

## **OLA Board meeting**

### **Location:**

Eugene Public Library is 100 W. 10th Avenue, Eugene, OR, 97401, 10am, 12/2/16

### **In Attendance:**

**In person** - Stephanie Debner (ACRL President), Margaret Harmon-Myers (Support Staff Division (SSD) Chair), Elsa Loftis (President), Bobbye Hernandez (OYAN Co-Chair), Jane Corry (Past President/Nominations), Damon Campbell (Secretary), Buzzy Nielsen (V.P./President Elect), Rebecca Mayer (CSD Chair), Peggy Christensen (Oregon Association of School Libraries (OASL)), Danielle Jones (ALA Chapter Councilor), MaryKay Dahlgreen (State Librarian), Pete Burrell, Emily David (Program Chair),

**Online** – Shirley Roberts (Association Manager), Stephanie Lind (Treasurer), Karen Muller (PLD Chair), Jennifer Cox (International Relations Round Table (IRRT)), Dan White (Parliamentarian)

- I. Welcome, Housekeeping (Loftis, Harmon-Myers)
- II. Changes to the Agenda (Loftis)
  - a. Questions about the Secretary of Education
    - i. What are we allowed to do RE political stance? Would a stance be appropriate?
      1. Elsa recommends speaking to the legislative committee, and Jane suggests looking at the legislative agenda
      2. Buzzy believes we can't endorse people running for office, but are otherwise fine
- III. Introductions (All)
- IV. Approval of August minutes (Campbell)
  - a. Approved (with revisions suggested by Stephanie Debner)
- V. Treasurer's report website (Lind)
  - a. Income
    - i. Dues income is slightly down from last year, but still on track
    - ii. Total income is down from last year – we don't have conference income yet
    - iii. Net income -\$1,997.76
  - b. Investments
    - i. Decided to watch for a good time in the market to rebalance funds
    - ii. This happened, and now we're showing a bit of loss, but these are long term investments, and Shirley Roberts and Stephanie Lind are not worried.
    - iii. Overall, our investments have improved
- VI. Association Report (Roberts)
  - a. This is a very busy time
  - b. OBOB is almost wound down RE registration
    - i. Registration officially closed on 11/15, but there's always stragglers. Form will be open til midnight today.
      1. 618 people have registered!
  - c. Has been helping the grant committee to work with folks with budget issues relevant to registration
  - d. Filed quarterly report for state standards (clarify with Shirley)

- e. Memberclicks is moving from the classic platform to the new platform. Headway is being made (demo at 1pm)
  - i. Customer service and work has been going very well, as per Shirley
- VII. Phishing scam (Loftis, Roberts)
  - a. OLA was a victim of a phishing scam
    - i. Someone opened an email account in Elsa's name on yahoo and contacted Stephanie for a fund transfer, which was granted. They later opened an account in Steve Silver's name and asked for \$2800. This request was caught. Police have been involved, as has Bank of America, but we're not optimistic about getting the money back.
    - ii. Loss of \$1800 from discretionary funds
    - iii. Be aware of who you're corresponding with, and be vigilant.
  - b. Shirley will be more hard-nosed going forward regarding making sure the 1099 form and 1099 number are provided
    - i. We have great processes in place – we just need to follow them
- VIII. State Librarian Report and traveler's tales (report and pictures from China) (Dahlgreen)
  - a. Governor's budget was released yesterday and will go to the legislature
  - b. State library requested 2 additional managers, IT to be transferred to enterprise wide IT
  - c. Funding to increase Ready to Read programs from 0-14 to 0-17
    - i. Measure 97 failing was big. Our above asks were denied as a result.
    - ii. State Library will ask for a policy change even without a fund increase
      - 1. Stay tuned
  - d. We took a 10% cut to Ready to Read
    - i. \$35,000, annually.
  - e. **This is only the second step in the process**
    - i. Legislature will make their own budget
    - ii. Agencies will vie for what the governor's budget recommended
  - f. Shirley Roberts supports the governor's budget.
  - g. LSTA 5 year plan (2012-2017) evaluation – a draft will be delivered to the state library this month
    - i. Huge response to the survey about this. MaryKay is pleased with the participation.
    - ii. This will go to the board in January, then submit to the Institute of Museum and Library Services
    - iii. We'll use this to create the new five-year plan
    - iv. Rather than use consultants, the library community will drive this process
  - h. Douglas County – their request for support was denied
    - i. Meetings about this have happened (Thanksgiving even, 6:30pm), 11/29, 6:30pm. Both meetings were standing-room only
    - ii. MaryKay's thoughts
      - 1. Douglas county has way bigger problems than the library (Timber revenue, for one)
        - a. Commissioner says he doesn't want to close the library...brainstorming ways to keep it open

