

OHIO LIBRARY COUNCIL
BOARD OF DIRECTORS
March 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
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
Meg Delaney, ALA Councilor
- STAFF** Doug Evans, Executive Director
Jeanine D’Andrea, Director, Member Services
Michelle Francis, Director, Government and Legal Services
Jason Gandee, Events Manager
Lori Hensley, Director of Education and Events
Angie Jacobsen, Director, Communications
Denise Kise, Accounting/Data Services Manager
- CALL TO ORDER** Kacie Armstrong, Chair, called the meeting to order at 10:00 a.m.
- APPROVAL OF AGENDA** BREHM-HEEGER MOVED AND HERRICK SECONDED APPROVAL OF THE AGENDA AS PRESENTED. After discussion, Rubin asked for an Executive Session to be added to the agenda to discuss the substance of the Executive Director search. RUBIN MOVED AND HERRICK SECONDED TO AMEND THE AGENDA TO INCLUDE AN EXECUTIVE SESSION AFTER ITEM 4.A – OLC EXECUTIVE DIRECTOR SEARCH. MOTION PASSED UNANIMOUSLY. MERCER MOVED AND SLONE SECONDED APPROVAL OF THE AGENDA AS AMENDED. MOTION PASSED UNANIMOUSLY.
- APPROVAL OF MINUTES** WHITAKER MOVED AND HERRICK SECONDED TO APPROVE THE JAN. 18, 2019 MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.
- EXECUTIVE SESSION MINUTES** HERRICK MOVED AND BREHM-HEEGER SECONDED TO APPROVE THE JAN. 18, 2019 EXECUTIVE SESSION MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

FINANCIAL REPORT:
YEAR-END 2018

Evans presented the year-end 2018 unaudited financial report.

Revenue. Total revenue for calendar year 2018 was \$68,575 under budget, the vast majority of which was due to a loss in the market value of long-term investments of nearly \$77,000. Dues revenue and contract income exceeded budget projections, while continuing education was under budget by nearly \$3,200. As a result overall revenue for the year was under budget by \$69,575.

Evans briefly discussed the loss in the OLC's investments, comparing how the TRAK account fared as compared to the Dow Jones Industrial index. He noted that the majority of the OLC's losses came in the last quarter of the year, with a significant drop in December. For the year, the OLC's investments lost about 7% of their value while the company stocks in the Dow Jones Industrials lost more than 17% of their value. It appears that nearly all of the OLC's losses in 2018 had been recovered in the first three months of 2019.

Brehm-Heeger recalled that in 2009, the Finance Committee looked at the OLC's investments and worked with its advisors to take a conservative investment approach. Evans suggested that the OLC's investment advisors could attend the May meeting to provide a report. Armstrong directed Evans to make the appropriate arrangements.

Expenses. Total expenses for the year were under budget by \$12,625. Salaries and benefits were over budget due to the timing of the final pay period. Legal services were more than \$11,000 under budget due to a decrease in use of outside counsel. Supplies and resources were significantly over budget but that issue has been addressed in the 2019 budget. Most other expense categories were close to or under budget for the year.

Net change in assets for the year was a loss of \$11,225 despite a cumulative total loss of \$76,912 in invested assets.

The 2018 financial audit is scheduled for May 1-3 and the report will be presented at the Board meeting on May 17.

SEEBERG MOVED AND RUBIN SECONDED ACCEPTANCE OF THE FINANCIAL REPORT YEAR-END AS PRESENTED. MOTION PASSED UNANIMOUSLY.

FINANCIAL REPORT:
MONTH-END JANUARY
2019

Evans presented the Financial Report for month-end January 2019.

Revenue. County auditors have been slow in providing 2018 PLF and levy revenue reports and, therefore, many of the libraries' 2019 Institutional dues bills were delayed. As a result, dues revenue is more than \$314,000 under budget for the month. However, continuing education revenue is nearly \$32,000 ahead of budget due to early workshop and conference registrations.

