

**PLD Board Meeting
Oregon Trail Library District
Friday, November 17, 2017
10:30 – 2:30**

Present: Karen Muller, Marianne Coalson, Jimmy Pearson, Sarah Strahl, Kathy Street
Virtual: Jerianne Thompson, Margaret Alexander, Kirsten Brodbeck-Kenney, Darci Hanning

Fall Directors' Meeting and Project Outcome Training Wrap-Up and Next Steps

Fall Directors' Meeting

- Good feedback from directors, lots of good information, made good connections (smaller libraries see it as a great opportunity for networking).
- Kirsten will send out a survey to directors asking for spring meeting topics and possible meeting dates. Possibly February, along the I-5 corridor.

Project Outcome Training

- Overall, very positive evaluations. Many reported finding it very useful.
- Kirsten will call Stephanie Gerding to reschedule virtual meeting for December 6 to give people more time for planning due to the upcoming Thanksgiving holiday.
- Regional Trainings – Jerianne will keep track of locations and will promote through listserv.
 - We want to reach everyone in Oregon.
 - Jerianne will contact individual directors and send out an email to the board with an update.
 - Recruit from folks in the Willamette Valley to present.
 - Jerianne willing to present 1 or 2.
 - Eastern Oregon – all from here received scholarships. Kathy meeting with those that attended after Thanksgiving to offer trainings in Pendleton area, John Day (Grant County, Harney County, Gillam, Wheeler and Sherman counties). Also, one in Baker City, The Dalles, and Hood River.
 - Kirsten willing to offer one on the coast.
 - Kate Lasky has offered to be a host location.
 - Deschutes/Crook County – hoping one of the attendees will offer a training in this area.
 - Eugene has offered to be a host location.
- Need to get these done before April so we can include information from these into the grant reporting.
- Kirsten reported that our first quarterly grant report has been submitted.
- Discussed handling regional registrations
 - Regional contacts will handle registrations, including collecting money for lunch the day of the training.
 - Jerianne will develop a google form that can be used for each regional training.

- Need an evaluation component and Jerianne will coordinate this piece.
- Only 5 applicants applied for scholarships. Kirsten and Jerianne decided to cover everyone's full travel expenses, plus Kirsten's (approved at September 8 PLD Board Meeting).

State Library Update – Darci Hanning

- New Data & Federal Programs Consultant - Ross Fuqua
- In early stages of interviewing for the Youth Services Consultant position.
- Ready to Read checks are on schedule to go out next month.
- Professional Development Grant – Divisions of OLA are eligible to apply for professional development grant money matching funds (only available for divisions who offer scholarships already). Pilot program for this year, but there is interest in continuing this grant. ACRL and CSD have been approved and have established scholarships.
 - The board decided not to pursue offering scholarships for PLD this year due to December 15 deadline. However, we are interesting in looking at this next year if it continues after the pilot program.
- Tamara – putting together Reference Summit – on June 1st for both virtual and real reference. Jerianne pointed out that June 1st is the first day of SRP, so might be hard to get participation.
- CE Needs Assessment for Library Staff – four of five focus groups completed, fifth one next month. Four individual interviews will be happening this month as well. Online survey completed in October. Report by end of December.
- Douglas County Libraries – State of Oregon Library staff continue to work with them. Sutherlin and Reedsport are legally established. Drain has submitted signatures to create a library district on May ballot.

Legislative Committee Update – Karen Muller

- Karen is our liaison to the OLA Legislative Committee and the hope is to have liaisons from other OLA Divisions (CSD, OASL, etc.).
- November 9 meeting last week.
- SB187 (bill addressing vision screenings in schools) – bill is back to provide funding for vision screening in schools only. Libraries were not included in this bill. We asked if we could be, but the Oregon Lions asked that we request to be included in 2019. CSD will take care of monitoring library interest.
- LS&S Recruitment Discussion – looking for a director for Escondido, CA and sent out a recruitment email to many Oregon directors. They work differently than LSSI and are recruiting aggressively.
- Fall City in Polk County is closing their library since they are out of funding. Patrons can use CCRLS libraries on a limited borrowing status.
- Working on the definition of what is a public library? Do we need sponsorship in the legislature or governor's office? MaryKay wants a clear definition so it can be included in state statutes. MaryKay will let us know what she needs.

- Possible proposal from OregonASK – summer lunch learn and libraries. School libraries would be open during the summer. Looking to possibly get Ready to Read funds.
- Karen has also been working on fundraising committee for OLA to get sponsorships from outside of our usual funders. A fundraising taskforce has been created. They plan to ask the OLA Executive Board to be an official committee to provide guidelines for each division to do fundraising outside of normal fundraising with the membership.

OLA Programming Committee Update

- Met Thursday, 11/16 over the phone. Looks like they will be potentially accepting all the proposals.
- Email going out to everyone today that applied.
- Discussion on vendor proposals – is it appropriate to have vendors present a workshop or session? More appropriate for a poster session?
- Looks like they can fit all proposals into the schedule.
- PLD had one pre-conference session – on maker spaces.
- Not much in terms of storytime programming proposals this year.
- Looking at missing topics – immigration and patrons having issues with ICE.
 - Committee working with Reforma to see if they can find someone who will present on the topic of immigration.
- Sponsorship topic discussed – do we want divisions sponsoring? Continuing to discuss.

