

MINUTES
STATE LIBRARY BOARD MEETING
May 19, 2016

The State Library Board met May 19, 2016 in Conference Room D of the State Library, 274 East First Avenue, Columbus, Ohio.

CALL TO ORDER

The business meeting was called to order at 10:01 a.m. State Library Board members present were: Ms. Jennifer McKell, President; Ms. Krista Taracuk, Vice-President; Ms. Melissa Hendon Deters; Ms. Laurie Gemmill Arp; Mr. Michael Merz, and Ms. Beverly Cain, Secretary.

Visitors present were: Stephen Hedges, OPLIN; Meghan Frazer, OhioLINK; Michael Butler, OhioNET; Theresa Fredericka, INFOhio; Christine Morris, OhioNET; Will Reed, Ohio Library for the Blind and Physically Disabled; Geoff Andrews, MC-OECN and Barry McKew, Attorney General's Office.

State Library staff members present were: Bill Morris, Julia Ward, Anne Libby, Kirstin Krumsee, Cindy Boyden, Nicole Merriman, Judith Cosgray, Katy Klettlinger, Gregg Gassman, Ann Watson, Dianna Clark, Jamie Pardee, Janet Ingraham Dwyer, Missy Lodge, and Marsha McDevitt-Stredney.

APPROVAL OF MINUTES

Ms. Deters moved (M-5-16) that the minutes of the March 17, 2016 Board meeting be approved.

Mr. Merz seconded the motion. The motion passed with Ms. McKell, Ms. Taracuk, Ms. Deters, Ms. Arp, and Mr. Merz voting "aye."

LSTA REPORT

Ohio Library for the Blind and Physically Disabled

Missy Lodge, Associate State Librarian for Library Development, presented to the Board the funding proposal for the Ohio Library for the Blind and Physically Disabled (OLBPD). Ms. Lodge explained that this funding provides operational support for OLBPD. OLBPD provides information and materials to Ohio's blind and physically disabled population. Ms. Lodge introduced Will Reed, Director of OLBPD, who addressed the Board. Mr. Reed thanked the Board for their continued support. He noted that this is an exciting time for OLBPD because National Library Service (NLS), its parent agency, is moving into a more technology-based phase where more books will be downloaded and able to be read on different devices, as well as a different talking book player being released within the next five years. Ms. Taracuk asked if there are limitations on the number of downloads for materials and Mr. Reed explained that there is not. Mr. Merz expressed his surprise that it has taken so long for technology to evolve. Mr. Reed explained that the NLS is dealing with legislation created in 1931. Certain new technologies require a modernized and amended legislation. NLS is also built on the tenet of free access for all, which is hindered when not everyone has access to the internet. He noted that something that has been a great help is that publishers now provide electronic copies that NLS converts to an audio format that their readers can access, as well text-to-speech capabilities that allow books to be made available more quickly.

Ms. Taracuk moved (M-11-16) that federal fiscal year 2015 LSTA funds in the amount of \$200,000 and federal fiscal year 2016 funds in the amount of \$34,000 be granted to the Cleveland Public Library to supplement the 5GBO Funds (ALI350-605) for operation of the

Ohio Library for the Blind and Physically Disabled from July 1, 2016 – June 30, 2017. This is contingent upon release of state fiscal year 2017 federal appropriations within ALI350-601.

	313 (2015 c/o)	313 (2016)	Total
Cleveland Public Library	\$200,000	\$34,000	\$234,000

Mr. Merz seconded the motion. The motion passed with Ms. McKell, Ms. Taracuk, Ms. Deters, Ms. Arp, and Mr. Merz voting “yes.”

