

OLA Board Meeting

December 4, 2015

10:00 a.m.

Oregon State University Valley Library, Corvallis, OR

Attendees: Jane Corry; Elsa Loftis; Candice Watkins; Fawn McGee; Suzanne Sager; Uta Hussong-Christian; Garnetta Wilker; Stephanie Thomas; Michele Burke; Natalia Fernandez; Janet Webster; MaryKay Dahlgreen; Hannah Rempel

Via GoToMeeting: Stephanie Lind; Kevin Barclay; Shirley Roberts; Liisa Sjoblom; Barratt Miller; Ian Duncanson; Buzzy Nielsen; John Hunter

Housekeeping

Introductions

- Icebreaker: everyone said where their undergrad degree was from and what their major was.

Changes to Agenda

- Changes were made to the order of several agenda items.
- Introduction of the Google document where anyone attending the meeting can add notes.

Approval of October Minutes: Fawn McGee

- Candice Watkins moves to accept the minutes as corrected.
- Suzanne Sager seconds.
- Motion passes.

Treasurer's Report: Stephanie Lind

- Total assets are \$740,238.08
- Membership is up substantially over the last year. OASL held their fall conference this year and provided a discount for members, and OBOB also had a small discount for members.
- Conference income is starting to come in for exhibitors and sponsorships.
- The stock market saw an uptick in October, so losses of August and September have been mitigated quite a bit.
- Stephanie is still looking for another member for the Finance/Investment Committee. Stephanie put in a request to Meredith this week to post the openings on the OLA website page "Seeking Volunteers."
- In the near future the Finance/Investment Committee will be convening to review recommendations and documents from their investment advisor Brent Gunderson on mid and short-term investments.

Association Report: Shirley Roberts

- Shirley has spent the past two months working with OBOB registrations, payments, and questions. Many schools are now using Memberclicks to register. Working with them to facilitate this has taken a lot of time.
- September financial reports were completed and distributed. October financial reports were also completed and Shirley will be sending out individual transactions.
- Shirley has done one-on-one work with membership training via GoToMeeting and it has gone well.
- Shirley has cut checks and made deposits.
- OASL has a budget that they are working on in Quickbooks and Shirley will be working with CSD on their budget.
- Shirley has worked with Jane on providing direct links within the agenda document but this might need to be worked on further to be functional.

Special Committee on Strategic Planning: Jane Corry/Elsa Loftis

- The committee proposes hiring a consultant and has drafted an RFP that they would like the board to comment on. If anyone has experience with creating RFP they would like input, and would take any recommendations for consultants as well.
- Janet mentioned that having someone outside of the organization would be good, since in the past it's been internal, and that this person should be provided with the last two vision statements (2010, 2020).
- Candice said that the RFP looks well-presented and that it would be good to get Penny's feedback, and agreed that it's good to get consultation outside the organization.
- Jane said that possible candidates would not be limited to the library-specific consultants.
- There was discussion of reasonable cost to hire someone and it was agreed to leave the budget out of the RFP and have the consultant provide a tier of service based on budget.
- We have a good idea of what our priorities are; do we share them with the consultant? Uta said that the committee discussed this and decided to leave the RFP general, and that we can provide supporting documents based on the work done at the retreat.
- MaryKay suggested checking with ALA. Organizations are different than libraries in terms of strategic planning.
- Stephanie mentioned considering outcomes measures, and Jane said that the committee would like to see more specificity in the outcomes. Barratt mentioned that having specific measurable actions that support the outcomes would be great to include.
- Candice Watkins moves to approve the committee's proposal to hire a consultant for a 3 year strategic plan.
- Uta Hussong-Christian seconds.
- The motions pass.
- Jane would like the board to comment on the RFP draft in the Google doc so that the committee can incorporate the suggestions and act on it. Deadlines for comments is the end of the day Wednesday, December 9th.

- Response time for the RFP is currently set to January 29th. Both MaryKay and Buzzy said that 2-3 weeks' time is sufficient, so it's possible to make the deadline sooner than that.
- Garnetta asked how proposals will be evaluated and that a rubric would be useful, and Jane said that any suggestions will be welcome. MaryKay will check to see if ALA has a rubric for evaluation.
- It was agreed that the committee should rank the proposals and present them to the board.
- Once a consultant is hired, we need to identify who tracks progress, and Janet said that we need to ask the consultants what their reporting measures are. Jane is the contact on the RFP.
- The RFP will be advertised on the OLA website, listserv, and specific consultants will be targeted, both inside and outside the library world.

