

MINUTES
STATE LIBRARY BOARD MEETING
July 16, 2020

The State Library Board met via GoToMeeting virtual meeting on July 16, 2020.

CALL TO ORDER

The business meeting was called to order at 10:04 a.m.

ROLL CALL

Julia Ward, Executive Secretary to the State Librarian's Office, called the roll. State Library Board members present were: Ms. Laurie Gemmill Arp, President; Mr. Michael Merz, Vice-President; Dr. Tracy Najera; Mr. Alan Hall; Ms. Janet Carleton; and Ms. Wendy Knapp, Secretary.

Visitors present were: Maggie O'Shea, Ohio Attorney General's Office; Wes Osborn, Central Library Consortium; Jay Smith, Ohio Library Council; Michelle Francis, Ohio Library Council; and Claire Bennett.

State Library staff members present were: Julia Ward, Jay Miley, Josh Jones, Janice Bond, Cindy Boyden, John Stewart, Elissa Lawrence, Nicole Merriman, Michael Postlethwait, Kirstin Krumsee, Evan Struble, Marsha McDevitt-Stredney, Ann Watson, Tracy Grimm, Jen Johnson, Anne Kennedy, Jamie Pardee, Janet Ingraham Dwyer, Mandy Simon, Valeria Weaver, Shannon Kupfer-Trausch, and Stephanie Michaels.

APPROVAL OF MINUTES

Mr. Merz moved (M-24-20) that the minutes of the May 28, 2020 Board meeting be approved.

Dr. Najera seconded the motion. The motion passed by roll call vote with Ms. Arp, Mr. Merz, Dr. Najera, Mr. Hall, and Ms. Carleton voting "aye."

Mr. Merz asked that the following statement be entered into the minutes:

This is a meeting of the Board of the State Library of Ohio.

The method of access of this meeting was given to the public on Tuesday, July 7, 2020, by posting on the Library's website at library.ohio.gov and at GONGWER News Service's Agency Calendar at www.gongwer-oh.com/programming/index.cfm. This included internet address of the meeting, meeting access code, and phone number for access:

<https://global.gotomeeting.com/join/592983565>

United States: +1 (224) 501-3412

Access Code: 592-983-565

The meeting is being held electronically pursuant to authority granted by the General Assembly in Amended Substitute H.B. 197 in that it is occurring during the period of the emergency declared by Executive Order 2020-01D, issued on March 9, 2020.

By choosing to conduct the meeting over the internet by GoToMeeting technology, the Board believes it has ensured that the public can observe and hear the discussions and deliberations of all the members of the public body, whether the member is participating in person or electronically.

This meeting does not include a "public hearing" as that term is used in Ohio Revised Code Ch. 119.

PUBLIC PARTICIPATION

There was no Public Participation.

LSTA REPORT

Guiding Ohio Online

Evan Struble, Associate State Librarian for Library Development, presented the Board with information about the Guiding Ohio Online program. He explained that the program allows public libraries in Ohio to have a technology trainer as a contract employee in the library. This year, two new libraries applied to the program. Mr. Struble said that just over \$300,000 is requested. Ms. Arp asked if there have been any lessons learned or things that Mr. Struble encourages for new libraries to the program. He said that he encourages “geographic buddies” among libraries and for libraries to not forget their own staff when training. Mr. Struble shared that over the years, several technology trainers have been hired by their library after the grant period is finished. He said that this year saw the first instance of a technology trainer turned director.

Mr. Merz moved (M-25-20) that Library Services and Technology Act (LSTA) grants from FFY20 funds be awarded to the following libraries in the specified amounts for Services to Targeted Populations / Guiding Ohio Online projects for the period of October 1, 2020 – September 30, 2021.

1.	Ada Public Library	\$23,520
2.	Adams County Public Library	\$15,375
3.	Cardington-Lincoln Public Library	\$17,542
4.	Cuyahoga Falls Library	\$9,555
5.	East Palestine Memorial Public Library	\$17,640
6.	Henderson Memorial Public Library	\$11,068
7.	Huron County Community Library	\$17,552
8.	Kingsville Public Library	\$23,986
9.	Kinsman Free Public Library	\$16,920
10.	Licking County Library	\$22,995
11.	Logan-Hocking County District Library	\$12,013
12.	Madison Public Library	\$11,700
13.	Meigs County District Public Library	\$13,860
14.	Newton Falls Public Library	\$19,305
15.	Perry Cook Memorial Public Library	\$8,820
16.	Pickerington Public Library	\$17,649
17.	Putnam County District Library	\$23,214
18.	Salem Public Library	\$12,480
19.	Wagnalls Memorial Library	\$8,012

Mr. Hall seconded the motion. The motion passed by roll call vote with Ms. Arp, Mr. Merz, Dr. Najera, Mr. Hall, and Ms. Carleton voting "aye."

ILS Automation Grant

Mr. Struble presented an ILS Automation Grant to the Board for reapproval. He explained that because of the COVID-19 pandemic, the library was not able to complete the previously awarded grant in the required time. Mr. Struble said that guidance from the Institute of Museum and Library Services during this time was to give libraries grace. He explained that while this is not a new grant, the funds will be coming from a new fiscal year. Mr. Hall asked which fiscal year the funds will come from, and Mr. Struble said that they would come from next fiscal year. Mr. Hall followed up to

ask where the unspent funds went, and Mr. Struble explained that they were reallocated to other programs.

