCTIONS	Nick Tepe, Chair, called the meeting to order at 10:03 a.m. Tepe introduced 2019 incoming OLC Board members, Aimee Fifarek, Cheryl Kuonen, Jen Slone and Laura Lee Wilson.
APPROVAL OF AGENDA	Tepe noted the Board will go into Executive Session immediately following the Election of 2019 Officers. MERCER MOVED AND HERRICK SECONDED APPROVAL OF THE AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.
APPROVAL OF MINUTES - NOV. 16, 2018	WHITAKER MOVED AND BREHM-HEEGER SECONDED TO APPROVE THE NOV. 16, 2018 MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.
ELECTION OF OFFICERS	The OLC Executive Committee submitted the following nominations for the 2019 officers: <ul style="list-style-type: none">• Vice Chair/Chair-Elect: Cheryl Kuonen, Director, Mentor Public Library• Secretary-Treasurer: Paula Brehm-Heeger, Director, Public Library of Cincinnati and Hamilton Co.

With no additional nominations to come before the board, HERRICK MOVED AND SEEBERG SECONDED TO CLOSE THE NOMINATIONS. MOTION PASSED UNANIMOUSLY.

With nominations closed, Tepe requested a vote by acclimation. The approval of candidates was unanimous.

Tepe turned the meeting over to Kacie Armstrong as 2019 Chair of the OLC Board of Directors.

Armstrong thanked Tepe for his service as 2018 Chair and presented him with a gift from the Board. Tepe thanked the Board for the privilege to serve as Chair of the Board.

EXECUTIVE SESSION

Armstrong requested a motion for the Board to go into Executive Session to discuss Evans' letter of resignation and his announcement of plans to retire as the OLC's Executive Director.

BREHM-HEEGER MOVED AND HERRICK SECONDED TO ENTER INTO EXECUTIVE SESSION AT 10:08 A.M.

HERRICK MOVED AND WHITAKER SECONDED TO CONCLUDE EXECUTIVE SESSION AT 10:48 A.M.

EXECUTIVE SESSION REPORT

Armstrong reported that the Board had accepted Evans' letter of resignation and had discussed options for filling the open Executive Director position following his departure on June 28, 2019. Tepe had been named chair of the search committee and he acknowledged that staff input would be sought during the process. A preliminary time frame for the search had already been established, including: posting an RFP for search firms by January 28; accepting proposals through Feb 8; selecting a firm by Feb. 20 and immediately updating the job description and posting the position; having one month active recruitment; reviewing finalists in early May; and identifying a final candidate by the May 17 Board meeting.

Armstrong asked Jacobsen to prepare the news release for distribution later that day regarding Evans' resignation and the Board's plans to conduct its search. The Board acknowledged that Francis would serve as interim Executive Director during Evans's medial leave. On behalf of the Board, Armstrong thanked Evans for his work as Executive Director, and shared her best wishes in his retirement and with his personal medical issue.

2019 OLC BOARD ORIENTATION

Evans introduced Jason Elvers, OLC legal counsel from Vorys, Sater, Seymour and Pease, who discussed the roles and responsibilities of an OLC Board member. He specifically reviewed the importance of fiduciary responsibilities through the duty of care and the duty of loyalty.

CONFLICT OF INTEREST POLICY

Evans reviewed the OLC Board of Directors' Conflict of Interest Policy. All Board members were asked to sign the form acknowledging their receipt, understanding, and willingness to abide by the policy.

FINANCIAL REPORT:
MONTH-END NOVEMBER
2018

Evans presented the financial report for month-end November 2018.

Revenue. Overall, revenue through the first 11 months of the year was under projections by \$40,255, mostly due to investment revenue being under budget by more than \$41,000. Convention and Expo revenue was under budget by \$12,186 but almost all other revenue categories are over budget. Evans noted that a check in the amount of almost \$17,000 for the OLC's workers' comp group rating program service fees would be forthcoming.

Expenses. Expenses through November were \$14,415 under budget – despite accrued staff vacation time totaling just over \$6,000. Legal Services also are \$17,000 under budget due to timing of invoices and payments. Other categories significantly under budget include Travel and Catering (- \$11,707) and Management Expenses (- \$12,652)

Year-to-date, the net change in assets is \$25,840 under estimates – most of which is due to the volatility in the investment market.