OLA Conference: Liisa Sjoblom

- Liisa said that the proposal review took much longer than it has in the past because they received 96 proposals.
- All of the notifications of acceptance have gone out.
- We may need to rethink whether we continue to not have sponsorship of units next time.
- There will not be a banquet this year, and instead there will be a President's party with a live band and raffle. The price will be around \$20. The party will be a time to relax and network, as there has been a lot of feedback about how everyone enjoys the networking aspect.
- Registration will be going live in January. Conference center changes include the hiring of a new chef who starts in January and will have a new menu after that. The committee discussed opening registration with generic food choices, and that they would post the specific meals later.
- Hotel reservations are available now, but there is no online reservation at this time.
- Information is all on the conference website.
- Sched.org will be used to plan rooms and will allow conference attendees to use an app to set up their schedule. This will also help the committee to identify how many people are interested in attending which sessions.
- There are only 8 rooms, which means less sessions, overall.
- New this year is an all-conference read and book discussion. The book is called *The Terrorist's Son* by Zak Ebrahim. There is not currently a scheduled time to discuss the book, but the idea was that small groups could go off-site for dinner on Thursday night and have book discussions. Janet mentioned that book discussions could happen at the lunch tables.
- Janet said that calling the President's party "raffle" a "door prize" is preferable.
- Shirley said that not many registrations occur in early January and said that it might be better just to wait to have registration go live when the full menu is known.
- Michele is looking for an exhibits co-chair and a program chair for next year and would like the board to help recruit.

- The Eugene Hilton was recently sold so the contract needs to be checked to make sure that our registration is still valid. Candice, Liisa, and Jane will check the contract.

Responding to Issues in a Timely Manner

- Jane received a request to respond to proposed revised standards of the New England Association of Schools and Colleges which had dropped the mention of standard for libraries. Jane asked the board to vote quickly over email, created the letter and sent it off.
- Another issue recently came up about the Oregon Department of Justice spying on the #blacklivesmatter movement and the board was asked to respond.
- The board doesn't have to vote on every response that gets sent because we have a legislative agenda.
- Garnetta discussed how the #blacklivesmatter was an intellectual freedom issue, and that the Intellectual Freedom Committee doesn't always have the board's line on this. At the last meeting the committee discussed that a process is needed for identifying how to address these things.
- Another issue was raised regarding the relationship with Senator Wyden's office. The senator's office contacts the Legislative Committee with information that they'd like to get out.
- Chairs of the Intellectual Freedom Committee is ex-officio on the Legislative Committee and vice versa so that there is open communication.
- The legislative agenda was created so that they don't have to come to the board every time something comes up. The legislative agenda was last addressed in 2013 and so it is time to revise it again.
- There was discussion about the process and how it needs to be developed.
- Buzzy mentioned that in the charter the committees are authorized to speak on behalf of the membership, but that when it comes to something that the committees are unsure of, it's best to get board approval.
- Janet mentioned involving Communications Committee in order to ensure that we are communicating to the membership and providing a space to access documents, comments, etc.
- Garnetta would like to see a best practices document in place to pass on before she and Roberta step off of the committee.
- Shirley said that the OLA website has a place where communications pieces have been stored and thought that this would be a great place to add these letters and responses. Jane and Janet will send recent letters to Shirley to post.
- Jane mentioned that the OLA Hotline is another place to communicate to membership.
- Buzzy said that we should have an archive of all these communications and said that it's important to be judicious about what we comment on.
- Michele mentioned that she was proud of how quickly the board responded to the New England Association of Schools and Colleges issue and mentioned that it helps that we know each other and are comfortable with one another.

- There was discussion of the Northwest Accrediting process and Orbis Cascade Alliance involvement.
- Next steps: the Intellectual Freedom and Legislative Committees will do a review of the legislative agenda and bring it back to the board for adoption for the next two years. A major rewrite of the agenda could occur during the strategic plan process.