PLD Banquet and Other Conference Matters - Margaret

- End of November is deadline for decisions.
- Discussed estimated number of attendees based on previous years. Karen reported it's generally between 60-65.
- Discussed whether to do a dinner buffet or plated dinner? The group vote to go with the buffet option.
- Karen mentioned the last time conference was in Eugene it was difficult to get vegan options and the committee had to push really hard.
- Pricing - \$48 per person for buffet with two options. \$53 per person for buffet for three options. There's also a 24% charge on top of it. Can choose one soup, up to two salads, up to two main dishes, one dessert and two side dishes.
- Karen and Sarah will work with Margaret on menu decisions. They will talk on Monday, 11/20.
- Also discussed having a no host bar.
- Dinner cost – break-even price is \$59.50. We have to charge \$65 if we want to make any money. Also have to pay for a speaker and the dinner has to be held at the conference center. Discussed including some different aspects of fundraising – a raffle, etc.
- Speaker for Banquet – Sarah spoke with Marnie Webb from Caravan Studios (TechSoup offshoot) – she has penciled us in, but has asked for us to provide her travel costs from SF. We can probably do it for \$500.

- Kirsten moved that we offer a \$500 stipend to Marnie Webb for the banquet. Jimmy seconded the motion. Motion approved. Sarah and Karen will contact Marnie to confirm and offer stipend.
- Talked about getting corporate sponsorships in the future – this is what Karen is working on with the fundraising taskforce.
- Seven pre-conferences submitted, but some were moved to regular sessions.

Business Meeting During Conference?

- Program committee talked about having business meetings during sessions, but said no since they are competing against sessions.
- Last year PLD business meeting was held on Thursday after the conference and only the board attended. We had it off site. Worked well in Bend, but not in Salem. Required by bylaws to have this meeting at OLA. Couldn't vote last year due to low attendance.
- We discussed having the business meeting during vendor exhibit time.
 - Kirsten will ask conference committee if we can hold our meeting during exhibit time and have it held onsite.
- January Meeting – we need to discuss if we want to offer a small raffle at the business meeting and if we want to do a small fundraising activity at the banquet.

Pearl Award Procedure Updates for the Website

- Current procedures on the website are for the Olé award and need to be updated to reflect the Pearl Award.
- Karen will look through notes and emails from last year about the decisions that were made and will get back to the group.
- Marianne will follow up with Dan White on Olé award procedures – do we need to take to membership to vote on Pearl Award changes? Are these bylaws vs. procedures?
- Karen will give Marianne Dan's contact info.
- Pearl Award – need to send out an email asking for nominations – Karen suggested going out in January with a March 1st deadline.
- Sarah will create a Google doc nomination form and send out to the board.
- Karen will send out last year's call for nominations to the board.
- Marianne will send Sarah the PLD Google Drive gmail address and password where she can set up the google form from.
- Marianne will take care of sending google form/nominations email through memberclicks.

Additions/Questions/Comments

- Sarah and Karen asked if there are any retention policies for the documents and emails we create.
 - Kirsten will talk to Buzzy about what we should be doing and where we should be storing things.
 - HPLM uses Slack (slack.com) for retention and there's a free version.

- Sarah will set up a Slack account for us to try out and will send out an email to the group.

Task and Meeting Schedule Review

Dates for Rest of Year

- January 19, 2018 – Virtual
- March 16, 2018 – Hillsboro
- April 19, 2018 – Business Meeting at OLA in Eugene (TBD)
- May 18, 2018 – Crook County
- July 20, 2018 – Astoria (make hotel reservations soon if turning it into a long weekend)
- September 7, 2018 – Tualatin

Meeting adjourned at 12:18.

Next meeting: January 19, Virtual

Task Review

All

- January Meeting – we need to discuss if we want to offer a small raffle at the business meeting and if we want to do a small fundraising activity at the banquet.
- Pearl Award – email requesting nominations needs to go out in January with a March 1st deadline.

Karen

- PLD Banquet – Talk with Sarah and Margaret on Monday, 11/20 regarding menu decisions.
- With Sarah - Contact Marnie Webb at Caravan Studios to confirm speaker at PLD Banquet and offer \$500 travel stipend.
- Look through notes and emails from last year about the decisions that were made about the Pearl Award and report back to group.
- Send Marianne Dan White's contact information.
- Send out last year's call for Pearl Award nominations to the board.

Kirsten

- Send out survey to directors asking for spring directors' meeting topics and possible meeting dates. Possibly February, along the I-5 corridor.
- Call Stephanie Gerding to reschedule Project Outcome virtual meeting for December 6 to give people more time for planning due to the upcoming Thanksgiving holiday.
- Ask conference committee if we can hold our meeting during exhibit time and have it held onsite.

- Talk to Buzzy about what we should be doing with PLD documents and emails and where we should be storing things.

Jerianne

- Contact individual directors regarding regional Project Outcome trainings and send out an email to the board with an update.
- Develop a google registration form that can be used for each regional Project Outcome training.

Margaret

- Submit PLD Banquet menu decisions after talking with Karen and Sarah on 11/20.

Sarah

- PLD Banquet – Talk with Karen and Margaret on Monday, 11/20 regarding menu decisions.
- With Karen - Contact Marnie Webb at Caravan Studios to confirm speaker at PLD Banquet and offer \$500 travel stipend.
- Create a Google doc nomination form for the Pearl Award and send out to the board.
- Set up a Slack account for us to try out and email the group.

Marianne

- Follow up with Dan White on Olé award procedures – do we need to take to membership to vote on Pearl Award changes? Are these bylaws vs. procedures?
- Send Sarah the PLD Google Drive gmail address and password where she can set up the google form for the Pearl Award nominations.
- Will take care of sending google form/nominations email through memberclicks.