

**OREGON LIBRARY ASSOCIATION (OLA)**

**EXECUTIVE BOARD MEETING**

**March 21, 2003**

**10:00 AM**

**Corvallis/Benton County Public Library**

**Corvallis, Oregon**

**Present**

**Voting Members: Dana Campbell (Children's Services Division), Cindy Gibbon (Public Library Division), Carol Reich (PNLA Representative), Wyma Rogers (ALA Councilor), Suzanne Sager (Treasurer), Jim Scheppke (Oregon State Librarian), Stephen Skidmore (Secretary), Heather Ward (ACRL/OR), Janet Webster (Past President).**

**Non-voting Members: Ed House (Parliamentarian).**

**Other OLA Units, Members, and Guests: Bonnie Allen (Library Development and Legislation), Colleen Bell (Archives Task Force), Diane Bolen (Support Staff Division), Diedre Conkling (Legislative Network), MaryKay Dahlgreen (Honors, Awards, and Scholarships), Teresa Landers (2003 Conference Committee), Heather McNeil (Intellectual Freedom), Doris Munson (Technical Services Roundtable), Alex Toth (Archives Task Force).**

**Past President Janet Webster called the meeting to order at 10:08 AM.**

**1. HOUSEKEEPING**

**Connie is ill and will not be here today. Faye is interviewing prospective employees. Janet will preside in their absence. Anne Guevara also was unable to attend. Dale is attending a conference in California. Ed established that a quorum was present. Dana distributed copies of the agenda. Lunch will be delivered around 11:30, and Suzanne will be collecting money at that time.**

**There were introductions around the table.**

*Jim moved and Dana seconded that the Board minutes for the January 31, 2003, meeting be approved. Steve stated that Jim Scheppke and Heather Ward should be added to the list of those present for the meeting. With this one change, the minutes were approved unanimously.*

## 2. OFFICER REPORTS

### a. State Librarian Jim Scheppke

**i. Nan will be unable to attend today's meeting; she is very busy in Salem these days. The State Library had their budget hearing in February. The state budget is on hold for now, but there should be a tentative budget by April. The legislature is hoping to raise additional income by closing loopholes and expanding the lottery. Children and seniors citizens are the highest priorities in terms of saving programs. This should help the State Library as those two groups are primary target audiences.**

**ii. HB 3101 has been introduced in the House. This bill would require filtering of both adult and children's computers in public libraries. There is a similar bill in the Senate that would require filtering only of children's computers.**

**iii. Groups which testified in favor of HB 3101 included the Concerned Women for America, the Christian Coalition, and the Constitution Party. Nan, representing OLA, spoke against the bill as did the ACLU. The testimony which was given by those supporting the bill was not Oregon-related. The stories they told all took place in other states of the country. This bill would be another unfunded mandate for public libraries and that could kill the bill. The legislature is very wary of requiring expenditures of governmental agencies without the necessary funding being provided. Jim stated that the League of Cities, the Association of Counties, and the Special Districts Association should have been asked by House staff to file economic impact statements on behalf of their members, since the State Library had said that there would be an impact on local libraries. If they were asked, they did not respond. Therefore, no economic impact statement was available to the committee that heard HB 3101. Diedre said that usually the Special Districts Association calls her when there is an economic impact on pending legislation, and they did not do that this time. A minimum of 24-hour notice for committee hearings on bills is required, and Jim stated that 24-hour notice will likely be the norm for this session.. Bonnie stated that she spoke with Nan twenty minutes ago, and Nan told her that HB 3101 will not be leaving committee and is a dead issue.**

**iv. Jim spoke about the benchmark standards of the Oregon Progress Report. The latest update of the benchmarks was released last week. Benchmark #38 relates to standards (e.g., hours open, size of collection, staffing, programming, etc.) for public libraries. There has been no progress on this standard since 1997, primarily because**

**of Measure 50. OLA needs to be concerned about the 10% of Oregonians who have no public library service.**

**b. Treasurer Suzanne Sager**

**Suzanne is working with Rachel to have budget forms available on the website. Most of Suzanne's time these days is spent on conference. Registration seems to be going well and lots of money is coming in.**