- i. Give it to Educational Service District (**ESD**)?
      - ii. Give it to the Friends of the library?
      - iii. Give it to a foundation?
        - 1. Shirley believes that they should let the library close – these ideas to keep it open are unlikely to succeed, and they have other issues to deal with.
        - 2. County will be out of money in three years
    - iii. Is there support OLA can offer?
      - 1. Shirley thinks they need to work it out themselves...there have been other libraries offering support
      - 2. The Douglas County Director is discouraged, going to be laid off – this creates issues with effectiveness
        - a. Feel free to send him a note of support and encouragement.
    - i. Program manager recruitment process is in its final phase
      - i. Hopeful that they'll have someone by the first of the year
    - j. National Library of China Trip
      - i. We have a sister relationship with the NLC and have an exchange program (Horner Exchange Program) with them
      - ii. Every 3 years in October, we send 3 librarians to China. In May, they send 4 librarians
      - iii. The NLC has produced a book on the history of the exchange, and have created a video and an exhibit based on the book.
    - k. We're at a crossroads for the exchange, as money is short – MaryKay would like to see the program continue
      - i. Wants the OLA to think about how we can make this happen – we'd need \$15,000 every three years
        - 1. We could possibly get sponsors
      - ii. When we go, we pay airfare and nothing else – “they treat us like Gods”
      - iii. When they visit, they pay airfare and treat them very nicely.
- IX. Conference Program Committee (David)
  - a. Logo has been changed, website updated
  - b. Programs are in full swing
  - c. Eight preconference this year (Bylaws stipulate a 6 preconference max- this is being interpreted as 6 FULL days) – too many options = less money made on preconference)
    - i. Tour of state library and archives (off site)
    - ii. CSD – half-day, instead of full day – offering private singing lessons
  - d. Lorie VIK (Eugene Public Library) is handling posters
    - i. Sign-ups open next week)
  - e. 76 programs so far, schedule is almost set
  - f. Rooms won't be set til further along, but registration will open (and program finalization will be done) by 1/1/17
  - g. Big unknown this year is Saturday
    - i. Emily met with Robin Rolfe, the past president of the OASL, to talk about this

- ii. Not sure how many people can/will attend on Saturday
    - iii. OASL folks are excited about the existing programming
  - h. Technology – asking folks to volunteer to bring projectors so we can hold down tech costs
  - i. Keynote – re-approached Governor Brown’s office, sent a request to Carla Hayden (on 11/29). Haven’t heard back yet
  - j. How many people would you consider a success for Saturday?
    - i. 120
  - k. Who do OASL reps contact to check on progress?
    - i. Registration – Jenkins Lumpkin is the contact
  - l. Can OASL capture the theme and put it and conference info on facebook?
    - i. Yes.
- X. Open forum
  - a. NA
- XI. ESSA (Every Student Succeeds Act) Report (Christensen)
  - a. Group was assembled to travel the state and get stakeholder input for \$ allocation for federal education spending
  - b. Some folks asked formally to be appointed to committees
    - i. Formed work groups
    - ii. Set a timeline for travel/input collection
      - 1. Started in April
      - 2. We as librarians started offering input in October
  - c. Stakeholders identified five important areas for change
    - i. Developing collaborative plan to improve teaching and student achievement in OR
    - ii. Boost graduation rates
    - iii. Close state achievement and opportunity gaps/Focus on equity
    - iv. High quality instruction and educational leadership
    - v. Effective strategies for school improvement/transforming underachieving schools
      - 1. This could be addressed by installing librarians, but schools tend to have one librarian per 7,000 students...
    - vi. Focus groups suggest
      - 1. Being culturally responsive to kids
      - 2. Measure success of students and schools in different ways
  - d. The ESSA task force started to create a strategy called Every Library (lead by John Chraska) that features a library program designed to help the issues above
    - i. Show accountability
    - ii. Show leadership in different areas
    - iii. Draft a letter of support (signed by OASL, OLA, and ACRL)
      - 1. The letter is posted in the “communication” section of the OLA website
      - 2. Other entities are being encouraged to submit letters as well
  - e. Some schools have been so long sans a librarian that they don’t even know what it means

