

OHIO LIBRARY COUNCIL  
BOARD OF DIRECTORS

Via Zoom  
March 19, 2021  
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 Melissa Marolt, New Lexington Rick Rubin, Cuyahoga Falls Chad Seeberg, Marysville Jennifer Stone, Chillicothe Laura Lee Wilson, Huron County, Willard
ABSENT	Mary Ellen Icaza, Canton
GUESTS	Meg Delaney, ALA Councilor Wendy Knapp, State Library of Ohio Don Yarman, OPLIN
STAFF	Michelle Francis, Executive Director Jeanine D'Andrea, Director, Membership Services 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 10:03 a.m. She welcomed returning Board member Rick Rubin. The Board will ratify Rubin's appointment to fulfill Mark Whitaker's term under Item 3C.
APPROVAL OF AGENDA	FIFAREK MOVED RUBIN AND SECONDED APPROVAL OF THE AGENDA WITH NO CHANGES. MOTION PASSED UNANIMOUSLY.
APPROVAL OF MINUTES	MAROLT MOVED AND HERRICK SECONDED APPROVAL OF THE JANUARY 15, 2021 MINUTES WITH ONE CORRECTION NOTED (Page 3; Expenses; Space rental number is incorrect). MOTION PASSED UNANIMOUSLY.
FINANCIAL REPORT YEAR-END 2020	Francis presented the Financial Report for year-end 2020.  <u>Revenue.</u> Institutional dues income is over budget due to Clermont County PL joining. Continuing Education is under budget \$315,385 mostly due to the convention cancellation and we will make up some of that in less expenses. Francis thanked the staff for making the necessary adjustments with temporary furloughs and other reductions. Catering and meals was under budget \$98,252. The net change in assets of year-end 2020 was over budget by \$13,445.  Herrick would like the minutes to reflect appreciation for the excellent work that Francis and staff did with the year-end 2020 budget.

HERRICK MOVED AND FIFAREK SECONDED APPROVAL OF THE YEAR-END 2020 FINANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

FINANCIAL REPORT  
MONTH-END  
JANUARY 2021

Francis presented the Financial Report for month-end January 2021.

Francis noted as we are moving into this new era, we are still adjusting to coding expenses appropriately, especially for pandemic related items.

Revenue. Institutional Dues income is under budget due to delay in issuing invoices while waiting for county auditor reports. We have three new Institutional Members, Holmes County, Bristol Public Library and Dr. Earl Sloan Library. Individual Membership is under budget due to delayed payments from libraries. Other income is under budget mostly due to long-term investments.

Expenses. Salaries and benefits are under budget due to staffing levels, and timing of health insurance premium payment. We still have one part-time employee who is furloughed. Communications is over budget due to timing of payments and coding of invoices. Printing and Design is over budget due to December expenses for Membership Renewal acknowledged in 2021.

The Net change in assets is under budget by \$11,754.

SEEBERG MOVED AND SLONE SECONDED APPROVAL OF THE MONTH-END JANUARY 2021 FINANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

RATIFICATION OF  
ACTION WITHOUT A  
MEETING

CLEVIDENCE MOVED AND FIFAREK SECONDED RATIFICATION OF ACTION WITHOUT A MEETING:

THAT RICK RUBIN, TRUSTEE, CUYAHOGA FALLS PUBLIC LIBRARY BE SELECTED TO FILL THE UNEXPIRED TERM OF THE TRUSTEE DIRECTOR POSITION ON THE OLC BOARD OF DIRECTORS THROUGH DECEMBER 2021. MOTION PASSED WITH 11 YEA VOTES; ONE ABSTENTION (Rubin).

NOMINATING COMMITTEE

SLONE MOVED AND CLEVIDENCE SECONDED TO APPROVE THE RECOMMENDATION OF THE NOMINATING COMMITTEE: THAT THE OLC BOARD OF DIRECTORS APPOINT DEBBIE SAUNDERS, DIRECTOR, BOSSARD MEMORIAL LIBRARY OF GALLIA COUNTY, TO SERVE AS AN AT-LARGE MEMBER ON THE OLC NOMINATING COMMITTEE FOR A THREE-YEAR TERM (2021-2023). MOTION PASSED UNANIMOUSLY.

PROFESSIONAL  
DEVELOPMENT AD HOC  
COMMITTEE

Francis thanked the Professional Development Ad Hoc Committee members including Clevidence, Wilson and Herrick.