Rubin asked about how long it had been since the OLC had looked at its options for investment advisors. Evans noted that the Finance Committee has last reviewed proposals and interviewed investment firms in 2012. He suggested that the committee should look at initiating the process again.

HERRICK MOVED AND RUBIN SECONDED ACCEPTANCE OF THE FINANCIAL REPORT MONTH-END NOVEMBER 2018 AS PRESENTED. MOTION PASSED UNANIMOUSLY.

2019 OLC BOARD
COMMITTEE
ASSIGNMENTS

Evans presented the proposed assignments for the 2019 Board committees. BREHM-HEEGER MOVED AND MERCER SECONDED TO ACCEPT THE OLC BOARD COMMITTEE ASSIGNMENTS AS PROPOSED. MOTION PASSED UNANIMOUSLY. A recommendation for a new At-Large member for the Nominations Committee will be presented at the March Board meeting.

2019 OLC OPERATING
BUDGET

Evans reported that the Finance Committee members met via telephone conference call on Jan. 9, 2019 to review the proposed operating budget for the year. The committee had thoroughly reviewed the budget and unanimously agreed to present it to the Board as prepared by staff.

Evans noted that Institutional membership revenue projections for the 2019 were based upon an increase in the PLF in 2018 of approximately 3.4%. He noted that property tax revenue is estimated to be flat for budgeting purposes. Overall, Institutional dues revenue is projected to be \$821,500 or some \$22,400 (2.8%) more than 2018 if all member libraries renew.

Membership dues revenue from Other Institutions, Individual and Friends are projected to be relatively flat.

Legislative Day in 2019 will include a lunch in the Statehouse atrium and is projected to bring in \$11,250 – just enough to cover estimated costs.

Registration fees for the 2019 Convention and Expo will have to increase by \$15 per person across the board to cover estimated costs.

Leadership Conference registration fees also will have to increase to cover food costs.

Evans noted that revenue and expenses for Trustee Dinners were not included in the 2019 operating budget. He recommended suspending the events due to declining attendance and increasing costs to host the events. The Board opted to discuss this proposal at the end of the budget presentation.

It was also noted that the \$11,050 LSTA grant budgeted to cover most of the expenses associated with the Joint Library Association Conference in June 2019 had already been approved by the State Library of Ohio.

Total projected revenue is \$1,440,275

Expenses. Expenses for the year include a projected total of \$833,525 for staff salaries and benefits. Evans estimates an average 2.5% increase in staff salaries, a 14.5% increase in health insurance premiums, no increases in dental and vision insurance premiums, and just slight increase in life and disability insurance premiums. The cost estimates include retaining the current policy for employee contributions to their personal and dependent insurance premiums. The OLC also will make a bi-weekly contribution to each employee's 401(k) plan that equals 5% of the employee's salary.

Contractor and Consultant expenses include the annual financial audit, legal expenses, Convention Contractors, and administrative costs for payroll, 401(k) administration, and library funding/tax revenue analytics by Howard Fleeter. In addition, \$20,000 has been added to cover the costs of a consulting firm to assist with the Executive Director search.

Most of the other expenses for Supplies and Resource Materials, Communications, Printing/Design, Maintenance/Equipment, Space Rental, Travel/Meals, and Management Expenses are fairly standard. Evans noted, however, that almost every expense associated with the Convention and Expo being hosted in Cincinnati has increased as compared to the 2018 event at Kalahari – with two of the more substantial increases being in space rental (+ \$14,500) and equipment rental (+ \$7,000). Overall the budget for the 2019 event is \$40,000 more than 2018.

Another area of notable increase in expenses is with Legislative Day, which will be hosted in the Statehouse atrium and include a lunch event. Most of the expense, however, will be offset by the \$45 per person registration fee.

Total projected expenses for the year are \$1,144,165 – resulting in a net loss in assets of \$3,890.

The Board then discussed Evans' proposal to discontinue the Trustee Dinners in 2019. Evans noted that two of the six events scheduled in 2019 were cancelled due to low attendance and attendance had declined at some others around the state. The consensus of the Board was that despite the expense of hosting the events – both in hard and soft dollars – was expensive, they continue to be a good opportunity to connect with

trustees around the state – particularly in a budget year. Ideas for better promotion were suggested as well as possible locations for fewer dinners. The Board also would like to see some ideas from staff about options for promoting and hosting the dinners in future years. Evans provided the projected revenue and expense budget for the events if the Board chooses to reinstate them into the budget.