- i. Anyone working in the library is referred to as “The Librarian”
          - 1. When we ask what letter people want, we need to inform them, of functions/roles that librarians take on
            - a. Builds an understanding of the gaps that exist in their schools
  - f. Now, they’re figuring out where/how to host the information
  - g. Funding is an issue, but there are lots of problems to address
    - i. Finish grade-level standards (scheduled to be done by June 2017)
    - ii. Ann Urban is chairing a committee to create an Oregon Strong School Library Rubric (rubric is currently 26 pages long – it will be completed, then a truncated version will be created)
    - iii. Evaluation of school libraries/librarians
    - iv. students don’t know where to start or how to manage the research process
- XII. Website Taskforce Update (Roberts, Loftis et al.)
  - a. Work is the result of the August retreat
  - b. Top priority is the webpage
    - i. Better usability
    - ii. Better form interaction
  - c. Memberclicks has been working on a new platform, which we will be upgrading to
    - i. We’ll have improved database search abilities
    - ii. Everything about the management of webpages hasn’t changed much from the old to new platform
      - 1. New platform is being updated and improved all the time
  - d. Memberclicks has migrated our forms (Shirley went through all of them. Approx 51 needed to be moved to the new platform
    - i. Memberclicks converted 15 of these for us
    - ii. Because there’s so much more flexibility and so many more options, the remaining 36 will take a while if Shirley does them
      - 1. They will charge us \$1000 to do this, and we still need to test them and offer updates and revisions.
        - a. **Proposes the board approve \$1000 for additional form conversion.**
          - i. **As per Buzzy, we have a quorum**
          - ii. **Board votes to approve \$1000 for additional form conversion**
- e. Along with migration to the new platform, we’ll move from an unresponsive website to a responsive one
  - i. Device agnostic webpages – the layout will fit whatever device is being used
    - 1. This process is in progress
  - ii. Webpage is broken down into widgets
    - 1. We can’t make new widgets, but we can alter the text of existing widgets
  - iii. Calendar was hard to use in the classic version. Has not been improved in the new platform
  - iv. Navigation – buttons? Links?

1. Elsa likes the buttons
- XIII. Strategic planning (Loftis)
- a. Jane and Elsa met with Corraggio for the last time (exit meeting)
    - i. Nothing to report, really. If we have any issues, we can contact them.
  - b. This will appear on Elsa's agendas going forward
- XIV. Leadership institute (Corry, Loftis, all)
- a. Four years ago, Penny Hummel (then President) appointed people to look into leadership institutes when we pulled out of PNLA (Pacific North West Library Association)
  - b. We received a 50k grant, which Jane thought would be good for the institute
    - i. We can use the \$50k for this one, charge for the institute, and use that \$ to hold the next one
    - ii. We want to put this together in 12-18 months
    - iii. Jane talked to Corragio about who to hire, and they suggested we plan what it looks like
    - iv. We only get the \$ we need...so if we only need \$30k, we don't get the full \$50k
    - v. The grant was originally meant to fund portals, and was from the LSTA pool
      1. What do we want to have happen?
    - vi. We'll need to invoice PCC for the \$ in 3 chunks and will need to strategically spend the \$. Facilitators, speakers, venue can be done in advance. Dates for disbursement are:
      1. **June 30, 2017**
      2. **December 31, 2017**
      3. **June 30, 2018**
      - a. Pay for speakers, then facility, then the remainder?
    - vii. Elsa wants to be empowered to sign a contract for this
      1. **Motion was passed, voted on, and approved**
        - a. Elsa will sign the contract and appoint special committee headed by Jane Corry to work on the institute
        - b. Approach the leadership committee and ask for participants, and Jane and Elsa have discussed members.
        - c. Stephanie Debner recommends querying the past-presidents round table as well
        - d. The committee won't need to do all the work. We have resources, and can continue workshopping it in the OLA executive board as well
        - e. Buzzy recommends nominating people for participation in the institute, rather than allowing self-selection
- XV. Oregon Authors update (Short, Loftis, Corry)
- a. Met with Per Henningsgaard, of the Publishing Master's program at Portland State University, who will be hosting the Oregon author's site.
  - b. A Memorandum of Understanding (MOU) has been drafted and will be submitted to PSU
    - i. Buzzy suggests spaces for dates on the MOU