Libraries Connect Ohio Statewide Core Electronic Databases

Stephen Hedges, Director of the Ohio Public Library Information Network (OPLIN), presented the funding request for the Libraries Connect Ohio (LCO) databases. LCO is a partnership between the State Library of Ohio, OPLIN, OhioLINK, and INFOhio. The partnership negotiates every five years with vendors and is cost efficient. This request is the fourth year of the current five year cycle. The core collection of databases comprises the Ohio Web Library (ohioweblibrary.org). Mr. Hedges introduced Geoff Andrews of Management Council of the Ohio Education Computer Network (MC-OECN) to speak about INFOhio’s funding crisis. Mr. Andrews explained that the Ohio Board of Education provided funding for FY16 to cover what INFOhio was not able to contribute. INFOhio is working to try to get the funding restored. Mr. Hedges told the Board that OPLIN provides access to the general public. An authentication process allows all Ohioans to have access easily. Promotional materials are used to inform patrons about the availability of the databases.

Ms. Arp moved (M-12-16) that a Library Services and Technology Act (LSTA) grant in the amount of \$1,600,000 be awarded to the Ohio State University for the Libraries Connect Ohio (OhioLINK, OPLIN, INFOhio) Statewide Core Electronic Databases. For the period of July 1, 2016 – September 30, 2016, \$800,000 will be awarded from FFY2015 funds. \$800,000 of the grant amount will be funded from FFY2016 funds for the period of July 1, 2016 – June 30, 2017, contingent upon the release of SFY2017 appropriations from ALI 350-601.

Ms. Deters seconded the motion. The motion passed with Ms. McKell, Ms. Taracuk, Ms. Deters, Ms. Arp, and Mr. Merz voting “yes.”

STATE LIBRARIAN’S REPORT

National Library Legislative Day Update

Missy Lodge, Associate State Librarian for Library Development and Ann Watson, Associate State Librarian for Library Services shared their experiences from National Library Legislative Day with the Board. Ms. Lodge shared that there were eleven representatives from different types of libraries in Ohio who attended. She explained that Congress was not in session, but they still had some good meetings with aides. Topics of conversation included getting a quick approval for Carla Hayden as Librarian of Congress, LSTA funding in Ohio, E-Rate, and Ohio Library Council’s return on investment report. Ms. Watson said that there were 500 people who attended from all over the country. She said the Ohio delegation attended 21 offices for meetings with aides and packet drop offs. Ms. Arp asked if it was deliberately held when Congress is not in session. Ms. Lodge and Ms. Watson explained that this time of year is the best for libraries to go and they take their chances with whether or not Congress will be there. They said that it doesn’t always fall this way. Mr. Merz said that he thought it would be interesting to see what

the American Library Association wanted libraries to promote. Ms. Watson provided the Board with copies of that information.

Ethics Training

Ms. Cain explained that all state employees must take ethics training from the Ohio Ethics Commission. She said that Board members should complete the online training and submit their completion certificates to Julia Ward, Executive Secretary to the State Librarian's Office for filing.

Ms. McKell noted that item C. Board Development – Board Roles and Responsibilities should be moved to the end of the meeting agenda after New Business.

UNFINISHED BUSINESS

Bettsville Public Library Boundaries

Bill Morris, Governmental Affairs Coordinator, presented the Board with a map detailing the proposed reaffirmation of the Bettsville Public Library boundaries. He explained that he received no appeals from surrounding libraries.

Ms. Deters moved (M-13-16) for adoption of the following resolution:

Resolution 16-1

Reaffirmation of the Bettsville Public Library Boundaries

WHEREAS, the Board of Library Trustees of the Bettsville Public Library of Bettsville, Ohio has at a regular meeting of the board on February 17, 2016, requested a determination of the boundaries of the Bettsville Public Library in light of the consolidation of the Bettsville Local School District into the Old Fort Local School District; and

WHEREAS, said application for such action by the State Library Board has been properly filed, and has been reviewed and considered by the State Library Board in accordance with procedures established in Section 3375-4-05 of the State Library Board Administrative Rules;

NOW THEREFORE BE IT RESOLVED by the State Library Board, acting under its power in section 3375.01 (F) of the Ohio Revised Code and in accordance with procedures established in its Administrative Rules, in response to the consolidation of the Bettsville Local School District into the Old Fort Local School District reaffirms the boundaries of the Tiffin-Seneca Public Library, Tiffin, Ohio and the Bettsville Public Library, Bettsville, Ohio to be composed as follows:

The Tiffin-Seneca Public Library boundaries be reaffirmed to include the following:

Tiffin City School District
New Riegel Local School District
Old Fort Local School District, that portion within Seneca County,

excluding the former Bettsville Local School District
Fostoria City School District, that portion within Seneca County and
outside the municipality of Fostoria
Hopewell Loudon Local School District, excluding that portion of the
municipality of Fostoria within Hopewell Loudon Local School District
Lakota Local School District, that portion within Seneca County, excluding
that portion of the municipality of Fostoria within Lakota Local School
District.

The Bettsville Public library boundaries be reaffirmed to include the former
Bettsville Local School District

And note that all references to political subdivisions refer to such subdivisions as
constituted on this date; and

BE IT FURTHER RESOLVED, that the State Librarian is directed to provide a
certified copy of this resolution to the Seneca County Auditor, Seneca County Board of
Elections, Bettsville Public Library, Birchard Public Library, Bliss Memorial Public
Library, Kaubisch Memorial Public Library, Seneca East Public Library and Tiffin-
Seneca Public Library.

Mr. Merz seconded the motion. The motion passed with Ms. McKell, Ms. Taracuk, Ms. Deters,
Ms. Arp, and Mr. Merz voting “yes.”

NEW BUSINESS

State Subsidies

Ms. Lodge presented the state funding request for the Regional Library Systems to the Board.
Funds are used for administration purposes. Ms. Lodge explained that the Northeast Ohio
Regional Library System (NEO-RLS) will use its funds for the salaries of the Director,
Continuing Education Coordinator, and Fiscal Officer.

Ms. Taracuk moved (M-14-16) that fiscal year 2017 General Revenue Funds in the amount of
\$145,617.25 be granted to the Northeast Ohio Regional Library System (NEO-RLS) for
operations from July 1, 2016 – June 30, 2017 contingent upon release of state fiscal year 2017
General Revenue Funds within ALI 350-502.

Mr. Merz seconded the motion. The motion passed with Ms. McKell, Ms. Taracuk, Ms. Deters,
Ms. Arp, and Mr. Merz voting “yes.”

Ms. Lodge explained that the Northwest Library District (NORWELD) will use its funds for the
salaries of the Director, Continuing Education Coordinator, and Fiscal Officer, as well as for rent
and utilities.

Mr. Merz moved (M-15-16) that fiscal year 2017 General Revenue Funds in the amount of
\$145,617.25 be granted to the Northwest Library District (NORWELD) for operations from July
1, 2016 – June 30, 2017 contingent upon release of state fiscal year 2017 General Revenue Funds
within ALI 350-502.

Ms. Taracuk seconded the motion. The motion passed with Ms. McKell, Ms. Taracuk, Ms. Deters, Ms. Arp, and Mr. Merz voting “yes.”

Ms. Lodge explained that the Southeast Ohio Regional Library System (SERLS) will use its funds for the salaries of the Director and Fiscal Officer, as well as utilities and facilities maintenance.

Ms. Taracuk moved (M-16-16) that fiscal year 2017 General Revenue Funds in the amount of \$145,617.25 be granted to the Southeast Ohio Regional Library System (SERLS) for operations from July 1, 2016 – June 30, 2017 contingent upon release of state fiscal year 2017 General Revenue Funds within ALI 350-502.

Mr. Merz seconded the motion. The motion passed with Ms. McKell, Ms. Taracuk, Ms. Deters, Ms. Arp, and Mr. Merz voting “yes.”

Ms. Lodge explained that Southwest and Neighboring Libraries (SWON) will use its funds for the salaries of the Director, Continuing Education Coordinator, Technology Educator, and rent.

Mr. Merz moved (M-17-16) that fiscal year 2017 General Revenue Funds in the amount of \$145,617.25 be granted to the Southwest and Neighboring Libraries (SWON) for operations from July 1, 2016 – June 30, 2017 contingent upon release of state fiscal year 2017 General Revenue Funds within ALI 350-502.