**c. President Connie Bennett**

**i. Connie is absent today because of illness. Janet stated that the issues which Connie wanted dealt with today are on the agenda later in the reports scheduled for the Library Development and Legislation Committee and the Intellectual Freedom Committee.**

**ii. Leah Griffin is investigating a location in the metropolitan Portland area for the 2005 conference. Chair for the 2004 conference, to be held at the Eugene Hilton, is Loretta Rielly. Jim said that the Salem Conference Center should be built in a year or so and will be large enough to accommodate OLA conferences. We should consider that location for 2006. The conference center will be in downtown Salem and will be built in conjunction with a Phoenix Inn.**

**d. ALA Councilor Wyma Rogers**

**LSTA has passed the House and is now in the Senate. Senator Smith is a co-sponsor.**

**e. Parliamentarian Ed House**

**No report.**

**f. Task Force on OLA Archives (Colleen Bell)**

**Note: this item was taken out of agenda sequence.**

**i. The Task Force was appointed last year by Janet Webster to deal with the large amount of OLA records and archival material. Members of the Task Force were Colleen Bell (University of Oregon), Elizabeth Nielsen (Oregon State University Archives), Barbara O'Neill (Washington County Cooperative Library Services), Fred Reenstjerna (Douglas County Library System), and Alex Toth (Pacific University). O'Neill was chair of the Task Force.**

**ii. The charge to the Task Force was to:**

- **Investigate the current state of the OLA Archives.**
- **To make recommendations to the OLA Executive Board on the collection, organization, and preservation of records and publications.**

**iii. The Task Force met twice in person and once by telephone conference call.**

**iv. The archives of the Association currently consist of approximately 45 linear feet of materials shelved in cardboard boxes and are housed in the basement of the Oregon State Library. Merrialyce Blanchard of the State Library staff and a member of OLA is currently custodian of the collection. She does this job as a volunteer on her own time, not while on duty as a State Library employee.**

**v. The Task Force proposes a "Records Retention Schedule," which identifies 26 different types of OLA records and specifies the length of time each one should be retained—2 years, 7 years, or permanently.**

**vi. The Task Force makes the following recommendation to the OLA Executive Board:**

- **That the permanent archives of the Oregon Library Association be donated to an archival repository in Oregon that makes its records accessible to the public.**
- **That the Association deposit its records in the permanent archives according to the proposed retention schedule.**
- **That an Archives Implementation Team be appointed to develop an implementation plan for choosing an archival repository, for transferring the archives to the chosen permanent repository, and for developing procedures that spell out the responsibilities of Executive Board officers and other Association members for keeping and transferring records. The Task Force further recommends that the OLA Executive Board develop a budget for the initial costs of transferring permanent records.**
- **That the Executive Board annually appoint a person that has thorough knowledge of the Association to serve as the Association's archivist. This person would serve as a single liaison between the archival repository and the Association and would coordinate all archival activity for the Association, including an annual transfer of records.**

**vii. Wyma commended the Task Force on a good study. She asked what individual would be responsible for seeing that tasks were done as set forth in the retention**

schedule. Colleen replied that the person responsible for that task would be the archivist appointed by the Executive Board. The person the Board appoints to do the initial setup of the archives might be a graduate library school student. The initial impact on the budget would be approximately \$1,000 to organize the archives. Electronic records follow the same retention schedule as paper copies.

*viii. Steve moved and Cindy seconded to approve the four recommendations of the Task Force. Ayes: all.*

**ix. Recommendation #3 re: the appointment of an Archives Implementation Team may require a written policy.**

**x. There was consensus of everyone and many comments that the Task Force had done an excellent job in preparing their report and recommendations. The thanks of the Executive Board also goes to Merrialyce Blanchard for her years of service.**