HERRICK MOVED AND SEEBERG SECONDED TO AMEND THE PROPOSED 2019 OLC OPERATING BUDGET BY ADDING APPROXIMATELY \$36,000 TO THE EXPENSES TO COVER THE PAYOUT OF EVANS' ACCRUED PAID TIME OFF AND THE ADDITION OF REVENUE AND EXPENSES ASSOCIATED WITH HOSTING THE 2019 TRUSTEE DINNERS. MOTION PASSED UNANIMOUSLY.

WHITAKER MOVED AND SLONE SECONDED TO ACCEPT THE 2019 OPERATING BUDGET AS AMENDED. MOTION PASSED.

OLC OFFICE SPACE

Evans reported on the process of reviewing options for office space when the current lease expires at the end of October 2019.

Current viable options:

- (1) renew the lease on current office space for five years;
- (2) negotiate a lease on space at 250 Old Wilson Bridge Rd., Worthington;
- (3) negotiate purchase of a free-standing building at 960 Checkrein Ave.;
- (4) re-open the search but limit it to viable office space only, without common meeting room availability; or
- (5) renew lease on current office space for one year (Nov. 2019 – Oct. 2020).

Evans noted several factors that should be considered:

- that a final decision on the OLC's office space should be made no later than March 2019;
- there are some tenant changes taking place in the current building that may change the "professional setting" and put additional stress on the facilities; and
- if a relocation is made, there will be a significant amount of work between July and October that the new Executive Director will need to handle.

The Board discussed the pros and cons of the options presented and agreed that a move at this time would add a substantial amount of work on the new Executive Director and staff.

BREHM-HEEGER MOVED AND RUBIN SECONDED TO RENEW THE LEASE ON THE CURRENT OFFICE SPACE FOR ONE-YEAR. MOTION PASSED UNANIMOUSLY.

CHAIR'S REPORT

Armstrong again thanked Evans for his work as OLC Executive Director. She also encouraged Board members to have their libraries participate in 50th anniversary of the Coretta Scott King Book Awards. The ALA's

Ethnic & Multicultural Information Exchange Round Table has a number of events and activities already planned to celebrate the anniversary.

ALA COUNCILOR'S
REPORT

Delaney provided a written report. She plans to attend the March Board of Directors meeting to report on the ALA Midwinter Meeting. Evans noted Francis will be attending ALA Midwinter Meeting in Seattle on behalf of the OLC.

STATE LIBRARY OF OHIO
REPORT

Cain reported on the following:

State Library Board. Current Board president Krista Taracuk, has resigned effective Jan. 18 and plans to relocate out of state. The Board has issued a call for nominations and received applications from six well-qualified candidates. All six have been submitted the Ohio Department of Education with the request that first consideration be given to candidates from either northern or eastern Ohio. ODE will select an appointee at its February meeting.

LSTA. Four LSTA grants were awarded, including: Licking County Library was awarded a grant for another 24/7 library in a box on the eastern side of the county; an automation grant was awarded to the Bucyrus Public Library to join the COOL consortium; the OLC was awarded \$11,050 to support the Joint Conference; and OPLIN received grant of \$70,000 to upgrade to Drupal 8 website tool kit.

Staffing. David Green has joined the IT staff, and Erin Kelsey has been hired as a Library Consultant.

Brehm-Heeger asked if Cain was aware of any efforts to help federal libraries during the government shutdown. Cain responded that State Library is a federal depository and is aware of concerns for those working in federal libraries. She said she would have Kirstin Krumsee contact Brehm-Heeger to discuss what could be done.

OPLIN REPORT

Don Yarman reported on the following:

OPLIN Website Kits. OPLIN received an LSTA grant to upgrade to Drupal 8 for its library website kits.

Gateway Error Reporting. There has been a change in error reporting for those libraries using text messaging from OPLIN. SEO is the largest user of the messaging service sending 13,000 messages per week, compared with CLEVNET's 8,500.

Database Training. OhioNET is offering a series of free webinars featuring the statewide databases starting with the genealogy resources in February and March.