Expenses. Current expenses are almost \$14,000 over budget but most of the excess is due to timing of expenses in the first month of the year. Overall, no issues appear to be a significant concern at this time.

The OLC's current asset total is \$1,157,737, which is more than \$330,000 more than year-to-date 2018.

FIFAREK MOVED AND HERRICK SECONDED APPROVAL OF THE FINANCIAL REPORT MONTH-END JANUARY AS PRESENTED. MOTION PASSED UNANIMOUSLY.

NOMINATIONS COMMITTEE

BREHM-HEEGER MOVED AND MERCER SECONDED THAT THE OLC BOARD OF DIRECTORS APPOINT AMY SWITZER, DIRECTOR, SHAKER HEIGHTS PUBLIC LIBRARY, TO SERVE AS AN AT-LARGE MEMBER ON THE OLC NOMINATIONS COMMITTEE FOR A THREE-YEAR TERM (2019-2021). MOTION PASSED UNANIMOUSLY.

OLC EXECUTIVE DIRECTOR SEARCH

Tepe reported that the Search Committee had reviewed proposals from six search firms and only two were within the OLC's budget. The committee selected Organizational Architecture of Cleveland to handle the search.

Tepe distributed a handout that outlined the search process and timeline. A launch meeting was held on Feb 28 involving representatives from Organizational Architecture (OA), Search Committee members, and Evans. The job has been posted on the OLC and Ohio Society of Association Executives (OSAE) websites and on Indeed.com. The recruitment and screening of candidates is underway. To date, 18 individuals have applied for the position and currently three appear to be viable candidates. OA also has started the compensation benchmarking process and a screening questionnaire. The search committee would like to have staff input during the process. The Search Committee will want to provide information to the membership regarding the process and perhaps ask for their input on candidates.

EXECUTIVE SESSION

FIFAREK MOVED AND RUBIN SECONDED TO ENTER INTO EXECUTIVE SESSION AT 10:30 A.M. MOTION PASSED UNANIMOUSLY.

Executive Session concluded at 11:17 a.m.

OLC BOARD OF DIRECTORS ELECTIONS

Evans reported that current Board members eligible for re-election to a second three-year term include Armstrong (MLIS), Brehm-Heeger (At-Large), and Seeberg (Trustee). All acknowledged their desire to be candidates for re-election. Tepe is not eligible for re-election because he has served two three-year terms. A call for candidates will be included in *This Week* and *Access* and posted on the OLC website through April. The Nominations Committee will review the nominations and will recommend a slate for the Board's consideration at the meeting on May 17.

OLC CHAIR'S REPORT

Armstrong formally thanked Evans for communicating with the Board while he was out on medical leave. Armstrong also thanked Francis and the staff for their continued work during the Evans' absence. She also expressed her thanks to the Search Committee for their continuing work.

ALA COUNCILOR'S REPORT

Delaney reported that she opted not to attend the ALA Midwinter Meeting in Seattle due to concerns with airline safety during the government shutdown. However, she followed a lot of the activities at the meeting

through various blogs and other online sources. She noted that the ALA's Executive Director search is continuing and the goal is to have a new person on board after the 2020 Midwinter Meeting. She commented that she had not fully appreciated Ohio's leadership at the national level until she became councilor, and attributed a lot of Ohio's national reputation to the OLC and Evans' role in the ALA Chapter Leaders Forum, Chapter Relations Committee, and International Council of Library Association Executives (ICLAE). She encouraged the search committee to consider the importance of that role when looking at candidates.

Delaney reported that the ALA passed a resolution supporting the elimination of library fines and was interested in having the OLC possibly consider doing the same. Francis suggested having the Government Relations Committee review the issue and make a recommendation to the Board.

Regarding the reported bad behavior by some members at the ALA Council forum in Seattle, Tepe asked if the OLC should make a statement about the issues about diversity at ALA, and whether other state organizations had done so. Brehm-Heeger noted that, having attended the ALA Council forum in the past, it is managed poorly and is often dysfunctional. Statements made at the forum are not officially documented and it may not be wise for the OLC to make a statement based upon interpretations of others. It was the sense of the Board that the issue be referred to the OLC Diversity Awareness and Resources Committee. Armstrong will follow up with the committee chair.