**xi. Carol Reich and Alex Toth volunteered to serve on the Archives Implementation Team.**

**g. Library Development and Legislation Committee (LDLC) Bonnie Allen**

**i. Bonnie reported on the following bills which are pending in the legislature:**

- **HB 3101 and SB 656, both of which deal with filtering of computers in public libraries. The former did not make it out of committee and is therefore a dead issue for now. The latter would filter children's computers only. There is unlikely to be a hearing on this bill. Wyma moved and Dana seconded to continue to oppose HB 3101 and SB 656 and to direct the Intellectual Freedom Committee to work with the Library Development and Legislation Committee and OLA's lobbyist on a position paper for these two bills. Ayes: all.**
- **HB 3062 suspends the maintenance of effort for Ready to Read grants. A Ways and Means Committee hearing has been scheduled for April 11. We will need someone to testify for OLA at that hearing. Children's Services Division has written a letter to state legislators regarding the importance of Ready to Read grants to public libraries. Legislators need to hear what use libraries make of Ready to Read grants from the person we send to testify. Five names of people who might be willing to testify were given to Bonnie. There will be short notice before the testimony is needed so the person who does this probably needs to be in the Salem or Portland area. Steve moved and Heather seconded to support HB 3062. Ayes: all.**

- **SB 5529** has to do with a planning grant for a new library at Eastern Oregon University. *Jim moved and Cindy seconded to support SB 5529. Ayes: all.*
- **SB 12** is pending in the Ways and Means Committee. OLA has already taken a position on this bill.

**ii.** There was good turnout for Legislative Day. The displays were well received. Sandy Olmstead's daughter had written legislators regarding library services to children and she was well received at Legislative Day.

**iii.** Bonnie suggested that the immediate Past President be the chair of the Library Development and Legislation Committee. This would give the Past President a major role in the work of the Association. Bonnie will have a written proposal for Board consideration at the next meeting.

**iv.** Membership on the Committee is now 15. Bonnie believes that number is too many and makes the work of the Committee cumbersome and unwieldy. In an attempt many years ago to have all types of libraries and parts of the state represented on the Committee, the Committee was enlarged to 15. Reducing the size of the Committee will require a bylaws change. *Jim moved that the number of members of the Library Development and Legislation Committee be reduced from 15 to 9. There was no second. Dana moved and Carol seconded to reduce the size of the Library Development and Legislation Committee from 15 to a minimum of 6 members. Jim moved and Steve seconded to amend the previous motion to change the 6 to 9. Ayes: Gibbon, Reich, Sager, Scheppke, Skidmore, Ward, Webster. No: Campbell, Rogers. The vote on the amended motion to reduce the size of the Library Development and Legislation Committee from 15 to 9 was as follows: Ayes: Gibbon, Reich, Sager, Scheppke, Skidmore, Ward, Webster. No: Campbell, Rogers.*

#### **h. PNLA Representative Carol Reich**

**i.** The outlook for libraries in the region is bleak. The Alaska State Library has asked for \$1.3 million to build an addition to the state museum building, which is falling apart. The Alaska State Librarian has been asked to submit a budget with a 5% overall cut. There is a new electronic bulletin board for church libraries in British Columbia. Montana state agencies will be rolled back to 2000 funding levels. The Montana State Library will lose four FTE.

**ii.** The PNLA Leadership Institute is moving forward. The Institute will be five days in duration and will have around 40 attendees, including faculty and participants. The I-school at the University of Washington is heavily involved in the project.

**iii.** There is no MLS degree requirement for participants. Jim thought this was

unwise, and stated that he would be opposed to spending OLA money for a leadership program that did not have an MLS degree requirement. Carol suggested that Jim put his perspective in writing and forward to her for consideration by the Leadership Committee during this planning phase.

### **3. DIVISION REPORTS**

#### **a. Academic/ACRL/OR Heather Ward**

**i. ACRL/OR has voted to donate \$250 to the Freedom to Read Foundation for support of the CIPA lawsuit, as requested by the OLA Executive Board.**

**ii. A "10 Reasons to Join ACRL/OR" flyer is being developed. The division has obtained discounts to selected bookstores in the Pacific Northwest.**

**iii. ACRL/OR would like to put their logo on OLA membership cards. They are looking into having stickers printed to place on the card. Other divisions could do the same.**

**iv. ACRL/OR would be willing to help underwrite the cost of sending an Oregon lawyer to a "Lawyers for Libraries" seminar that ALA is having in various locations around the country; one of these is in San Francisco. The City Attorney for the City of Corvallis is willing to attend. A legal counsel to an Oregon university is another possibility. Heather will talk to Faye about this.**