Recommendations from the Ad Hoc Committee include:

Continue PDC's 3 primary areas of focus:

- Review OLC's Core Competencies;
- Promote the Certification Program;
- Play an Advocacy role in OLC's Professional Development (3 Stand Alone Conferences and Participation on OLC's Convention and Expo Program Committee)

PDC should take an advisory role in PD:

- Provide an annual review of OLC PD opportunities and track what has been addressed in previous 2 years.
- Take a broader holistic approach to PD that includes both in-person and virtual opportunities.
- Identify emerging areas for education/training.
- Advise Committee/Divisions on possible areas needing attention.

Membership:

- Consistent with other OLC Committees and our strategic priorities, starting in 2022, the PDC should have no more than 13 members.
- Consistent with other OLC Committees, members of the PDC should serve three (3) year terms. The process of staggering these terms can begin in 2022.
- Consistent with other OLC Committees and Divisions that receive travel reimbursement, the PDC should not meet more than twice a year in person.
- In 2022, the PDC may assign one PDC Liaison to each Committee and Division that requests assistance.

Educational Training:

Committees and Divisions decide area/topics for professional development, how to address topics and implement education and training.

Clevidence thanked staff for pulling together all the information. The PDC is made of passionate and dedicated members. She appreciates the feedback from members of the committee. There was some organizational structure under previous OLA recommendations for term limits when the different organizations merged. That may be a conversation at a later point.

Herrick appreciates the work of the committee and is encouraged to look at some of the details of what was included over the education training in the past 3 years. She agrees that the board should have another conversation on term limits.

Kuonen thanked the Ad Hoc Committee and Francis for their hard work.

RUBIN MOVED AND FIFAREK SECONDED TO ACCEPT THE RECOMMENDATIONS OF THE PROFESSIONAL DEVELOPMENT AD HOC COMMITTEE AS PRESENTED. MOTION PASSED UNANIMOUSLY.

OLC BOARD OF  
DIRECTORS ELECTIONS  
2021

Francis reported on the following:

In the 2021 elections, five positions on the Board of Directors will be on the ballot, including one MLIS position, one Trustee position and three At-Large positions. Current Board members eligible for re-election are asked to indicate to Francis their wish to run for re-election within the next two weeks. A call for candidates interested in being considered for election will be included in *This Week* and *Access* and posted on the OLC website beginning on the Monday following the March Board meeting and continuing through April.

STAFF RESTRUCTURING

As was discussed at the January meeting, we have merged the Director of Education and the Events Manager into one Director of Professional Development position. Hensley and Gandee's last day with OLC was March 5. We are currently conducting interviews. Francis thanked Kuonen for sitting in on

those interviews. There are strong candidates, and we are taking a more holistic approach to education and professional development. Kuonen was impressed with the quality of candidates.

#### CHAIR'S REPORT

Kuonen thanked the Board for all the hard work they've done for OLC.

#### PANDEMIC RESPONSE

Francis reported on the following:

OLC is continuing to field calls and send out updates. Governor DeWine's vaccine team contacted OLC about distributing Abbott At-home Rapid test kits. OLC put the information out to our members and did a webinar with the Governor's testing team. There are currently 120 libraries distributing test kits. We received good press and received heartwarming letters from our members, as many need the testing kits to return to work, attend college visits, etc.

OLC sent a formal letter to the Governor asking him to make libraries a priority for vaccines. The approach the Governor is taking is by age and medical condition. There were a few limited occupations that took priority, like school employees.

Board members asked if it is possible to share the positive comments regarding the Testing Kits with our members. Francis, Smith and Jacobsen will put something together.

#### ALA COUNCILOR'S REPORT

Delaney reported on the following:

Elections. ALA Elections are open. The annual election will close on Wednesday April 7, 2021.

Virtual Council Meetings. Members are becoming more and more comfortable with virtual council meetings. The informality associated with a zoom meeting has raised some concerns.

Rubin asked if OLC sends out a list of candidates running in the ALA elections from Ohio. Francis noted that ALA has not sent OLC an official list by state. OLC staff will reach out.

Francis thanked Delaney for the significant amount of time and the many meetings she has attended with Council.

#### STATE LIBRARY REPORT

In addition to her written report Knapp reported on the following:

State Budget. State Library is waiting to learn when they will testify on the state budget.

American Booksellers Association. The American Booksellers Association has provided White Papers and Knapp encourages Board members to review it.

American Rescue Plan. Fifarek asked if there are any good tracking points regarding broadband language. Knapp noted there are different rules for all the different pots of money for broadband. Once the rules are established, they will be shared.