Ms. Arp seconded the motion. The motion passed with Ms. McKell, Ms. Taracuk, Ms. Deters, Ms. Arp, and Mr. Merz voting “yes.”

Ms. Lodge then presented the Ohio Library for the Blind and Physically Disabled state funding request that goes along with the LSTA funding it received earlier in the meeting. She explained that these funds will be used for salaries and benefits, programming activities, outreach, computer costs, and space rental and utilities.

Ms. Taracuk moved (M-18-16) that state fiscal year 2017 5GBO Funds in the amount of \$1,274,194 be granted to the Cleveland Public Library for the operation of the Ohio Library for the Bind and Physically Disabled from July 1, 2016 – June 30, 2017 contingent upon release of state fiscal year 2017 5GBO Funds within ALI350-605.

Ms. Deters seconded the motion. The motion passed with Ms. McKell, Ms. Taracuk, Ms. Deters, Ms. Arp, and Mr. Merz voting “yes.”

OPLIN Board Appointments

Mr. Hedges presented recommendations for appointments to the OPLIN Board. Consideration was given to geographic location, size of libraries, and whether candidates are library staff members, directors, or trustees when choosing nominees.

Ms. Taracuk moved (M-19-16) that Joe Greenward, Cindy Lombardo, and Michael Penrod be re-appointed to the Ohio Public Library Information Network (OPLIN) Board of Trustees for a second term from July 1, 2016 – June 30, 2019 and Jeff Garringer be appointed to the Ohio

Public Library Information Network (OPLIN) Board of Trustees for an initial term from July 1, 2016 – June 30, 2019.

Mr. Merz seconded the motion. The motion passed with Ms. McKell, Ms. Taracuk, Ms. Deters, Ms. Arp, and Mr. Merz voting “yes.”

Approve Board Meeting Schedule for Fiscal Year 2018

Ms. Cain presented the Board with a tentative schedule of meetings for state fiscal year 2018. The Board will meet six times a year.

Ms. Taracuk moved (M-20-16) that that the following State Library Board meeting schedule be approved for fiscal year 2018:

July 20, 2017
October 19, 2017
December 12, 2017
January 18, 2018
March 15, 2018
May 17-18, 2018 (Board Retreat – location to be determined)

Mr. Merz seconded the motion. The motion passed with Ms. McKell, Ms. Taracuk, Ms. Deters, Ms. Arp, and Mr. Merz voting “yes.”

Protecting Privacy Policy

Ann Watson, Associate State Librarian for Library Services, presented the Board with a revised Protecting Privacy Policy for the State Library of Ohio. Ms. Watson worked with Andy Ingraham Dwyer, Head of Information Systems and Technology, to revise the Policy. She explained that all necessary precautions are being taken to protect personal information that we collect from patrons. A log was added to the Policy to keep track of when personal information is accessed. Mr. Merz asked if we have insurance to cover hacking of personal information. Barry McKew, Assistant Attorney General, explained that the state would cover that. Mr. Merz suggested that the word can be changed to the word may on page 3 of the Policy.

Mr. Merz moved (M-21-16) to adopt the following Protecting Privacy Policy with the word can changed to may on the top of page 3:

Purpose

The purpose of this policy is to assist in the efforts of the Agency to be compliant with section 1347.15 of the Ohio Revised Code (ORC).

Revision Date

This policy was last revised on March 21, 2016.

Cross-Reference

- Ohio Revised Code (ORC) 1347.15
- Ohio Administrative Code (OAC) 3375-5

General Information

In order to provide library services and enable access to physical and electronic resources, the State Library of Ohio (Agency) must collect and maintain personal information about its

customers. These individuals can be state employees, legislators, or members of the general public. As an employee of the State Library, it may be a job requirement to access this personal information.

It is the responsibility of all employees of the Agency to take appropriate precautions to protect the personal information and confidential personal information that the Agency maintains from unauthorized access, modification, use, or disclosure.

