

OLA Board Meeting Minutes  
August 23, 2013  
10:00am-3:30pm  
Oregon State Library

**Attendees:** Michele Burke (President), Laura Madsen (Member at Large), Emily Papagni (Membership Committee), April Witteveen (Secretary), Elsa Loftis (incoming Northwest Central Liaison), Valery King (incoming Treasurer), Darci Hanning (Oregon State Library), Candice Watkins (2013/14 VP/President Elect), Margaret Harmon-Myers (SSD), Suzanne Sager (incoming ALA Chapter Councilor), Elaine Bortles (incoming SSD Chair), Isaac Gilman (incoming ACRL President), Penny Hummel (President Elect), Su Liudahl (PLD), Jane Corry (CSD), Korie Buerkle (incoming CSD Chair), Pam North (incoming PLD Chair), Nancy Sullivan (incoming OASL), Susan Stone (OASL), Traci Glass (OYAN), Ann Schepke (Communications Committee), MaryKay Dahlgreen (Oregon State Librarian), Mark Richardson (incoming OYAN Chair), Tiffany Thornton (incoming DIGOR Chair)

**Virtual:** Liisa Sjoblom (Treasurer), Celeste Matthews (Oregon Authors), Abigail Elder (Past President/Nominations Committee), Brent Mills (Library Technology), Buzzy Nielsen (Parliamentarian), Shirley Roberts (Association Manager), Sheryl Eldridge (Oregon Authors)

Called to order at 10:00am

**Welcome and housekeeping: Michele Burke**

**Introductions: Everyone**

**Changes to agenda: Michele Burke and others**

- Reduced time for some reporting out
- Move up bylaws revision per Buzzy's request
- Add declaration for the right to libraries per Penny
- Other adjustments based on current attendees

**Approval of June minutes: Michele Burke**

- Emily had sent edits of June minutes to Brian; these updates will get sent to April.
  - Clarification about mentoring committee; collaboration w/SSD, volunteer website.
- Michele also noticed a typo, will send to April
- Motion to approve minutes with edits as noted: Abigail Elder
- Second: Jane Corry
- Motion carried unanimously

**Retreat notes**

- Brian Green took information notes @ retreat that don't require approval
- Notes posted on olaweb

### **OEIB (Oregon Education Investment Board) Representative: Michele Burke**

- OEIB meeting to discuss spending of \$250,000 on early literacy initiative-- how to spend?
- MaryKay Dahlgreen will represent the State Library and the Oregon Library Association while Bryan Miyagishima will represent the Information Literacy Advisory Group of Oregon (ILAGO)

### **Leadership Development: Abigail Elder and Jane Corry**

- Discussion at retreat-- Penny will cover in retreat report.

### **PLD Standards: Su Liudahl**

- Committee work within the project has wrapped up; PLD reinventing public library standards; took a bit longer due to being a huge project!
- Committee work will be brought to PLD board and PLD membership for approval in September, OLA Board will review in October
- Next steps after approval: distribution and helping all libraries achieve the goals
- Comment made via Llbs-OR re: library design and square footage standards: being addressed by committee member and will be included in report
- Committee received a grant to help with expenses, but there were not a lot of expenses so they will figure out how to deal with excess funds.
  - What about OLA money given to project-- not needed, can be reallocated

### **Bylaw Revisions: Buzzy Nielsen, Parliamentarian**

1. The Oregon Readers' Choice Award (ORCA) committee has some minor revisions to their bylaws. Basically, the changes involve bringing the ORCA bylaws in line with the Oregon Battle of the Books, as well as modifying them now that Oregon Association of School Libraries is part of OLA.

- Match grade levels to OBOB
  - The change would be at 36.013: grades 3-12
- OASL merging language in ORCA bylaws
- These changes don't need to go to membership: approval today will make things official
- Question from Jane Corry: The Beverly Cleary Children's Choice Award at 2nd/3rd grade level; will ORCA grade change infringe on that award?
  - not as difficult in schools-- they can choose either Cleary or ORCA; in Public Libraries could be tricky
- Does this need to go back to CSD/OASL/OYAN for discussion re: ORCA overlap?
- Bylaw for changing language re: OASL is ok
- Discussion and vote tabled until further discussion and decisions can be made regarding grades and overlapping awards

