

OHIO LIBRARY COUNCIL
BOARD OF DIRECTORS

Via Zoom
January 14, 2022
10:00 A.M.

PRESENT Kacie Armstrong, Euclid
Paula Brehm-Heeger, Cincinnati
Sarah Clevidence, Findlay
Tom Dillie, Minerva
Aimee Fifarek, Youngstown
Carol Herrick, Centerville
Mary Ellen Icaza, Canton
Cheryl Kuonen, Mentor
Melissa Marolt, New Lexington
Chad Seeberg, Marysville
Jennifer Stone, Chillicothe
Laura Lee Wilson, Huron County, Willard

ABSENT Rick Rubin, Cuyahoga Falls

GUESTS Jason Elvers, Vorys, Sater, Seymour and Pease LLP
Wendy Knapp, State Library of Ohio
Nick Tepe, ALA Councilor
Don Yarman, OPLIN

STAFF Michelle Francis, Executive Director
Angie Jacobsen, Director of Communications
Denise Kise, Accounting/Data Services Manager
Laurie Miller, Director of Professional Development
Jay Smith, Director, Director of Government and Legal Services

CALL TO ORDER The meeting was called to order by Chair Kuonen at 10:02 a.m.
She welcomed Nick Tepe, ALA Councilor and Jason Elvers, Vorys, Sater,
Seymour and Pease LLP.

APPROVAL OF AGENDA Kuonen noted there will be no Membership Services report as Jeanine D’Andrea
is out. FIFAREK MOVED AND SLONE SECONDED APPROVAL OF THE
AGENDA WITH CHANGE NOTED. MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES ICAZA MOVED AND WILSON SECONDED APPROVAL OF THE NOVEMBER
19, 2021 MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

HERRICK MOVED AND MAROLT SECONDED APPROVAL OF THE
NOVEMBER 19, 2021 EXECUTIVE SESSION MINUTES AS PRESENTED.
MOTION PASSED UNANIMOUSLY.

ELECTION OF 2022 OFFICERS The Executive Committee submitted the following nominations for the 2022
Officers of the OLC Board of Directors:

Laura Lee Wilson, Vice Chair of the Board/Chair-Elect
Carol Herrick, Secretary-Treasurer

No other nominations were received. SEEBERG MOVED AND FIFAREK SECONDED TO CLOSE THE NOMINATIONS. MOTION PASSED UNANIMOUSLY.

WITH NO OTHER NOMINATIONS BEFORE THE BOARD, A VOTE BY ACCLAMATION WAS PRESENTED. MOTION PASSED UNANIMOUSLY. Kuonen congratulated Wilson and Herrick on their elections and thanked them for accepting their leadership roles in the organization.

Kuonen turned the meeting over to Tom Dillie, 2022 Chair. Dillie recognized Kuonen for her service as Chair for two years. Francis shared a photo of her award recognizing her two years as Chair which has been ordered.

2022 BOARD
ORIENTATION

Francis introduced Jason Elvers of Vorys, Sater, Seymour and Pease LLP 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

Dillie noted the OLC Board of Directors' Conflict of Interest Policy was included in the Board background materials. All Board members were asked to sign the form indicating their receipt, understanding and willingness to abide by the policy and return it to Francis.

FINANCIAL REPORT
MONTH-END
NOVEMBER 2021

Francis presented the Financial Report for month-end November 30, 2021.

Revenue. Institutional Dues are over budget due to new library systems joining. Personal Memberships are under budget due to fewer individual memberships. Continuing Education is under budget mostly due to the cancellation of Legislative Day and low attendance at virtual events. Convention and Expo over budget due to registration numbers and sponsorships. Contract income is over budget due to utilization of Equalis Group contract. Other income is over budget mostly due to the increase in value of long-term investments.

Expenses. Salaries and Benefits are under budget due to the accrued vacation and less staff participating in the Health Insurance Program. Consultants and Contractors are under budget due to delay and correction with invoices in Legal Services. Convention and Expo Contractors were under budget due to being in hotel versus a convention center. Supplies are over budget due to updated coding for computer software. Communications are under budget due to less postage and coding of invoices. Maintenance is over budget due to additional AV expenses for Convention speakers. Space Rental is under budget due to Convention location at a hotel hall and not a convention center. Travel and meals are over budget for Convention and Expo hotel fees/attrition. Presenters are well under budget. The only travel expense was for Jason Reynolds' airfare. Most of our speakers were local. Management expenses were over budget due to increase in number of credit card transactions.

The net change in assets is over budget by \$122,714.

FIFAREK MOVED AND CLEVIDENCE SECONDED APPROVAL OF THE MONTH-END NOVEMBER 2021 FINANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

2022 COMMITTEE

MAROLT MOVED AND ICAZA SECONDED APPROVAL OF THE OLC BOARD

APPOINTMENTS

COMMITTEE APPOINTMENTS FOR 2022. MOTION PASSED UNANIMOUSLY.