On a somewhat related note, Brehm-Heeger asked if Armstrong was the first person of color to chair the OLC Board of Directors. If so, it should be acknowledged in some way.

STATE LIBRARY REPORT Beverly Cain, State Librarian, reported on the following:

Alan Hall, Assistant Director, Public Library of Steubenville and Jefferson County, was appointed to State Library Board of Trustees on March 24.

Kiersten Krumsee was named as a *Library Journal* "Mover and Shaker."

The deadline for public libraries to complete the annual statistical survey is March 22. As of March 11, 60 libraries had not begun to fill out the survey.

In response to Francis' questions about the State Library's concerns with IMLS funding possibly being eliminated in the President's budget proposal, Cain commented that she had not yet followed through on the ALA's directive. She said the ALA had made a few missteps in the past with the accuracy of their information, and she wanted to wait until the line item budget is released on March 18.

OPLIN REPORT

Don Yarman was unable to attend the meeting but provided a written report.

EXECUTIVE DIRECTOR'S REPORT

Evans expressed his appreciation to the Board for their support as he dealt with his recent medical issue. All indications are that the prognosis is good and he was glad to be attending his 100th OLC Board meeting.

ALA Midwinter Meeting/Annual Conference. Evans expressed his appreciation to Francis for attending the ALA Midwinter Meeting on behalf of the OLC. She also has registered to attend the ALA Annual Conference, June 21-24, in Washington, D.C. If the new Executive Director is on board by then, his/her attendance would be a great way to become acclimated to ALA issues and Ohio's role at the national level.

Institutional Dues. As noted in the month-end financial report, the 2019 Institutional dues billing was delayed because several county auditors did not report their PLF and property tax revenue in a timely manner. Through March 1, 198 libraries had paid their Institutional membership dues in full; 20 libraries had paid at least the first or second installment; and 33 had not paid any portion of their dues.

2019 Operating Budget. As per the Board's action, the 2019 OLC operating budget has been revised to include the revenue and expenses for hosting four Trustee Dinners around the state and the payment of unused paid time off to Evans upon his departure on June 28. A copy of the revised budget was attached to the report.

2019 Short-Term Investments. Evans has transferred \$500,000 from the OLC's savings account to the advisors at Morgan Stanley to invest in short-term investments, which will include seven certificates of deposit of various values that will mature each month from June through December.

Employee Benefits. As of March 1, employee health, dental, vision, and life insurance benefits were renewed with current carriers. The long-term disability insurance was moved from Sun Life to the Hartford, which decreased the premium by 41%.

Office Space. An amendment to extend the lease on the current office space has been signed. The amendment extends the lease at 1105 Schrock Rd., Ste. 440, through October 2020 at \$17 per square foot.

Staff Anniversary. Evans acknowledged Michelle Francis' fifth-year anniversary on staff (February 12).

Meetings. Evans attended the KSU iSchool Advisory Board meeting, where work groups discussed strategic planning and marketing, offering a bachelor's degree in library science, and how to effectively market the school's master's degree in Knowledge Management.

Trustee Workshop/Dinners. This year's workshop was attended by 55 library trustees from around the state. Evans thanked Seeberg for his presentation at the event. The four upcoming Trustee Dinners will be hosted in Grove City, Independence, Bowling Green, and Cambridge. Early registration figures are low but the events will continue to be promoted in *This Week*, *Access*, and broadcast e-mails.

GOVERNMENT AND LEGAL SERVICES REPORT

Francis reported on the following:

Governor's Budget Proposal. Gov. DeWine released his FY20-21 budget proposal in a summary or narrative form. Actual bill language is expected the week of March 18. His budget proposes maintaining the PLF at 1.68%, which he projects will result in an \$8.5 million increase in funding

in FY20 due to anticipated growth in the state's economy and subsequent tax revenue. In addition, the Governor is proposing funding for:

- early childhood literacy,
- workforce development
- the Books to Birth program (Dolly Parton Imagination Library); and
- summer feeding programs for child nutrition.