#### OPLIN REPORT

Yarman reported on the following:

EXECUTIVE DIRECTOR'S  
REPORT

LinkedIn Learning. <https://oplin.ohio.gov/lynda-transition>

Migrating all libraries the first week in May. The OPLIN MASK authentication system is already a big help as it lets OPLIN troubleshoot authentication problems directly with a library, rather than relaying emails with LinkedIn tech support. MASK works with 215 libraries.

Cochrane Library. OhioLINK received federal Governor's Emergency Education Relief funding to provide Cochrane Library access, not just to OhioLINK members, but also to medical facilities and the general public through their public libraries. These databases contain different types of high-quality, professional information to make health decisions. OPLIN will send information about this resource to public libraries, including webinars for librarians to learn more.

OPLIN Board. Nominations are being accepted for two positions on the OPLIN Board. Openings to replace two members geographically are: Travis McAfee, Bowling Green and Chris May, Mansfield.

Ohio Cyber Reserve Institute. The Ohio Cyber Reserve Institute, the state's cybersecurity education platform, reached out to OPLIN for help partnering with libraries to offer OCR programming to library patrons.

E-Rate. The 471-filing window closes next Thursday, March 25.

Francis reported on the following:

Institutional Membership. 208 libraries have paid their dues in full, 13 libraries have paid at least the first or second installment; and 30 had not paid any portion of their dues. In addition to the Clermont County Public Library rejoining for 2021, so has the Bristol Public Library, Dr. Earl S Sloan Library and the Holmes County District Library.

Short-Term Reserves. \$450,000 from the OLC's revenue received in the first few months of 2021 has been assigned to the OLC's advisors at Morgan Stanley to invest in short term investments.

Employee Benefits. OLC renewed with Medical Mutual Insurance at a 0.99% increase in premiums. Dental insurance was renewed with Ameritas Insurance with no increase in premium and Vision Insurance was renewed with VSP Insurance. Life Insurance was renewed with Guardian with a slight increase in premium. Long-Term Disability Insurance was renewed with Hartford Insurance with no change in premium.

ODE RemotEDx. OLC was asked to participate in the Ohio Department of Education's RemotEDx project, to assist Ohio K-12 schools with online virtual education for. Erica Clay from InfOhio has done an amazing job as the representative for K-12 libraries. OLC serves as a representative for public libraries. The group recently met with Sal Kahn of Kahn Academy on his new project – schoolhouse.world for online tutoring. There was discussion on how public libraries and schools can work together to share information about the new Emergency Broadband Benefit program through the FCC.

Armstrong asked if OLC offers an EAP (Employee Assistance Program) as part of OLC benefits. OLC works through SEBO, and can point them in the right direction.

Staff Notes. Kuonen congratulated Francis on her 7-year anniversary with OLC.

GOVERNMENT AND  
LEGAL SERVICES  
REPORT

Smith reported on the following:

PLF. The Public Library Fund has exceeded projections. The March 2021 distribution is 29% above ODT's original estimate issued in July 2020; and nearly 16% more than ODT's updated estimate issued in December 2020.

HB 110. Governor Mike DeWine's state budget proposal for Fiscal Years 2022-2023 has been formally introduced as House Bill 110 and serves as a starting point for consideration by the Ohio House of Representatives. OLC is urging legislators to make public libraries a priority in the budget, maintain the PLF funding at current levels (1.7%) and hold public libraries harmless from any additional reductions in funding. OLC has testified in the House Finance Subcommittee on Higher Education in addition to the full House Finance Committee outlining our position to increase the Public Library Fund in the "As Introduced" version of the budget bill from 1.66% of the GRF to 1.7%. OLC has created a microsite <http://libraryfunding.ohio.gov> with state budget information, testimony, recorded webinars, etc. Smith thanked the many libraries that submitted written testimony to the Committee. OLC will submit those accordingly.

HB 2 and SB 8. HB 2 and SB 8 have picked up where HB 13 left off. Both bills utilize a competitive grant pool to fund the last mile of broadband infrastructure in Ohio. The OLC supports the creation of the Ohio Residential Broadband Expansion Grant program. Grants would be available to private internet service providers to expand service to Ohioans living in traditionally underserved areas.