2. Round Table Bylaws: How to make Round Table jobs easier.

- Replace all Round Table bylaws with one set to guide all Round Tables
  - Buzzy submitted a draft of the new chapter

- This chapter will lay out Round Table structure; individual Round Table objectives inserted into one section
- Submit a petition of interest, vs. gathering written signatures, to establish a new Round Table
- Thoughts from board-- is this the right direction for Buzzy to follow based on feedback from the leadership retreat. Yes as far as one set of bylaws, but concerns about quorum.
  - decision to put RT quorum at 10%-- what about really small RTs?
  - what types of decisions would require a RT quorum? develop some thoughts re: culture of RTs.
- Are there other ways that RTs work that would need to be noted in bylaws? Everything seems pretty similar but we want to cover bases.
- Abigail supports dropping RT meetings required @ conference to make it easier on conference planners
  - RTs can use GoTo Meeting (meetings virtually or in person in bylaws)
  - webinar function for over 100 people
- Abigail on electing own leader of RT: issue of organizing election.
  - 9.034 attempts to address this.
- Record keeping in RTs: no elected secretary, so generally Chair has been keeping track of communications/notes. Notes taken as acceptable by RT, this language added to draft
- Next steps: send on any comments to Buzzy; he will be checking in with all RT chairs to see about their objective statement and how they feel about changes; any RTs dropped (WARRT), etc.
- membership will vote on changes in April

### **SSD Development: Margaret Harmon - Myers**

This is a follow up to a board retreat discussion. SSD executives have not had a chance yet to discuss ideas for implementation

- Desire to see the division get as many members as possible involved in the direction of SSD
- In 20 yrs since SSD began, support staff and their skills have evolved so much. Is SSD keeping up with the changes and support needed?
- SS joining OLA but not SSD-- why? SS working in more management and reference work than in the past-- need to meet these levels of work as well as page, clerk, circ, etc
- Feels slightly excluded from Mentoring program when the skills covered would match SS work
- Question from Liisa Sjoblom: how many members in SSD? 92
- Comment from Candice Watkins: possibility of a survey to **all** membership to cover SSD needs
- Comment from Michele Burke: Since there are support staff who want to be mentors, how can we balance the current MLS requirement while honoring SS experience and incorporating SS knowledge into program?

- Clarification from Emily Papagni: the mentorship program wants to partner with SSD but not during the pilot phase. Then, natural collaboration with SSD after pilot.
- If there's an immediate concern for mentoring, perhaps a smaller project could get rolled out
- Pilot project would wrap in April
- There has been informal mentoring within SSD, so there is some possibility to have a SSD specific program-- but better to be part of the larger mentoring program
- In general, feedback and discussion can take place in order to have some solutions after the pilot phase
- After feedback about needs from SSD, info delivered to board

### **OLA Quarterly: Michele Burke**

Isaac Gilman (incoming ACRL President) reviewed a board retreat discussion about how to better use technology to support the association especially regarding delivery and publication of OLA Quarterly.

- Pacific U has e-journal publishing technology, could potentially host OLAQ; more robust functionality-- article level searching, track usage, social network sharing
- Isaac drafting MOU between OLA and Pacific; will share with Sara Kelso (OLA Communications/OLA-Q Editory) and bring to board to review
- No monetary cost for OLA
- Spring 2014 issue would begin implementation on new platform
- There will be retroactive archiving of old volumes; linkage on OLA website
- Comment from Penny Hummel (incoming President): can the MOU come to October Board meeting? Can Isaac provide a document re: changes, reasons, and could Isaac potentially do a demo of OLA-Q functionality on new platform
- Permissions and usage in OLA-Q could also be addressed
- There was a brainstorm of OLA-Q ideas at the retreat-- did that get captured from retreat? Michele may have taken a photo of brainstorm sheet

### **2015 Conference Planning Update**

Abigail Elder notes that OLA Annual Conference 2015 will be held in Eugene at the Hilton, April 15-17 (and held there in 2018, too)

Tech has yet to be contracted.

