



Open Library Foundation Board Meeting Minutes

June 22, 2021, Virtual, 10:00 am – 1:00 pm EST

Present: Tom Cramer, Deborah Jakubs, Chris Keene, Paula Sullenger, David Carlson, Sam Brooks, Keven Liu, Beth German, Scott Andersen, Christopher Spalding, Rachel Fadlon, Kirstin Kemner-Heek, Stephanie Buck

Tom welcomed everyone to the meeting. The Board welcomed and introduced themselves to Keven Liu, the newest Foundation Director. It was noted that this was David Carlson's last meeting and the Board expressed its gratitude for David's time and service with the Foundation.

WOLFcon 2021 Report & 2022 Plans, Beth German & Kirstin Kemner-Heek

Beth reviewed the [2021 WOLFcon Report](#) and thanked everyone that helped plan the event. The attendance numbers were great and have had positive feedback. Attendees enjoyed the varied sessions, hearing from new and different voices from Foundation projects, and found the experience refreshing. FOLIO attendees missed deep dive sessions, and the timing wasn't good for attendees from Asia and Oceania. Keven noted that he is having some of the videos transcribed for colleagues and interested people in China.

Kirstin noted that Kate Waldron had put the [WOLFcon 2022 Proposal](#) together and thanked her for the work. The proposed WOLFcon 2022 dates are September 14-17, set to take place at the Hyperion Hotel, Hamburg, Germany. It was noted that VuFind and GOKb may have a larger attendance since they are based in Europe. The University of Hamburg would like to sponsor a reception on a river boat tour. FOLIO Days in Germany had over 500 virtual attendees and the most recent in person event had over 150 attendees. There was discussion regarding the size of the hotel conference space and potential for expansion and the hotel attrition rate. The Board reviewed and discussed the registration fee and each budget package.

Approved unanimously: WOLFcon 2022 Comfort package with a \$350USD registration fee at the Hyperion Hotel, Hamburg, Germany

Updates to Foundation website, Rachel Fadlon

Rachel reviewed the last round of website updates with the Board. Development is slated to begin in early July, and should be completed by the month's end.

Regular business

Approved unanimously: April 2021 meeting minutes

- **Treasurer's Report & Accounting Update, Scott Anderson**
 - EBSCO has donated enough to the Foundation to allow operations to continue through FY 21-22. The Foundation itself should still be working to identify other foundation supporters as a prudent strategy of revenue diversification and long term sustainability.
 - Foundation fiscal year end is June 30, 2021. Financial statements will be shared once those are generated and available at year end close – the “end of year closing” process with the accountant and the new auditors will take place shortly thereafter and will be the first “normal” fiscal year and tax year of record (eg, both the FY and the tax year are entirely in alignment).
 - Credit cards are in the process of being issued by PNC for use by the Foundation and the FOLIO project for normal routine expenditures. At present, the Foundation is using a debit card which doesn't afford the same level of purchase and fraud protections as a credit card; and we get no “cash back” rewards.
 - Paula Sullenger has assumed the role of FOLIO Treasurer and is working diligently with the accountant to get invoices out and tracking incoming funds from said invoices. Historically, tracking of “who has paid” has not been exceptionally accurate resulting in some exceptionally overdue bills persisting until nearly the end of the fiscal year or into the next fiscal year.
 - Paula Sullenger as FOLIO Treasurer and Scott Anderson as Foundation Treasurer will be working to sort out incoming FOLIO project funds as at present, those funds have landed in three different accounts across two banks as a result of historical billing information, now out of date, at supporting institutions. Follow-up will happen to try and ensure that FOLIO payments go directly to Foundation FOLIO accounts and any Foundation payments go directly to the Foundation accounts. Corrective measures to get funds where they really should be within the Foundation are not complicated, but is another point of possible confusion and to be avoided.
 - Thirty-six FOLIO invoices have been issued for a total of about \$575,000 – approximately 10 have already been paid.

- As a result of FOLIO project invoices being paid, the FOLIO project should be able to continue meeting its ongoing technical expenditures (AWS, etc.) without any undue complication.
- The Foundation IRS “Penalty” of \$9500 for failure to file returns in a timely manner has yet to be fully addressed. A letter was sent to the IRS asking for forgiveness in accordance with IRS discussions asking for a waiver of the penalty. No word has arrived from the IRS as of this time.

Revenue Committee update

The Revenue Committee met for the first time on June 17, 2021. Committee members include Tom Cramer, Paula Sullenger, Sam Brooks, Scott Andersen, and Beth German. The Board reviewed the meeting notes and discussed potential revenue sources that the committee identified. It was decided that growing Institutional memberships would be a good place to start. The group also discussed the potential for mid-year virtual conferences given the success of 2021’s virtual WOLFcon. The idea is widely supported, especially by Keven Liu and Chris Keene, who noted the potential for international attendees. Presenting at academic conferences was proposed and supported by the Board. Paula Sullenger offered to investigate the Charleston Library Conference which takes place this fall.

Board elections, Tom Cramer

Tom began by describing the voting process. Each candidate will be discussed and then voting will occur in two rounds using rank choice voting. The Board entered Executive Session.

Meeting adjourned 1:07 pm

Respectfully submitted,

Stephanie Buck
Assistant Secretary