

Draft Minutes
OLA Board Meeting
November 19, 2004
Wilsonville Public Library

Attendance:

Maureen Cole, Leah Griffith, Faye Chadwell, Suzanne Sager, Marsha Richmond, Carolyn Rawles-Heiser, MaryKay Dahlgren, Susan Hinken, John Sexton, Bill Kelm, Rob Everett, Jim Tindall, Steve Skidmore, Cindy Gibbon, Cara List, Diedre Conkling, Jim Schepcke, Pam Horan

Quorum achieved.

1. Housekeeping:

Leah Griffith moved to approve the September minutes as corrected with \$150 for the HAS committee line item for plaques, etc. not \$1500. Carolyn Rawles-Heiser seconded. Motion passed unanimously.

2. Officer Reports:

A. President Maureen Cole

1. Committee assignment changes:

a. OLA/OEMA Joint Committee - added Jackie Partch (School Corps Team Leader, Multnomah County Library) and Jean Caspers (Linfield College).

b. Resource Sharing Committee – Paula Hamilton resigned as chair. Mary Jane Fisher (2005) and Wes Stevens (2007) are the proposed new co-chairs. Members: Frances Rasmussen (2005) Ben Wakashigee (2007) Suzy May (2007) Alicia Yokoyama (2007) Meryl Cole (2007) Michelle Burke (2007). There is still a need for one more committee member.

c. Membership committee still needs more people.

Jim Schepcke moved to approve the OLA committee appointments.

Suzanne Sager seconded. Motion passed unanimously.

2. Nan Heim contract – The proposed memorandum of agreement and increase of \$100 per month, for a total of \$24,000 per year was discussed. There is a need to develop a process for proposing increases such as the legislative committee reporting to the OLA president. President Maureen Cole will work with the chair of the Legislative Committee to develop a process for proposing salary increases.

Rob Everett moved that the Board approve a \$100 per month increase in the amount paid to lobbyist Nan Heim. Bill Kelm seconded. Motion passed unanimously.

3. Budget

- a. The Dues line item under income was increased from \$37,000 to \$41,000.
- b. The line item Conference Expenses for Next Year was increased to \$3000 due to down payments that are needed.
- c. OLA Retreat (formerly the Leadership Conference) was changed to \$2,200, which is the full amount.
- d. Lobby Services was changed to \$24,000.
- e. Quarterly – there will be only three issues this year, which will reduce this line item to \$10,500.
- f. Continuing Education committee will receive \$100.

Carolyn Rawles-Heiser moved to approve the proposed budget with a \$100 additional expense for the Continuing Education Committee and \$3000 additional income and expenses for Scholarship Planning Grant from the State Library. Rob Everett seconded. Motion passed unanimously.

4. Report on PR, Archives, and Technology

- a. PR – Dave, Bruce and Maureen have started e-mail discussions regarding what has taken place and possible ideas.

- b. Archives – discussions taking place regarding implementing the recommendations that were approved.
- c. Technology – registration for the conference has been the main focus.

5. The letter from ALA inviting OLA to participate in the ALA Presidential Initiative “Many Voices One Nation At Your Library” was discussed. Suggestions are requested for two books from each state – one adult book and one children’s book. Criteria would be left to OLA, but it is asked that the books reflect the state or region. It was decided that the Oregon Authors Committee and CSD will be asked to handle this.

B. Past President – Faye Chadwell – no report.

C. Vice President – Leah Griffith – attended the OEMA board meeting in Seaside.

D. Secretary – Marsha Richmond – no report

E. Treasurer – Suzanne Sager – There is now a Wells Fargo Visa credit card for OLA. A draft Oregon Library Association Credit Card Procedure document was presented. Discussion followed. It is important to specify types of expenses the card may be used for and also those people authorized to use it. A procedure for prior approval from the OLA Treasurer for credit card use should be in place. McCully’s will need to know that the charges on the credit card were authorized, so they can pay them, otherwise interest charges may accrue. The Treasurer will need to notify McCully’s right away when giving prior approval for credit card use. Any expense outside of the specified, authorized use must have prior approval by both the OLA President and the Treasurer. The minimum amount for use of the credit card should be \$200, anything less should go through the reimbursement process. McCully’s will also need to be notified of the process and procedures when they are adopted. Suzanne will re-write the draft to include points from this discussion. The credit card procedures should be adopted as a policy.