- Comment from Liisa Sjoblom: regarding tech contracts-- costs have been really high, need to see about getting a better deal
- Michele Burke notes that it might be wise to look at some basic technologies for OLA to purchase to avoid scrambling at conference and regular meetings

### **Advocacy Taskforce: Michele Burke**

Arlene Weible from State Library: regarding legislative work and lobbyist action created a proposal/recommendation

- Asked to come up with a more concrete definition by what we mean with “advocacy.” Michele is working on it and will present at next mtg (October)
- Arlene asks if we can build advocacy tools into OLA website; potentially mirror some of ALA’s resources, etc
- Does there need to be a timeline?
- Can she share what she finds in December-- yes. general update on task force activities.
- Could this be a conference session idea? Perhaps combine the ideas of library advocacy AND marketing?
  - Discussion of how these two intersect and what library staff needs to address each/both

### **Retreat debrief and action items: Penny Hummel**

There were several common threads that emerged from the open discussion involving all OLA leadership:

- How do we better engage our members especially relating to leadership roles,
  - just increasing personal contact with members in social/work settings seems to help
- Collaboration/merging opportunities within OLA based on changes within divisions, RTs, TFs, etc
- Increasing/optimizing use of technology and social media; develop strategies that are not platform-specific, etc
- Helping Round Tables thrive: Buzzy’s work is beginning to address this;
- Outsourcing some OLA functions for efficiency
- Future of conferences
- OLA and non-librarians: SSD participation and broader support from OLA
- Penny Hummel mentions Race for Relevance book ([http://www.amazon.com/Race-Relevance-Radical-Changes-Associations/dp/0880343354/ref=sr\\_1\\_1?ie=UTF8&qid=1377812853&sr=8-1&keywords=race+for+relevancy](http://www.amazon.com/Race-Relevance-Radical-Changes-Associations/dp/0880343354/ref=sr_1_1?ie=UTF8&qid=1377812853&sr=8-1&keywords=race+for+relevancy)) -- how can associations thrive
- leadership training in wake of leaving PNLA’s leadership institute and in general
  - how are other states handling this kind of training? Jane Corry and others can work on this research

### **Lunch**

#### **OASL attendance at OLA meetings: Nancy Sullivan and Susan Stone**

At October board meeting 2012, talked about the cost of attending board meetings for school librarians-- is it appropriate for OLA to potentially offer funding? School librarians are in a different boat than a lot of other libs-- admin at schools may not view OLA as their primary professional network so are not willing to offer financial support

- Started discussion in Oct, but no vote was held

- Question for Susan Stone: what are the costs? getting a substitute in school library in PDX \$188.87. Not all school libs would need a sub, but many would. Potentially OLA could provide a budget to support subs for board meetings.
- Question from Mark Richardson: could meetings be planned for school days off during the year? Difficult to coordinate the same day across all school districts; in the end may be much easier to just spend the money
- May need to create a procedure to follow as far as getting the money to move, cap on expense, where does the money actually comes from (OLA or OASL, etc) before making an official vote
- Budget approval is on agenda for today-- Shirley Roberts says we can add to budget line and then procedures can be developed
  - Motion: Jane Corry moves to add a line item to the budget to support OASL represent to attend board meetings.
  - Second: Laura Madsen seconds.
  - No vote held as further discussion occurred
- Nancy Sullivan will work on procedures after budget is approved including how school budgets do actually pay for subs; she'll have this ready for October's meeting
  - have her run this by SSD as well
- What about precedent set by OLA paying for this when other leaders may need similar support for taking the day off to attend meetings-- is this a sustainable policy
- Are school districts more likely to support attendance if OLA gives money to find a sub? the sub money isn't coming out of school libs' pockets;
  - Still unclear on how this is actually an incentive-- to each individual principal..?
- Mary Kay: maybe this needs to be addressed on a broader level to include any OLA person who needs to attend board meeting, not necessarily a school library issue; here's a big way to figure out how to get people involved.
- Board members could apply for reimbursement to their organization via a particular mechanism; eligibility guidelines for applying
- This broadens the budgetary impact; need to assess needs based on incoming leaders
- State Library has a similar policy in line for their trainings, Darci Hanning will see if she can find it
- Next steps: identify areas in the budget where money could get pulled; by next meeting develop criteria and policies for reimbursement

### **Investment Policy Task Force: Liisa Sjoblom**

Liisa shared documentation of new policy which now needs to be added to bylaws

Highlights of policy:

- Treasurer responsibilities spelled out
- Will need OASL Secretary on TF; this has been added
- Now, checks in excess of \$500 need double signature; rather than previous \$200 limit
- Investment of net income; unrestricted net assets would cover net loss
- OLA will appoint investment broker
- Endowment funds are established at a minimum of \$100,000
- Deposit of administrative fees @ registration for conferences, workshops

- Executive board would give approval for any outside/special funding
- Expenses for reimbursement are approved by Executive Board
- Michele's questions:
  - Policy document section on suspected misconduct and the fact that the Task Force could investigate all premises. How would this go down? Be sure to include language in the contract with Member Manager, etc
  - Should this be reviewed by an attorney?
  - External auditors: no external audit done on OLA, not necessarily required. an audit of procedures would be a good idea via our CPA in order to establish checks and balances
  - Is two month's operating expenses typical to have in the bank? Is it enough? General feeling that this amount should be fine to cover general operations
- Buzzy's questions
  - Redundancy of policy in this doc with what's currently in OLA Bylaws could require a double-edit of documents if a bylaw changes. Buzzy recommends removing sections 010, 011, Treas responsibilities, etc
  - The idea was to turn this doc over to Buzzy for a review to bring up points like this
  - Is there an OLA credit card? Is there note of proper usage for that? Part of Rules of Engagement?
    - Buzzy can send his library's CC policy to Shirley for potential inclusion in this doc
  - Review procedures of engagement listed in document as occurring "annually or biennially;" shouldn't we just choose one?
    - Biennially
  - Seconds concern about two month's cash on hand as being enough-- seems low.
    - six month reserve of relatively liquid investments to back up the cash on hand
- This doc can be modified along the way.

Motion: Penny Hummel moves to approve fiscal policy and procedures document as revised by reconciling with current OLA Bylaws and removing any redundant content within the fiscal policy and procedures.

Second: Candice Watkins seconds.

Motion carries unanimously.

April will send/inform changes to Liisa

#### **Treasurer's Report: Liisa Sjoblom**

- Dues approaching budgeted amount
- Took in double the amount of profit expected at conference
- Fiscal Year net income over \$24,000

#### **2013-2014 Budget: Liisa Sjoblom and Shirley Roberts**

Informational review of budget; Q and A with meeting attendees

Proposed budget found here:

[http://www.olaweb.org/assets/BoardMeetings/2013August/ola%20budget%2013-14%20proposed%202013\\_08.pdf](http://www.olaweb.org/assets/BoardMeetings/2013August/ola%20budget%2013-14%20proposed%202013_08.pdf)

- Question on income: will royalties amount change when we shift journal from Ebsco to Pacific University's platform? We can revise as we work through FY, or we can reduce it now. We can just leave it for now.
- Questions on expenditures: may need to change/add line item for board travel/board expenses once funding of OASL/other members to attend OLA meetings is further discussed
- Several old line items are up for deletion, as well as:
  - Remove public library standards line as they do not need the funding
  - Remove partnership liaison line-- placeholder from 2012. Can remove until/unless a need reappears.
  - Delete Branding Task Force line and Vision 20/20
- Oregon Reads 2014 supported by grants
- No summer OLA Quarterly so \$1k savings there
- Discussion re: board travel/day off funding, as discussion originated with OASL:
  - Shirley has noted to add a budget line for that: placeholder of \$2000
- Another new line item for a technology purchase
  - Add a general technology line item vs. specific purchase \$; placeholder of \$5000
    - The new Technology Round Table could work on establishing this line (they are meeting next Thursday)
- Oregon authors Budget: \$1k covers news clippings entered into database
  - Functionality issues that need be fixed-- pay a programmer would cost approx \$1350-- can this be added to the budget
  - Ups line to \$2350; Shirley can add line item that is Oregon Authors Special Projects so that line can come off next year
  - Mary Kay notes that there is rarely a final fix with a project/site like this-- and we should support Oregon Authors at a permanently funded level as opposed to Special Projects; Abigail seconds that thought. Let's see an annual maintenance fee, \$1500 to start
- Legislative line question: Legislative Day is actually only odd-numbered years, so we won't need that in 2014
  - Shirley will double-check with Janet Webster-- we are now in annual sessions, and with the State Library's transformation there may be additional lobbying needs.
- Budget will get approved in October: Penny will make sure committee needs are met by budget