State Librarian Report: MaryKay Dahlgreen

- The State Library Board meeting will be January 8, 2016 from 9:00 to 3:00 at the State Library. They will be adopting temporary rules as required in HB 3523 that was passed in the 2015 legislative session.
- MaryKay went to the grand opening of the Irrigon Branch of the Oregon Trail Library District, Rep. Greg Smith and Mrs. Eastern Oregon also attended.
- OSL hosted an Oregon Folklife Network event honoring Oregon folk artists at the State Library in the reference room on November 16th, and it was very nice.
- Ready to Read grants will be going out to public libraries in the next couple of weeks.
- OSL will be conducting a brand/reputation audit and will be in touch with members of OLA and others in the library community.
- MaryKay will be attending the Tribal State Government to Government Summit in Canyonville on December 16th, this is a gathering of tribal leaders and state agency directors.
- The new virtual reference librarian, Tamara Odum, started in October. She will be responsible for Answerland which recently moved to the State Library. OSL is working on an RFP for chat software and is hoping to have it in place by the end of June.
- Pete Sorensen, a county commissioner in Lane County has contacted MaryKay about library service, or the lack thereof, in Lane County and she will be meeting with him in January.
- MaryKay mentioned the Libs-or email from Harold Hayes of Douglas County about how Oregon Community Foundation gave \$300,000 to keep libraries open until the next ballot. MaryKay said that we get an incredible amount of support from the Oregon Community Foundation and that she doesn't hear about this kind of support from other state librarians. Jane asked if the board should write a thank you.

REFORMA Round Table Application: Natalia Fernandez

- Natalia presented on behalf of the Oregon REFORMA chapter which formed in April 2014 after getting approval from the national chapter.
- REFORMA has an active membership.
- REFORMA submitted a session for a pre-conference and it was accepted.
- REFORMA is now requesting roundtable status from the board.
- Candice asked about how Outreach and REFORMA differ. Natalia said that Outreach is much broader in scope, while REFORMA specifically serves the Spanish speaking population.
- Martín Blasco is REFORMA's contact for Shirley.
- Elsa Loftis moves to approve REFORMA's application to be a roundtable.

- Stephanie Lind seconds.
- Motion passes.

Lunch

Open Forum

- Nothing.

Scholarship Fund: Candice Watkins

- We currently have \$25,000 in the scholarship fund and the question is how to invest the money.
- The scholarship task force looked at options which was discussed and tabled and Candice is bringing the discussion back.
- There was discussion of the various options of how to invest, such as putting the money in an endowment fund, and having the Finance and Investment Committee to look for other options that might offer more flexibility and generate some income.
- Uta asked what the original intent of the fund was. Janet said that this was supposed to support the scholarship of MLS candidates and that it would be great to find a new type of scholarship model, and to invest strategically to gain some revenue. It's open to interpretation and change at this point.
- This discussion continued into the Scholarship Committee agenda topic.

Scholarship Committee: Jane Corry

- The plan that the scholarship taskforce came up with in the summer was voted down.
- The proposal was to use \$5,000 in grant seed money to get a new scholarship program going, while investing the other \$25,000.
- Jane would like to know why there are two committees for scholarships.
- Jane said that the goal for this is to develop leadership and she emailed the chair of the Leadership Committee and asked if they would take this on, as a scholarship subcommittee, but she has not heard back yet. Candice agrees that it would be great to get this started again with the Leadership Committee.
- The main issue has been one of sustainability; Candice discussed the strategies for fundraising that the task force had come up with.
- There was discussion of what the board would like to do with the money, with various spending models and ways of investing.
- MaryKay would like to see the people who would take advantage of the leadership opportunities involved in the conversation.
- The next steps are to go to the Leadership Committee to have them provide the board with a concrete proposal for how to spend the money. Jane will contact the Chair with this.

OASL/OLA Integration Task Force: Rempel and Thomas

- Last June a taskforce was appointed to work on integrating OASL better into OLA.
- One big idea was getting OASL more involved with the conference by adding an extra day in 2017.
- OASL had a conference in October and the outcome was that OASL was more financially healthy than they had been in a while.
- The OASL Board considered the 2017 integrated Saturday conference track but felt strongly about keeping their fall conference.
- The task force met again and discussed some ways to make the Saturday track happen. They have proposed dropping the spring OASL regional conferences and adding a Friday evening youth author event. The OASL Board sounds interested in making this work.
- There was discussion of how to plan this and what funding would look like.
- MaryKay said that if the conference center wasn't available for the author event, that the Salem Public Library has an auditorium that can seat 300. CSD will be paying for the author event and is taking author suggestions that will appeal to children's, teen, and school librarians.
- A program conference chair is needed.
- The Saturday track should focus on the information literacy continuum and we need to reach out to membership that would be interested. Michele will communicate with ILAGO about this.
- There was discussion on how to promote this integrated conference day.
- Candice Watkins moves to approve the proposal of adding a Saturday to the 2017 conference to integrate OASL into the conference.
- Elsa Loftis seconds.
- Motion passes.
- Shirley will call the Salem Conference Center about availability and cost and will see how long they can hold it for us.
- MaryKay will call the Salem Public Library about booking the auditorium.
- Hannah asked about having a volunteer create a film to promote the Saturday track. Divisions will be asked to collect images/video to promote this.