F. Parliamentarian – Steve Skidmore – no report

G. State Librarian – Jim Scheppke – Reported on the Oregon Book Awards. Discussed the thirteen library measures around the state. The majority of the

measures were defeated. Governor Kulongoski will announce his budget on December 1st. One of his top principles is education and early childhood development. The Legislature has requested that all state agencies prioritize their programs. On December 10th, the State Library Board will prioritize the four State Library programs which are: Talking Book and Braille, Library Development which includes LSTA and Ready to Read, Government Research and Electronic Resources and Administration. The Ready to Read grant suspension of the maintenance of effort ends soon. Due to the way the bill was written, the maintenance of effort comes back automatically. This would affect the 2006 grants. It would take another bill to suspend it again.

H. OEMA representative – Jim Tindall – Work continues on the July 2006 literacy conference. They are trying to make it as broad as possible in order to be attractive to everyone from library board members, to school board members to preschool staff. The OLA/OEMA Joint Committee will meet tonight. There is new proposed legislation that could mandate physical education in schools, which could cause problems for school library budgets.

I. ALA Councilor – Carolyn Rawles-Heiser – ALA is working to fix the website and moving ahead with electronic elections. The Intellectual Freedom manual is being revised and there will be a new edition of that coming out soon.

J. PNLA Representative – MaryKay Dahlgreen – The first PNLA Leadership Institute was held the last week in October. Around 40 people attended. There were 10 mentors. Participants were from all states and provinces that belong to PNLA. The PNLA board has voted to hold another Leadership Institute in 2006. Discussion regarding waiving the OLA conference registration fees for the PNLA President followed.

MaryKay Dahlgreen moved that OLA waive conference registration for the PNLA President for the 2005 OLA conference. Faye Chadwell seconded. Motion passed unanimously.

The PNLA conference August 9-12, 2006 will be held in Oregon, probably in Portland or Eugene.

K. Member at large – Rob Everett – Discussed the adaptive technology stations that were recently installed at both branches and downtown.

3. Division Reports

A. Academic/ACRL/OR – Susan Hinken – Reported about the October conference. The focus was open access and the goal was for attendees to come away not only with ideas, but practical outcomes. There were 91 participants at the conference and they were able to offer two scholarships. They had raised the conference fees to \$105, which seemed to have no negative impact on attendance as there are usually 70-90 participants.

B. Children’s Services Division (CSD) – Chandra Vaneijnbergen – not in attendance – no report.

C. Oregon Young Adult Network (OYAN) – John Sexton – Requested OLA Board approval to approach the State Library to collaborate to sponsor a state library member to attend the Summer Reading Collaborative to represent OYAN as well as CSD in order to provide consistent representation. This would require attending one meeting per year. Discussion followed. John and Chandra will draft a proposed memorandum of understanding to sponsor up to \$1000 (\$500 from OYAN and \$500 from CSD) to support the state library member to represent OYAN and CSD at the Summer Reading Collaborative.

Work continues on a preconference with author Chris Crutcher.

D. Public Library Division (PLD) – Kevin Barclay not in attendance.

1. Oregon Library Standards – Leah moved that the PLD standards be adopted as presented. Faye Chadwell seconded. Motion passed unanimously.

E. Support Staff Division (SSD) – Bill Kelm

1. SSD Conference Committee – The conference committee is in process of selecting a general theme and session topics. The location of the 2005 conference will be the Newport Holiday Inn at Agate Beach.
2. SSD Education Committee – There will be a pre-conference Session with Judy Pearson titled The “GAC” - Great Attitude Communicator at the SSD conference. There will also be a session with Nan Heim and a legislator regarding what they do and how they do it. They are co-sponsoring a program with the reference roundtable on reference desk help and also co-sponsoring a program with education outreach, which will bring in Lee ann Jasheway. They continue to provide workshops on book mending for beginners and also are looking at possibly

providing one for advance techniques.

3. SSD Membership Committee – They are finalizing a letter to Directors to encourage membership in OLA/SSD. They are also requesting information regarding those that are members of OLA and are support staff, but have not paid the additional \$5 to join SSD.