#### **2014 Conference Report: BJ Toewe (not present)**

Penny delivering; Committee met 8/9 @ Salem Conference Center;

- Keynotes set, looking for banquet speakers
- Program proposal form coming soon; deadline will be September 23
- Theme is The Inside Out Library: transformation, thinking different, etc



- Meeting again 10/7 to continue working on details
- Steve Silver will chair 2015 Conference Committee
- Brief discussion re: One Read for 2014

### **State Librarian's Report: MaryKay Dahlgreen, Oregon State Librarian**

Oregon State Library is in the middle of a transformation; looking at all OSL services and made 3 work groups: services to Oregonians, to State agency staff, Collections

- Are services appropriate, relevant, etc
- 10 transformational changes, 7 enhancements. Looking for efficiency and effectiveness.
- Probably no large impact on OLA community
- Report going to OSL Board, statewide big players; no particular approach recommended in order to allow flexibility
- Next step is implementation plan
- Feb 2014: legislature decides if OSL gets second year of funding for implementation

New board members-- staff from Forest Grove Library and a citizen from Douglas County

- The Douglas County citizen has since had to withdraw due to health concerns; there is now one position still open
- Cover Oregon healthcare marketplace; Arlene Weible is OSL point person;
- Emporia SLIM graduation was great
- Library Development Staff working on:
  - statewide database RFP process
  - Contract for outcome-based evaluation training; webinar will be posted
  - Contracted project to look at digital collections in state and identify possible coordination
- Task force for statewide cooperative reference (answerland); recommendation to LSTA advisory council-- Multnomah County Library is no longer fiscal agent of this service
- OSL had a visit from National Library Service to the Blind
- IMLS will visit to look at our LSTA-funded programs
- State capitol turns 75 this year, big celebration in October

### **LDLC (Library Development and Legislation Committee) Janet Webster (not present)**

Abigail Elder reports

- Roster for Legislative Committee is almost full, need just 1 more
- Priorities for the year:
  - support state library in its transformation
  - support law libraries, serving those who are underserved
  - library service in places with constrained resources
  - speak up for school libraries

### **Message from ALA President to chapter councilors: Michele Burke**

Would our chapter like to participate in the Declaration of the Right to Libraries

- Libraries hold a signing event, create publicity, etc.

- Worthy effort, would require significant coordination for statewide participation.
- OSL/committee provides tool kit to interested libraries? MaryKay needs to investigate
- Suzanne Sager, OLA's ALA Council representative is willing to coordinate, hooray!

## Open Forum

none

## Unit Reports

Emily Papagni, Membership Committee

- Membership Committee created a new OLA brochure. Please share with staff at your library! Library Board/Foundation/Friends should also see them. If you want a big pile, Emily can mail them to you.
- Membership webpage to recruit new volunteers: very successful in filling roles. Positions posted on website, Hotline, etc.
- Mentoring program: more mentors than mentees at this point, 23 or so active pairings, over 40 mentors; need more youth lib mentors and k-12 school lib mentors; about to start mid-year assessment of the program
- Video project: library leaders from OLA talking about why OLA is important

Mark Richardson: OYAN

- Beginning to discuss conference sessions

Isaac Gilman, ACRL-OR

- Academic conference track: reach out to other OLA units that may have programs of interest to ACRL members to co-sponsor/cross promote
- Goal of working with OASL to create some collaborations/attend conferences/etc

Su Liudahl, PLD

- PLD Standards project in process, see notes above
- Moving forward on conference proposals!

Jane Corry, CSD

- Storytellers of Portland meeting at a bar for storytime exchange
- Kori Buerkle working on STEM for preschoolers for fall conference
- Fall board meeting coming up

Nancy Sullivan, OASL

- Fall conference in October at Jesuit High School
  - Party at the pub!
  - A.S. King! Kadir Nelson!
- Goals of outreach and marketing, advocacy
- Education/professional development/CE for members
- Need for a school library staff database-- request in for volunteer help
- Suggestion to put more info out on Libs-OR re: OASL conference

Ann Scheppke, Communications

- Send something in for the OLA Hotline!

Michele Burke, OLA President

- Had a great time at Emporia's SLIMS graduation; gave a speech
- Says Thanks for a great year as President!

**Official OLA Leadership Transition**

Gavel Presentation to Penny Hummel

Meeting adjourned at 3:30PM