2022 OPERATING BUDGET

Francis thanked members of the Finance Committee for their patience with the process. They looked back to 2019 with the anticipation of coming out of the pandemic.

REVENUE:

Dues – Institutional Dues are largest contributor to OLC revenue. The current Institutional Dues formula has been in place since 2012. The proposed budget assumes retaining the 247 current Institutional Members. We are proposing an increase of \$50 for Associate Membership Dues from \$400 to \$450. Associate Membership Dues have not been raised since 2004. Other Institutions assumes a \$25 increase from \$250 to \$275. Personal Memberships are based on maintaining membership revenue dues at the 2021 level and are based on an honor system. No increase is being proposed in Friends membership.

Publications – Projects a decrease in sales of publications due to OLC policy to allow for free downloads to members.

Continuing Education – Legislative Day revenue is estimated at \$4,900; Convention and Expo revenue at \$173,310; and Professional Development at \$88,695. Leadership is scheduled to be virtual again with no charge for attendees.

Contract Income – Projects revenue based upon past performance and increasing use of services.

Other Income. Projects revenue based upon past performance. Workers’ Comp projects slightly reduced revenue due to upcoming premium reductions. PPP Loan Forgiveness estimates one-time funds that can be utilized for payroll.

TOTAL PROJECTED REVENUE: \$1,615,007

EXPENSES:

Salaries and Benefits:

Staff Salaries – Includes an average increase of approximately 5% in staff compensation. Retirement Contribution – Proposed budget would increase OLC’s retirement contribution to employees’ 401(k) plan from 5% to 6% of salary for all qualifying employees in a good faith effort. Health Insurance – Assumes fewer employees on health insurance and possible 17% increase in premiums.

Consultants and Contractors:

Auditor – Assumes a \$250 increase in audit fees for 2021 financials. Speaker Honoraria – Includes anticipated costs for non-library speakers at Convention and three stand-alone conferences. Legal Expenses – Increase for trademarking the OLC Logo. Convention and Expo Contractors – Estimates increased costs due to location in Convention Center.

TOTAL PROJECTED EXPENSES \$1,394,894.

FIFAREK MOVED AND SEEBERG SECONDED ACCEPTANCE OF THE 2022 OPERATING BUDGET AS PRESENTED. MOTION PASSED UNANIMOUSLY.

OLC BOARD LIASION ASSIGNMENTS

Francis presented the OLC Board Liaison Assignments for 2022. There were a few minor changes from the preliminary report.

OLC CHAIR'S REPORT

Dillie noted he looks forward to 2022.

ALA COUNCILOR REPORT

Tepe reported on the following:

Tepe is rapidly getting up to speed and hopes that his commitment to libraries as central to the communities we serve will help him to position ALA as best as possible in responding to challenges.

LibLearnX. LibLearnX Conference is January 18-24. Tepe would like feedback from members on their experience.

eBook Fairness. ALA prepared a statement in response to the New York Governor vetoing legislation that would have required publishers to offer licenses for eBooks to libraries under reasonable terms. There is other ongoing litigation regarding eBook legislation.

STATE LIBRARY REPORT

Knapp reported on the following:

Statewide Delivery. Delivery issues are back, and there are many things that need to be addressed. Francis shared that she and Knapp have been in communication regularly.

LSTA. Libraries may apply for an LSTA Open Grant at any time. They undergo evaluations every 5 years. Knapp may be reaching out to some libraries for input. Francis asked if OLC could help push out the LSTA survey information.

Meeting Room. SLO has opened their meeting room as of January. They currently do not have the capability for hybrid meetings at this point.

Armstrong asked if there is more information from the Cleveland Public Library and Cincinnati Digitization Hub. Knapp will have Struble send information to Armstrong. Brehm-Heeger offered to have staff from Cincinnati reach out for more information.

OPLIN REPORT

In addition to his written report, Yarman reported on the following:

ProQuest. OPLIN has been working on the ProQuest stats. They have a solution that should be better.

Northstar Digital Literacy Implementation Progress. There are eight more libraries on Northstar. Now, 1.4 million Ohioans are live. The goal is to get to 5.5 million Ohioans by June 30. Christine Morris created a short, curated list of Northstar's video tutorials, which can bring a library staffer up to speed in less than an hour.

E-rate. The window for filing 471 forms for the next funding year opened January 12 and is open until March 22.

EXECUTIVE DIRECTOR'S REPORT

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

Institutional Membership. The letters to county auditors went out in December. OLC has received 81 out of the 88 responses. Goal is to have all invoices out by the end of the month.

OPERS Board Vacancy. OLC sent a letter to the OPERS Board of Trustees regarding the Miscellaneous Employee Representative vacancy on the Board.

We respectfully encouraged them to consider a public library representative to fill the vacancy. The OPERS Board planned to accept nominations at their January Board meeting but have cancelled their meeting due to COVID. They will address it at their February meeting.