EXECUTIVE DIRECTOR'S
REPORT

Evans reported on the following:

Institutional Membership Dues Billing. Forms were sent to all 88 county auditors requesting information for each library's 2018 PLF and local property tax receipts (if applicable). Invoices have been sent to 193 libraries for their 2019 Institutional membership dues. All libraries should receive their invoices no later than the end of the month.

GOVERNMENT AND
LEGAL SERVICES
REPORT

OLC Staff Notes. D'Andrea's 26th anniversary with the OLC staff was on January 11.

Clermont County Public Library. Library Director Chris Wick has been in contact with Evans about the possibility of the library returning as an OLC Institutional member. She has invited Evans and Francis to attend the library Board meeting on March 18.

Beavercreek City Schools. The OLC received notice from ALA Office on Advocacy that the Beavercreek, Ohio City Schools eliminate all of its librarians and a campaign to hopefully address the issue is being planned. The OLC may be asked to provide some support.

Francis reported on the following:

Public Library Fund. The January PLF distribution came in just below ODT estimate for the month. According to the Ohio Department of Taxation, the decrease may have been caused by changes in federal tax law changes.

Webinars. The OLC partnered with the Ohio Auditor of State's Office to hold a free training webinar for public library fiscal officers on the Hinkle System Notes on Jan. 10. Another webinar with the AOS's office on the new HB 312 requirements was on Jan. 3. Both webinars are archived and available on the OLC website.

General Assembly. The lame duck session of the 132nd General Assembly continued through the holiday break. The House has not made Committee announcements yet. They will hold a retreat next week, and announcements should soon follow. The Senate held a retreat this week and will make Committee announcements next week. Sen. Randy Gardner was named Chancellor of Higher Education under the new Governor. Ryan Burgess has been named the Director of Cabinet Affairs.

Inauguration. Governor DeWine and Lt. Governor Husted were officially sworn in on Jan. 14. The OLC was represented at some of the festivities.

Gov. DeWine's Agenda. Evans and Francis met with LeeAnn Cornyn, the Governor's new children's initiatives director. They talked about how libraries could assist with some of the literacy initiatives.

Office of Budget and Management. Kim Murnieks was recently appointed as the new OBM Director. Francis will set up a meeting with her to discuss the PLF and connections with State Library and OPLIN.

The OLC will host an advocacy webinar about working with the new General Assembly on Jan. 31 and Board members are encouraged to participate.

EDUCATION REPORT

On behalf of Lori Hensley, Evans reported on the following:

Safety and Security Conference. Due to time constraints for program planning, securing venues, and event management, the Safety and Security conferences have been moved to October 2019.

Ballot Workshop. The Ballot Workshop was confirmed for May 23.

EVENTS MANAGEMENT
REPORT

Gandee reported on the following:

Trustee Dinners. Staff will begin working on locations for the events.

Facilities Conference. Staff will meet with the Facilities Conference planning committee on Feb. 8. Gandee will have an update in March.

COMMUNICATIONS
REPORT

Jacobsen reported on the following:

Awards and Honors. A promotional video is live on OLC's Vimeo page and will be shared in Access and on social media pages. The nomination period runs through April 30.

News Release. A news release regarding Evans' retirement was shared with Tepe, Kuonen and Armstrong. Copies are available to the Board.

Twitter. A reporter from the *Cincinnati Enquirer* had Tweeted she needed to stop at a McDonald's to use their Wi-Fi. Francis responded by suggesting stopping at a local public library may be better. The Tweet has been retweeted by other Ohio journalists. Armstrong commended staff for the great job with Facebook postings as well.

MEMBER SERVICES
REPORT

D'Andrea reported on the following:

2019 Membership. A second renewal reminder is scheduled to be sent electronically early next week. Renewal statistics continue to be monitored.

Lifetime Membership. Alan Hall, Public Library of Steubenville and Jefferson County, has become a Lifetime member.

ALA/OLC Joint Student Membership. The Joint Student Membership Program continues to grow. Seventy-two members joined through the program in 2018 as compared to 44 in 2017.

ANNOUNCEMENTS

The results of Evans' performance evaluation will be e-mailed to Board members for review.

The next OLC Board of Directors meeting will be on March 15.

ADJOURNMENT

With no further business to come before the Board, the meeting was adjourned at 1:28 p.m.