Transportation Issue. The gas tax pays for road repairs and construction. In the bigger picture of politics, the Governor proposed a gas tax which the Senate wants to offset with a decrease in the income tax. Any cut in the income tax would potentially decrease library funding.

Legislative Day. Legislative Day is scheduled for April 9. Gov. DeWine, Speaker Obhof and Minority Leader Yuko are scheduled to speak. The Governor also will walk through the library showcase in the Rotunda. Eight different libraries have been selected by the Government Relations Committee to showcase their programs and services.

ALA DC Fly-in. Last month, Francis participated in legislative fly-in to Washington, D.C. She joined a group of library leaders from Ohio in visits with key members of Congress.

ALA Midwinter Meeting. Francis' participation included attending the Chapter Leaders Forum, Chapter Relations Committee meetings, and meetings with other state executives.

Grow with Google. The OLC will be involved in the Grow with Google launch at the Columbus Metropolitan Library on March 18. The new program also will be launched at the Akron-Summit County Public Library and Lima Public Library.

EDUCATION REPORT

Hensley reported on the following:

Joint Library Association Conference. The planning committee for the conference has contracted with Kay Coughlin to facilitate the conference program planning. She has put together a first draft of the agenda that focuses on outcomes of the event.

2019 Convention and Expo. The Convention Program Committee met on March 15 and selected programs for all but 13 break-out sessions.

Hensley gave updates on the number of registrants at events. The second New Director's workshop was confirmed for June 19.

In response to Armstrong's question regarding the opportunity for the On-Demand Education Committee to focus on mental health grants, Cain noted that libraries can work with Bridge, but there are other certified trainers. Cain will have Kiersten Krumsee contact Armstrong.

EVENTS REPORT

Gandee reported the site details and catering orders are being finalized for Trustee Dinners in Grove City, Independence, Bowling Green, and Cambridge; Legislative Day; Library Accounting Conference (CPIM); and the Community Engagement Conference.

Convention and Expo. The Local Arrangements and Expo Committees will meet April 11 at Symmes Library near Mason. The Public Library of Cincinnati and Hamilton County will host a reception for all conference attendees on Sept. 26, from 6:30-8:30 pm..

2020 Convention and Expo. The OLC's space at the Greater Columbus Convention Center has changed but should actually be better for attendees staying at the Hilton. A review of the contract addendum is currently underway.

2021 Convention and Expo. Toledo has withdrawn its original bid to host the 2021 Convention and Expo. Shonna Nitzel, Experient continues to work on getting a firm offer from the city.

COMMUNICATIONS REPORT

Jacobsen reported on the following:

Legislative Day. A media advisory and news release will be distributed prior to the event. Resources and advocacy tools have been added to the website and the library funding microsite.

Event Promotion. Promotion continues for upcoming events, including registration for the Community Engagement Conference, which should open next week.

Lynda.com. The Customer Service and Support Staff Division has identified several Lynda.com courses for library staff and highlighted them for members. The Professional Development Committee is looking at working with the Divisions to also identify applicable courses for their members.

MEMBER SERVICES REPORT

D'Andrea reported on the following:

2019 Individual Membership. Renewals are on target as compared to past years. A survey was sent to library directors requesting their policy for paying OLC Individual membership dues for staff. To date, 113 directors have responded. A second notice was sent March 12.

Awards and Honors. To date, only two award nominations have been received. The deadline for nomination submissions is April 30.

Nominations and Elections. Each Division action council has been sent information regarding their nomination process for the 2019 elections. Slates of candidates are due to OLC by April 1.

NEXT MEETING

The next OLC Board of Directors meeting will be on May 17, 2019.

ADJOURNMENT

With no further business to come before the Board, the meeting was adjourned at 1:48 p.m.