The State Library of Ohio is dedicated to developing and implementing information access policies and controls that enhance and ensure the privacy and security of Ohio's citizens who have information stored in the Agency's personal information systems.

§1 Definitions

Personal Information: From ORC 1347.01, personal information is any information that describes anything about a person, or that indicates actions done by or to a person, or that indicates that a person possesses certain personal characteristics.

Confidential Personal Information (CPI): Personal information that is not a public record. Examples of "not a public record" are:

- Medical and health records
- Personal Benefits related information
- Social Security numbers
- Records the release of which is prohibited by state or federal law
- Library records and patron information

For more information about properly identifying Confidential Personal Information (CPI), see page 4 of Accessing Confidential Personal Information - A Guide to Section 1347.15 of the Ohio Revised Code (link provided in Section 8 of this policy).

§2 Personal Information Systems

A personal information system is a system of record that contains all of the following attributes:

- It is a group or collection of records that are kept in an organized manner in either electronic or paper formats. (See the definition of "system" in ORC 1347.01(F))
- It contains "personal information" which is a person's name or other identifier (such as SSN or driver's license number) associated with any information that describes anything about a person or indicates that a person possesses certain personal characteristics. (See the definition of "personal information" in ORC 1347.01(E))
- Personal information is retrieved from the system by name or other identifier. (See the definition of "system" in ORC 1347.01(F))
- The agency has ownership of, control over, responsibility for, or accountability for that system of record. (See the definition of "maintains" in ORC 1347.01(D))

Based on the definitions of Confidential Personal Information and Personal Information

Systems, the State Library of Ohio maintains the following systems that are covered by this Protecting Privacy Policy:

- State Library ILS- library record and patron information
- SEO ILS -library record and patron information
- Ohio Digital Library - library record and patron information
- OLS: MORE - library record information
- Talking Books ILS (Library for the Blind & Physically Handicapped) -library record and patron information
- Employee Personnel and Fiscal hard files

§3 Granting Access Rights to Personal Information

Access to confidential personal information and confidential personal information systems is granted to Agency employees and contractors by State Library management or department managers. Access is only granted on condition that it is required as part of the employee's and contractor's designated job responsibilities and duties.

State Library managers and department heads who ~~can~~ may grant access to confidential personal information and confidential personal information systems:

- Agency Director – Beverly Cain
- Chief Information Officer – Andy Ingraham-Dwyer
- Fiscal and Business Services – Jamie Pardee
- Employee Services – Stephanie Herriott
- Research and Catalog Services – Nicole Merriman
- Circulation and Special Services – Tracy Grimm
- Associate State Librarian, Library Development – Missy Lodge
- Associate State Librarian, Library Services – Ann Watson
- Director, SEO – Dianna Clark
- Information Technology Services Supervisor, SEO – John Stewart
- Library Information Services Supervisor, SEO – Jennifer Cassidy

§4 Logging

Any Agency manager or supervisor identified in Section 3 of this policy, who accesses or directs another employee of the State Library to access Confidential Personal Information (CPI) from a personal information system shall maintain a log which will record that specific access whenever it is directed toward a specifically-named individual or a group of specifically named individuals' Confidential Personal Information (CPI).

The logs will contain the following information:

- Name of manager /supervisor accessing or directing access of CPI
- Name of Confidential Personal Information System
- Date and time of access
- Identification of person whose CPI was accessed

Access logs are to be maintained electronically in the personal drive of each manager/supervisor. At any time, the logs must be made available for inspection by the Agency Director or their appointed representative. A template for recording the logs is included as an attachment to this

document and will be provided to each manager or department head as listed in Section 3 of this policy.

Access logs shall be retained by the Agency pursuant to General Retention Schedule No. IT- OP-07 for "System Users Access Records" until they are no longer of administrative value, and then destroyed.

§5 Notification of Improper Access

If Agency employees, managers or department heads discover that CPI has been accessed improperly, the Agency Director will be notified immediately.