Mr. Merz moved (M-26-20) that a Library Services and Technology Act (LSTA) grant in the amount of \$33,000 from FFY20 funds be awarded to the Muskingum County Library System for a Public Library Automation project for the period of July 16, 2020 – September 30, 2021.

Ms. Carleton seconded the motion. The motion passed by roll call vote with Ms. Arp, Mr. Merz, Dr. Najera, Mr. Hall, and Ms. Carleton voting "aye."

STATE LIBRARIAN'S REPORT

Board Development—Central Library Consortium Overview

Wes Osborn, Executive Director of Information Technology for Central Library Consortium (CLC), gave the Board an overview of the consortium. Mr. Osborn explained that CLC is renting space from the State Library for their physical location. He explained that the consortium started in 1987 with four libraries. Today, it has seventeen member libraries with an annual circulation of 26 million items. Mr. Osborn said that the consortium delivers items to over 50 addresses. From request to arrival, items take an average of ten days to arrive. Mr. Osborn explained that decision making for the consortium is driven by expert committees in areas that aren't already covered by other agencies in the state. He said that CLC is a part of SearchOhio and OhioLINK to be able to share resources in as many places as possible.

Budget Update

Jamie Pardee, Chief Fiscal Officer, provided the Board with an update on the State Library budget. Ms. Pardee explained that the State Library sustained a 10% budget cut after removing payroll. She said that the State Library has around \$500,000 in a holding account without access. It is possible that the money could be accessed later, but Ms. Pardee said that was unlikely. She explained that the State Library has sufficient funds to get through the fiscal year. Ms. Pardee told the Board that exempt staff are taking cost savings days which amount to ten days of unpaid leave. She explained that the budget cut was to General Revenue Funds only and that OPLIN did not sustain a cut because they do not receive those funds. Ms. Pardee said she should have guidance soon for the next budget and that it will likely be due in October. Ms. Pardee explained that DAS Real Estate is negotiating with the State Library building owner for a reduction in rent. Ms. Arp asked about unspent funds on the financial report in the Board packet. Ms. Pardee explained that those were funds that the State Library was not allowed to spend, and that only \$1 was actually unspent. Ms. Arp asked if the cost savings days will allow staffing levels to remain the same and Ms. Pardee verified that funding is available for all staff positions.

Statewide Delivery Update

Ms. Pardee gave an update to the Board about the status of Statewide Delivery. She said that she has been a part of monthly calls with Priority Dispatch since March to keep apprised of the status of the system. Delivery for public libraries began again on June 29 and has gone well. Ms. Pardee explained that Cleveland's hub has a large backlog and it will take a while to deliver all of those materials. OhioLINK is set to go live with academic library delivery on July 27, bringing the system to 86% of capacity.

CARES Act Update

Mr. Struble presented the Board with an update on CARES Act funds. He explained that the State Library's CARES Act Mini-Grant Program launched just over a week ago. Libraries of all types may apply for \$3,000 to be used in response to COVID. Mr. Struble said that some interesting proposals

have been submitted. The State Library has already received applications from libraries in 20 of Ohio's 88 counties. Mr. Struble said that there have been a lot of first-time LSTA applicants. Ms. Carleton asked for examples of interesting things that libraries are applying for. Mr. Struble said that one application from an academic library was to eliminate shared items for student workers and purchase things such as locks for lockers. He shared that a public library wants to use funds for deep cleaning of surfaces and carpets. He said that he will be interested to see what the split will be between safety and technology purchases. Mr. Hall asked how the State Library will sort through the applications. Mr. Struble explained that staff will be going through applications to make sure they are eligible and that there are very minimal barriers to receiving the funds, although there is a finite amount of funds to give to libraries. Mr. Struble said that staff is working to get the word out to all types of libraries about the available funds. Mr. Hall suggested that the public library model of Ohio may be working against libraries receiving more CARES Act funds because they are not receiving county funds like West Virginia's libraries do. Ms. Arp thanked Mr. Struble for removing barriers in the application process.

Ms. Arp asked Ms. Knapp for her thoughts on reopening the State Library. Ms. Knapp explained that there is a reopening committee at the Library that is working on a safe reopening plan. She said that she would like to purchase laptops using CARES Act funds for staff to use while working at home. Ms. Knapp said that the library has all necessary PPE in place when it is time to return. Some staff have been working in the building on a limited basis. She said that the governor has directed state employees to continue working at home when possible. Ms. Knapp expressed her pride in the work that the State Library staff has continued to do while working from home. Ms. Arp said that she appreciated Ms. Knapp's leadership during this challenging time.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Approve Board Meeting Schedule for Fiscal Year 2022

Ms. Knapp presented the Board with a proposed Board meeting schedule for fiscal year 2022. No Board members had conflicts with the proposed dates.

Mr. Merz moved (M-27-20) that the following State Library Board meeting schedule be approved for fiscal year 2022:

July 15, 2021
October 21, 2021
December 9, 2021
January 20, 2022
March 17, 2022
May 19, 2022

Mr. Hall seconded the motion. The motion passed by roll call vote with Ms. Arp, Mr. Merz, Dr. Najera, Mr. Hall, and Ms. Carleton voting "aye."

ADJOURNMENT

There being no further items for discussion, Ms. Carleton moved (M-28-20) that the Board stand adjourned at 11:08 a.m.

Dr. Najera seconded the motion. The motion passed by roll call vote with Ms. Arp, Mr. Merz, Dr. Najera, Mr. Hall, and Ms. Carleton voting "aye."

President

Secretary

WJK/jmw