4. Committee Reports

A. 2005 Conference – Cindy Gibbon

1. Conference schedule was handed out and discussed. There have been a few changes. The preconferences will begin at 8am instead of 8:30am. There is discussion about eliminating the President's Reception and just having the All Conference Reception be the President's Reception because the 9-10:30pm time isn't one that is well attended for any event. There has been a second time added for business meetings. This will be on Friday morning. This year there will also be a poster session award. The criteria for the award is being developed.

2. Conference budget was handed out. Discussion followed regarding raising conference registration fees. MaryKay Dahlgreen moved that we raise conference registration fees by \$10 across the board. Carolyn Rawles-Heiser seconded. Motion passed unanimously. The Activa proposal was discussed. Rob Everett moved that OLA contract with Acteva (Secure Registration Services) for online registration for the 2005 OLA conference. Carolyn Rawles-Heiser seconded. Motion passed unanimously. Carolyn Rawles-Heiser moved that the proposed budget for the 2005 conference be approved as amended to reflect the additional \$2750 income. Jim Scheppke seconded. Motion passed unanimously. In lieu of an honorarium for Mike Eisenberg's speaker fee he has requested that there be a contribution to the Beverly Cleary Endowed Professorship of Children's Literature. MaryKay Dahlgreen moved that OLA donate \$1000 to the Beverly Cleary endowed chair at the University of Washington School of Information in lieu of Mike Eisenberg's speaker fee, in addition to travel fees. Jim Scheppke seconded. There was one opposition.

3. Future conferences and locations – 2005 will be Portland, 2006 Salem, 2007 was supposed to be the joint conference so now there is a need for a site, 2008 is the joint conference with Washington at the Vancouver

Convention Center, 2009 and 2010 need sites. Jim Scheppke moved that negotiations begin with Corvallis for the 2007 conference. Faye Chadwell seconded. Motion passed unanimously. There was discussion regarding establishing a formal rotation for the conference. The conference logo was shown.

- B. Continuing Education – Pam Horan – They have the same committee as they had last year. The OLA conference program that was proposed and accepted will be Library Training in the New Millennium: Continuing Education Opportunities in the Pacific Northwest. Working with PORTALS Online Clearinghouse for continuing education project. Meeting with PORTALS Continuing Education Committee to review and explore curriculum possibilities for support staff working in Oregon libraries. Plan to continue to promote the OLA calendar.
- C. Honors, Awards, Scholarships – Gary Sharp – not in attendance – no report
- D. Intellectual Freedom Committee – Cara List – the committee had a number of conference proposals accepted. Update on the Internet Policy Survey – so far there were 105 responses out of 137 polled.
- E. Library Development and Legislation Committee –Diedre Conkling - Library Legislative Day is January 27th. The committee will watch for issues regarding depository libraries, filtering issues, and the State Library budget.
- F. Membership – Colleen Bell – not in attendance – no report
- G. Nominations Committee – Ruth Kratochvil – not in attendance – no report
- H. OLA/OEMA – Jim Tindall – reported earlier.
- I. Oregon Authors – Sue Kopp – not in attendance – no report
- J. Publications Committee – Alex Rolfe - not in attendance – no report
- K. Resource Sharing – Wes Stevens, Mary Jane Fisher – not in attendance – no report
- L. Ad hoc Online Membership Services Committee

5. Roundtable Reports

A. LIBRARY DISTRICTS – Diedre Conkling – Attended the Special District's Association Executive Board meeting yesterday. The Special District's Association is working on a way to formalize exactly what the role of the County Commissions is.

B. OUTREACH – ORT met in November at the State Library in Salem. Among the items on the agenda was a tour of the State Library building with emphasis on the Talking Book and Braille Services section since that is the part of the operation that is of most use to the outreach librarians across the state. Dee Iltis and Deb Sparber talked about the Government Resources and the electronic resources available as well as the resources for genealogists. Robin Beerblower also gave an update on conference planning for this year and the next.

C. SOCIAL RESPONSIBILITIES – no report

D. No other Roundtables in attendance.

Next meeting January 28, 2005 in Salem.