The Agency Director will designate the appropriate Agency staff member(s) to collect the affected individual(s) contact information and notify the affected individuals about the incident as soon as is reasonably possible. The Agency will collect as much information about the improper access prior to contacting the affected individual(s) so as to determine the scope of the incident and to properly identify the specific risks to the individuals CPI.

§6 New Equipment Purchases and Upgrades

Any significant upgrades to existing Agency computer systems, or purchasing of a new computer system that stores, manages, or contains confidential personal information must include a mechanism for recording specific access by employees of the Agency to confidential personal information.

§7 Training & Awareness

The Agency will establish a "Protecting Privacy" training program for all employees of the Agency. The training will provide information about the applicable rules and policies governing Agency access to Confidential Personal Information.

The training will include:

- Review of this Protecting Privacy Policy and related Agency rules
- Acknowledgement from all employees of attendance to training
- Distribution of Policy and related documentation on Agency Intranet
- Employee awareness of policies via electronic distribution and poster placements

The access or disclosure of CPI may be in violation of state and federal laws and may result in prosecution, fines, claims, civil liability or other discipline up to and including termination, as specified in applicable laws, policies, and work rules.

§8 Additional Documentation

- ORC 1347: Personal Information Systems
- ORC 149.432 Releasing library record or patron information
- State of Ohio- Privacy and Security Information Center <http://privacy.ohio.gov>
- Accessing Confidential Personal Information -A Guide to Section 1347.15 of the Ohio Revised Code <http://privacy.ohio.gov/resources/GuidanceOnORC1347-15.pdf>
- State Library Website Privacy Policy
<https://library.ohio.gov/about/policiesandstatements/#Statements>

§9 Data Privacy Point of Contact

The State Library of Ohio has designated a Data Privacy Point of Contact to work with the State of Ohio's Chief Privacy Office within the Office of Information Technology. Questions about the specific applications and definitions of this Agency Protection Privacy policy can be directed to:

Andy Ingraham Dwyer
Chief Information Officer
Data Privacy Point of Contact
State Library of Ohio
adwyer@library.ohio.gov
phone: 614-644-6849

§10 Ohio Public Library Information Network (OPLIN)

OPLIN does not maintain any confidential personal information on any systems they maintain. Questions regarding the systems and information maintained by OPLIN can be sent to the OPLIN Executive Director:

Stephen Hedges
Executive Director
Ohio Public Library Information Network
hedgesst@oplin.org
phone: 614-728-5250

State Library of Ohio

Confidential Personal Information (CPI) Manual Logging Form for Paper and Electronic Systems

Log Beginning Date (MMDDYYYY) _____ Log Ending Date (MMDDYYYY) _____

Name of Personal Information System	Date Accessed (MM-DD-YYYY)	Time Accessed (HH:MM)	Name of Person Accessing	Identification of the person whose CPI was accessed	Reason for Accessing Information

Ms. Taracuk seconded the motion. The motion passed with Ms. McKell, Ms. Taracuk, Ms. Deters, Ms. Arp, and Mr. Merz voting “yes.”

December Meeting

Ms. Cain explained that a meeting needs to be added to the schedule for December in order to award LSTA grants. She suggested December 13, 2016 as the meeting date. All members agreed.

Ms. Cain mentioned that the next Board meeting on July 21, 2016 will be held at the Worthington Holiday Inn in conjunction with Library Leadership Ohio. After the meeting, the Board will mingle with participants at a meet and greet.

Ms. Cain thanked staff for managing the State Library so well in her absence.

Board Development – Board Roles and Responsibilities

Barry McKew, Assistant Attorney General, provided the Board with an explanation of their roles and responsibilities as the State Library Board, with emphasis on their quasi-judicial role.

LUNCH

The Board and staff ate lunch and informally discussed matters related to the meeting.

ADJOURNMENT

There being no further items for discussion, the Board adjourned by common consent at 12:36 p.m.

President

Secretary

BC/jmw