OSL Board Position: MaryKay Dahlgreen

- MaryKay wanted to clarify that there is not an OLA position on the OSL board.
- First two members will have a roll over schedule, and the first two will be state agency staffers.
- MaryKay will talk to the government appointment staff and will ask OLA for suggestions.

Time Capsule: Michele Burke

- The capsule was opened at the conference and it was a success. Part of what made it successful was that the original group had a purpose of making it fun.
- If there's one thing that Michele would have done differently is that 25 years is not very long period of time, and so the contents weren't very shocking.

- The taskforce/committee is done putting together the current time capsule, and a little guidance is requested.
- The board agreed that Michele could repackage the old time capsule and include it with the current one and put it back in the archives.
- Michele will publish the survey results about what should go in to the time capsule.
- The original time capsule came with audio, slides and script and it would be interesting to put together and add metadata to. This might be a good job for an intern to do, and Michele will send out some emails about that.

Passport Program: John Hunter

- The passport program was initiated in 2013 as a 3 year pilot project.
- The number of use supports that this has been a successful program.
- The original shared statement of understanding that participating libraries signed said that the program ran through 2015.
- The Resource Sharing Committee proposes that the passport program be made permanent and that the wording in the shared statement get changed to reflect this. If approved, the committee wants to make sure that folks understand that this program was a success.
- There is very little cost associated with the program.
- Uta Hussong-Christian moves to approve the proposal to turn the Passport Program into a permanent program.
- Suzanne Sage seconds.
- Motion passes.
- John should contact Arlene Weible on making changes to the site.

Email Discussion: Shirley Roberts

- Many units are in favor of proceeding with making designated email accounts.
- Shirley recommends that we go with option 3 that was presented at the last board meeting, and recommends that we are all consistent.
- Shirley will sign everybody up with a generic password.
- Division leaders should let Shirley know how the unit is organized and who within each unit wants an email.
- Jane mentioned that a document of best practices should be created. Jane will contact Robin for ideas on best practices.
- Candice Watkins moves to approve the designated email accounts.
- Uta Husson-Christian seconds.
- Motion passes.

Unit Reports:

OASL (Stephanie Thomas)

- Stephanie discussed the proceedings of the recent OASL board meeting: OASL received commendation from AASL for the Oregon Dept. of Education official adoption

of the OR School Library Standards, the leadership scholarship, and next steps for Oregon School Library standards.

- Stephanie talked about how the 2017 conference will be promoted heavily at the spring conferences.
- There have been many new hires and media specialist positions are being filled.

OYAN (Ian Duncanson)

- OYAN had a fall training on building developmental relationships with youth and it was a success.
- OYAN will be contributing some money to the 2017 conference author event.
- The Mock Printz event is coming up in January.

ACRL (Uta Hussong-Christian)

- ACRL is doing an audio advocacy project where library directors are being interviewed across the state and asked questions about advocacy.

PLD (Kevin Barclay)

- Kevin discussed the possibility for having standards for certification of continuing education for staff. MaryKay said that it would be interesting to do research on what other states do. PLD should create a white paper for the OLA on this topic.

CSD (Barratt Miller)

- CSD started a blog and librarians across the state are contributing.
- CSD conducted a virtual storytime share and it was really successful.
- The Mock Bulpré is coming up.

Meeting Evaluation

- Jane would like to know what we could have done to make the meeting better. No one had any suggestions or comments.
- The next meeting is all online. Jane said that some Portlanders will gather to participate in the meeting together.
- Please read the best practices for meetings document before the next meeting.
- The Google document wasn't used too much, but we'll keep trying with it.

Meeting adjourned at 3:12 p.m.