- c. As per the MOU, PSU will have grad students work on the Oregon author's site as project work
  - i. OAC will be project manager
  - ii. PSU will host, and maintain the content of the Oregon Library Directory
- XVI. CSD Summer reading shipping costs – adjustments to this probably need to be made next year, as CSD tries to have these sent by the end of the calendar year.
  - a. State library pays for manuals
    - i. Summer reading clip art logos
    - ii. Reading ideas
  - b. These get shipped to their rep
    - i. Shipping costs have risen, and the manuals shipped are ream sized
      - 1. CSD Budgets \$250 for shipping.
        - a. State library used to pay shipping, but this stopped several years ago
      - 2. Last year, shipping cost greater than \$900 – not sustainable
    - ii. Usually, these are ready by fall conference for distribution. Last time, they weren't ready in time (USB drive option slowed down manufacturing)
    - iii. Libraries tend to want the print, rather than a more sustainable format
  - c. Most libraries in the state still request these
  - d. Orbis-Cascade declined to help with shipping, Sage offered the help of their courier
    - i. We still need to cover central Oregon and the Coast
  - e. Historically, this was kids, but it grew to include teens, then grew to include adults (Danielle Jones, former chair)
  - f. **This should be discussed again at the June board meeting**
  - g. **Changes to format, access, etc should be announced in fall**
- XVII. President-elect's ideas for secretary of education do not resonate with us
  - a. ACRL – in conjunction with OASL and OLA, are workshopping a "respectful recommendation" letter for the US President Elect's choice for secretary of education
    - i. MaryKay feels that this might be best pushed by lobbying our legislators
      - 1. Organizational letter can be drafted, but individual letters to senators will be important as well
  - b. There is a list of aides we can use to find recipients for the letters
    - i. Jane Corry will find this list for us, send to Stephanie Debner, Elsa Loftis, and Buzzy Nielsen
  - c. As a chapter of ALA, we can write a letter to ALA leadership and ask them for support
- XVIII. OSU offered a package rate for basketball tickets for OLA units
  - a. If you're interested or your unit is interested in getting a group together and going, contact Elsa, and she can give you a contact
- XIX. Unit reports
  - a. Bobbye, OYAN – Several programs for the conference are being planned, fall workshop happened (Katie Anderson presented on outcome-based evaluation)
  - b. Jane CorryPast pres – NA
  - c. Damon Campbell, Secretary – NA

- d. Buzzy Nielsen, legislative committee – OASL conference is FANTASTIC. A few folks on the legislative committee are looking into outcomes when libraries switch from municipal to district
  - e. Rebecca Mayer, CSD – shipping manuals, programming on providing access in libraries. Preconference for OLA – private singing classes for folks that speak to/sing to children
  - f. Danielle Jones, ALA – NA, but will have info for next meeting
  - g. MaryKay Dahlgreen – NA
  - h. Stephanie Debner, ACRL – ACRL had a best ever conference attendance (93 attendees), new ACRL chapter in Idaho (100 members), who want to get in on the fall conference. They didn't realize the conferences are in the Western part of the state, but if they did conferences in the Western area of Idaho, they may get people from WA and OR. Awarded scholarships to two librarians, currently looking at applications for professional development opportunities
  - i. Margaret Harmon-Myers – SSD is working on their July conference. 5 programs accepted for OLA 2017. SSD conference committee has 3 chairs, and they're working with members at large to perform outreach to potential participants in Eastern Oregon. Communicating directly with Directors 1 on 1 to build awareness. This year, the SSD conference is **July 21**.
  - j. Jennifer Cox – IRRRT is trying to engage new members and have met online. Working to raise awareness of the Horner Exchange Program. IIRT has been having discussions on scope. They've discussed the possibility of an exchange arrangement with Germany and will send a call to membership. Elsa suggests speaking with **Judy Anderson**, Dean of the Library at Concordia University, as they have some German Language special collections. Mount Angel may be interested as well..
- XX. Next meeting – hosted virtually
- XXI. Adjourn