#### **b. Children's Services Division (CSD) Dana Campbell**

**i. 100 attended the Spring Workshop held in Salem last Friday, March 14. This was the first workshop of this type that CSD has held. Summer Reading Program showcase was held at the workshop. There was also a program on Legislative Day. SRP materials were to be distributed at the spring workshop but there was confusion with the Metropolitan Group so the materials were not ready. The Metropolitan Group is paying to have them mailed out today. Angela Reynolds is helping prepare the materials for shipping. MaryKay did a presentation at the workshop on the role of Youth Services librarian in the library structure.**

**ii. Dana distributed an information sheet on the Collaborative Summer Reading Program.**

**iii. A grant application to the Ford Family Foundation for \$60,000 and one to the Meyer Memorial Trust for \$125,000 have been submitted. Both of these are two-year grants.**

**iv. A commitment from Wells Fargo for \$15,000 for this year's SRP has been received.**

**v. There still is no word on the \$25,000 commitment made several years ago by the Craig Berkman family.**

**vi. The SRP is \$22,000 out-of-balance for 2003--expenses exceed income by that amount.**

**vii. CSD has contributed \$250 to the Freedom to Read Foundation for the CIPA lawsuit. CSD has also agreed to pay for registration for MaryKay to attend a symposium in Chicago and to contribute \$200 for *Letters about Literature*.**

**c. Oregon Young Adult Network (OYAN) Anne Guevara**

**i. Anne was absent and the OYAN report was given by Carol Reich.**

**ii. OYAN has also contributed \$250 to the Freedom to Read Foundation for the CIPA lawsuit.**

**iii. OYAN continues to make progress on resolving taxation issues with the IRS for their annual raffle. *Carol moved and Dana seconded that OLA sponsor the raffle and then give the raffle proceeds to OYAN for scholarships. Ayes: all.* This should satisfy the IRS.**

**iv. Their next meeting will be April 11.**

**d. Public Library Division (PLD) Cindy Gibbon**

**i. PLD's pre-conference registration on the Patriot Act has twice as many registrants as any other pre-conference. The PLD dinner, which is held the Wednesday evening before the conference begins, is open to everyone, and Cindy encouraged attendance by non-PLD members.**

**ii. PLD will be co-sponsoring workshops around the state on security issues with the Support Staff Division.**

**iii. The election for new PLD Board members will be held in a timely fashion this year.**

**iv. PLD has contributed \$250 to the Freedom to Read Foundation for the CIPA lawsuit.**



#### e. Support Staff Division (SSD) Ellen Mueller

Ellen was absent, and Diane Bolen gave the SSD report for her. SSD may not be able to do the entire \$250 that the Executive Board has asked all divisions to contribute to the Freedom to Read Foundation for the CIPA lawsuit, but they will do what they can. SSD is preparing a flyer that details the benefits of membership in SSD. Plans for Conference programs are proceeding. SSD is planning fund-raisers for scholarships for continuing education events for their members. Scholarships would be coordinated through the OLA Honors, Awards, and Scholarships Committee. T-shirts and book bags would be sold and recognition given to OLA.

#### f. Honors, Awards, and Scholarships (HAS) Committee MaryKay Dahlgreen

Note: this report was taken out of agenda sequence.

i. The Board has approved a bylaws change for the honorary life membership category and that will be voted on by the general membership at conference.

ii. A new award, the OLA Distinguished Service Award, was approved by the Board at the January meeting. This is a procedural change so does not have to be voted on by OLA membership. MaryKay distributed a draft of the proposed new procedures for this award. The wording for the new award is intentionally vague to allow for flexibility. One change in the wording was made--"has worked in an Oregon library" was changed to "has worked in Oregon libraries"--so that there will not be the impression that the person must work in the same library throughout his/her career. *Jim moved and Dana seconded to approve the change in procedures to add the "Distinguished Service Award" to the list of awards given by OLA. Ayes: all*

iii. Steve asked about the "Library Staff Member of the Year" award. In all of the materials (e.g., website, printed, etc.) which he has seen about this award, it is called the "Library Employee of the Year" award. MaryKay explained that through the years, "Library Staff Member of the Year" and "Library Employee of the Year" have been used interchangeably by different committees for the same award. *Jim moved and Dana seconded that the procedures section for this award be changed to "Library Employee of the Year" award. Ayes: all.*

iv. MaryKay distributed revisions that the HAS Committee is suggesting for their section of the procedures manual. *Jim moved and Dana seconded to approve the revisions to the HAS section of the procedures manual. Ayes: all.*