Smith reported that OLC has testified 4 times recently, and that at least two of our legislators were wearing their local library masks.  
(Cincinnati and Licking County)

HB 43. Public Meetings legislation would allow public bodies to meet via electronic means. Under continuing law, HB 197 of the 133<sup>rd</sup> General Assembly, as amended by HB 404 of the 133<sup>rd</sup> General Assembly, temporarily authorized public bodies to hold and attend meetings and hearings virtually until July 1, 2021.

OLC Legislative Day-Ohio Library Week. Due to the ongoing pandemic, the 2021 Legislative Day will be presented in a different format. OLC will transition to online programming and grassroots efforts by hosting a virtual Ohio Library Week – April 5-9, 2021. A "Library Week" preparation webinar will take place on Monday, March 22 at 1:00 pm.

Build America's Libraries Act. The federal legislation was introduced at the end of January and would provide \$5 billion to support long-term improvements to library facilities, including addressing needs that have arisen due to COVID-19.

Wilson asked Smith if legislators understand libraries are open for business? Smith reported some Senators have asked if library facilities are open. Since January/February libraries have done a great job letting their legislators know they have been open for business. OLC has reminded legislators that libraries provided curbside services, virtual services, etc. while their facilities may not have been fully open to the public.

PROFESSIONAL  
DEVELOPMENT REPORT

Francis reported on the following:

Professional Development Committee. The PDC met on February 25 and gave liaison reports on the divisions and committee meetings they have attended recently. Many reports related to the programming submitted for consideration by the Convention and Expo Program Committee. Their next meeting is in May and at that meeting they will make recommendation for the 3 stand-alone 2022 events. Francis will meet with the chair, assistant chair and past chair regarding today's vote on the recommendations from the PDC Ad Hoc Committee.

Convention and Expo. OLC is moving forward with Convention and Expo. Jason Reynolds and Saeed Jones have signed contracts. We are hoping to get the Fobazi Ettarh contract soon.

Stand-Alone Conferences. The stand-alone conferences will be held virtually. Service for All Conference will be held June 9, 2021. Innovation Conference is scheduled for July 21, 2021. Youth Services Conference is August 19, 2021.

Francis reported in January we polled through *This Week* if libraries were budgeting for themselves or staff to attend the Convention and Expo – 71 responded; 41 yes, and 30 no. In February we polled through *Access* if members were planning to attend – 267 responded; 113 yes, and 154 no. It was noted that this was just a snapshot in time. In late May, OLC can conduct a more complete survey. Francis reminded the Board that the budget OLC prepared for the Convention was estimated at 50% attendance from previous years.

Trustees Workshop. Francis thanked Board members Seeberg and Armstrong for their participation in the Trustees Workshop. Total attendance was 104 with speakers. The virtual option on a Saturday was great.

CPIM. OLC's CPIM training for public library fiscal officers will be held April 7-8 during Ohio Library Week. The State Auditor will be presenting.

## COMMUNICATONS REPORT

Jacobsen reported on the following.

Microsites. Jacobsen is managing the two microsites. They are great resources for members. <http://libraryfunding.olc.org> and <http://conventionexpo.olc.org>.

Smith and Jacobsen met with the Marketing Division to get them excited about Ohio Library Week-Legislative Day.

Coronavirus. Jacobsen continues to update the OLC website regarding the Coronavirus.

Francis thanked Jacobsen for managing the emails from all agencies and the Governor's Office. We try to push that information out as quickly as possible.

Social Media. There are links to Twitter and Facebook on our website and press releases. We try to reach out using all forms of social media, we have different audiences with Legislators and members. It was noted that Jacobsen follows all the libraries, and most libraries follow OLC.

## MEMBERSHIP SERVICES REPORT

D'Andrea reported on the following:

Poll on Libraries Paying Staff Dues. A one-question quick poll was placed in *This Week* asking Directors their policy on paying individual dues for staff members.

There were 87 responses: 33 (37.9%) reported paying 100%; 43 (49%) pay partial; and 11 (12%) do not pay individual dues for staff.

Nominations and Elections. All divisions are working on their slate of candidates for election. If Board members have any suggestions for candidates to a specific division, please forward to [jdandrea@olc.org](mailto:jdandrea@olc.org) by April 1.

ANNOUNCEMENTS

Armstrong asked about recent violent attacks against Asian Americans. Francis noted there are a few different groups and resources available. OLC will pull together information for members.

NEXT MEETING

The next meeting of the OLC Board of Directors is scheduled as a Zoom call for May 14, 2021.

ADJOURNMENT

With there being no further business to come before the Board, the meeting was adjourned at 11:54 a.m.