At-Home COVID tests. The Ohio Department of Health has adjusted their testing distribution strategy moving forward. The state is currently in a holding pattern. They are pausing distribution to libraries and prioritizing distribution to school districts and universities. The state has opened 15 testing sites with help from the National Guard. Francis has a call scheduled with Michigan to share our experience.

National eBook Legislation Update. eBook access legislation in other states is receiving push-back. Maryland passed new eBook legislation in March 2021. A lawsuit has been filed by the Association of American Publishers to stop the new law from taking effect on January 1. The Governor of New York vetoed legislation that would require publishers to offer licenses for eBooks to libraries under reasonable terms.

OLC Trademark. Staff will be working with Vorys, Sater, Seymour and Pease LLP on trademarking the OLC logo and name.

OLC Staff. D'Andrea celebrated her 29 years with OLC.

RemoteEDx. OLC worked with Ohio Department of Education and RemoteEDx about the emergency broadband benefit which is now the Affordable Connectivity Program. They have new materials that we will be working to put out to our libraries.

GOVERNMENT AND LEGAL SERVICES REPORT

In addition to his written report, Smith reported on the following:

PLF. The Ohio Department of Taxation posted the December 2021 PLF distribution of \$39,546,013. This brought the calendar year 2021 total to \$464,405,999. We continue to move along in a good trajectory. State revenues continue their trend of exceeding projections. Overall state tax receipts for the month of December came in almost \$243.6 million above estimates.

HB 218 – Vaccine Exemptions. HB 218 became the vehicle, replacing HB 248 and HB 435 for legislation that would prohibit vaccine mandates by public and private employers. HB 218 moved through the House and is now under consideration in the Senate General Government Budget Committee.

HB 327 – Divisive Concepts. This legislation would prohibit the teaching of “divisive concepts” in schools and in higher education. Additionally, it prohibits state agencies and political subdivisions, including libraries from teaching or promoting divisive concepts. Currently the bill is being heard in the House State and Local Government Committee.

HB 43- Open Meetings. Many boards are having difficulty pulling together a quorum. The sponsors of the bill are looking to introduce a substitute bill that may help with gaining additional support needed for passage.

Legislative Maps. The Supreme Court had rejected the state legislative maps that were submitted and contested.

House Minority Leader. Leader Sykes announced she was resigning as House Minority Leader. The House Minority caucus met. Rep. Allison Russo will be the new Minority Leader and Rep. Thomas West, new Assistant Minority Leader. Rep. Jessica Miranda, new Minority Whip and Rep. Richard Brown will continue as the Assistant Minority Whip.

Legislative Day. Legislative Day is scheduled for Wednesday, April 6. The Government Relations Committee will meet next week for discussion about messaging and strategize advocacy components we want to incorporate.

FAFSA Webinar. OLC will be hosting a FAFSA Webinar with the Department of Higher Education on January 26 to discuss and explore opportunities on how libraries can help with Ohio's efforts to increase completion rates of the FAFSA.

PROFESSIONAL DEVELOPMENT REPORT

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

2022 Convention and Expo. Renovations are ongoing and due to be completed before our Convention. The headquarter hotel will be the Renaissance Toledo. The call for programs is open and the deadline is February 7.

Results at Hand. We are using the results at Hand application to receive programs for the Adult Services Conference. This should make behind the scenes work easier. Also using for the other two stand-alone conferences.

Some 2022 events will be hybrid.

COMMUNICATIONS REPORT

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

Awards and Honors program. Nominations are now open. Online forms are available. The deadline for nominations is April 30.

At-home Covid Testing Kits. Ohio's public libraries continue to receive local and national media attention for distributing the at-home, rapid testing kits.

Book Challenges. Information was shared in *This Week, Access* and on the OLC website about how to prepare for and respond to book challenges. This information is password protected on the OLC website.

Website. JobLine continues to be the most popular page on our website. Other pages in the top 10 are the Covid kits to LinkedIn Learning Courses.

Press Release. Staff is working on a press release about the selection of the new officers and a listing of the other Board members. Included is a quote that highlights some of our priorities this year.

MEMBERSHIP SERVICES REPORT

No Membership Services Report was available.

ANNOUNCEMENT

Icaza noted she has been nominated for an At-Large position on the Public Library Association (PLA) Board.

Armstrong thanked members of the Board and staff for the flowers and acknowledgement for her father's passing.

NEXT MEETING

The next meeting is scheduled for March 11. It will be determined closer to the date if the meeting will be in-person or via Zoom.

EXECUTIVE SESSION

Dillie noted we will take a five-minute break before entering Executive Session. Herrick reminded us that the recording of these minutes needs to be turned off prior to Executive Session.

HERRICK MOVED AND SEEBERG TO MOVE INTO EXECUTIVE SESSION AT 12:10 PM. MOTION PASSED UNANIMOUSLY.

SEEBERG MOVED AND HERRICK SECONDED A MOTION TO ADJOURN THE REGULAR SESSION AT 12:46 PM.

ADJOURNMENT

With there being no further business to come before the Board, the meeting was adjourned at 12:46 pm.