## 4. COMMITTEE REPORTS

**a. Conference Teresa Landers**

**i. Both of the exhibits co-chairs have resigned. Teresa has taken over this responsibility.**

**ii. Teresa distributed a statistical report on conference registration. Exhibit space has been sold out.**

**iii. There is a Triple-I users group conference in San Jose at the same as OLA. Because we sign contracts 3-4 years in advance, there is no way to avoid this sort of conflict.**

**iv. The conference program is ready to be printed. Teresa is trying to locate a donor who will pay for printing.**

**v. \$5,000 in sponsorships has been raised.**

**b. Intellectual Freedom (IFC) Heather McNeil**

**i. There has been an update of the IFC webpage. An academic library Internet survey is ready to be mailed. There has been one resignation from the Committee.**

**ii. A draft of a resolution proposed by the IFC on the Patriot Act was distributed. There was long discussion and debate on the draft resolution. Jim urged the Board to take no action on the resolution because it has not been seen and discussed by the Library Development and Legislation Committee (LDLC) and our lobbyist, Nan Heim. The draft resolution has been posted to the OLA website. Jim reminded everyone that OLA procedures state that resolutions related to legislation should be considered by the LDLC. Jim believes that the LDLC should meet with Nan Heim after the conference and consider the resolution before the Executive Board takes action. Bonnie stated that it was her understanding that the LDLC was concerned with state legislation, not federal, and that Nan was our representative with state legislators; the Patriot Act is federal legislation. Ed clarified that OLA's bylaws and procedures do place federal legislation under the purview of the LDLC. The IFC was given the original charge by Connie for drafting the resolution.**

**iii. There was discussion about presenting the resolution to the general membership at conference. Janet believes that having a discussion with the general membership at conference would be a good way of educating and communicating with our membership on this issue. The Board could choose to vote on the resolution at their April meeting. This would give the LDLC time to discuss and consider the resolution. Jim stated that he believes that the resolution should go to the LDLC and then the**

**Executive Board should take action; the general membership should not be involved in what should be an Executive Board action. Other aspects discussed included the timing of adoption, the philosophical underpinnings of our response, and the role of process in Board decision making.**

**iv. There was consensus of the Board to send out as soon as possible the draft resolution of the Patriot Act via *OLA Hotline* and to invite comments from the general membership in the weeks prior to the annual conference; comments would be directed to Bonnie, Heather, and Cara as chair/co-chairs of the IFC and LDLC, and Nan Heim would be consulted and her advice solicited as well. The committee chairs will report back to the Executive Board at the April meeting, and the Board will consider what action to take at that time, including approving the resolution as written and presenting to the membership for a vote, approving the resolution as written and announcing adoption to the membership, postponing approval until the June Board meeting where discussion could be prolonged, or incorporating discussion of the resolution as part of the pre-conference on the Act.**

### **c. Nominating Committee Wyma Rogers**

**i. The Committee of Wyma, Patty Cutright, and Robin Beerbower is proposing the following slate of candidates for 2003/04 OLA officers:**

- **Vice-President/President-Elect: Melanie Lightbody and Stephen Skidmore**
- **Secretary: Colleen Bell and Reita Fackerell**
- **Treasurer: Peter Rayment and Suzanne Sager**

**ii. *Cindy moved and Carol seconded to approve the slate of candidates offered by the Nominating Committee. Ayes: all.***

## **5. ROUNDTABLE REPORTS**

### **a. Technical Services Doris Munson**

**No report.**

## **6. OLD BUSINESS.**

**There was no old business.**

## **7. NEW BUSINESS**

**Jim asked when agendas for the various membership meetings, luncheons, and dinners at conference would be ready and available. That is a responsibility of the President.**

**Being no further business the meeting adjourned at 2:21 PM.**

**Respectfully submitted,**

**Stephen C. Skidmore**

**Secretary**