

Draft Minutes
OLA Board Meeting
September 17, 2004
Newberg Public Library

Attendance:

Maureen Cole, Leah Griffith, Faye Chadwell, Suzanne Sager, Marsha Richmond, Carolyn Rawles-Heiser, MaryKay Dahlgren, Susan Hinken, Chandra Vaneijnbergen, John Sexton, Bill Kelm, Rob Everett, Jim Tindall, Steve Skidmore, Cindy Gibbon, Colleen Bell, Ruth Kratochvil, Kaiping Zhang, Cara List, Rachel Mendez

Quorum achieved.

1. Housekeeping:

Bill Kelm moved to approve the minutes from the August meeting. Faye Chadwell seconded. Motion passed unanimously.

2. Officer Reports:

A. President Maureen Cole

1. Leah Griffith moved to approve new committee members and chairs. Suzanne Sager seconded. Motion passed unanimously.

- a. Nominations Committee Chair: Ruth Kratochvil
- b. Resource Sharing Committee: Ben Wakashigee, Director at Pacific University.
- c. Oregon Authors: Garin Gonzales, student
- d. OLA/OEMA: Susan Ludington, Teen Services, Deschutes
- e. Membership: Cathy Zraggen, Sunriver
- f. HAS: Mike McNamara, EPL

2. 2007 Joint Conference: The WLA invitation for OLA to participate in a joint library conference in April 2008 instead of 2007 was discussed. Since no plans have been made yet for 2007 or 2008 this would be no problem. There is discussion that the joint conference would be in Vancouver. One issue is out of state travel and the need for prior approval. The conference committee will explore the issues

work out details. Leah Griffith moved that we accept WLA's invitation to hold the joint OLA/WLA conference in Vancouver. Suzanne Sager seconded. Motion passed unanimously. Liisa Sjoblom will be asked to chair 2008 conference. Possible future conference sites were discussed. Seaside is a possibility; there is a new hotel. In the past, the Seaside conference was one of the best attended.

3. There is no need to find another vice chair for 2007. Lyn can remain chair for 2007 due to 2007 not being a joint WLA/OLA conference. Liisa will be asked to chair the 2008 conference.

4. The LAMA invitation was discussed. Sponsoring a LAMA regional institute in conjunction with the OLA conference may pose problems due to people having to choose between the LAMA Institute and OLA. They may not be able to do both due to funding and release time. It was decided that it is not a good fit at this time, but we will investigate the possibility of co-sponsoring an institute at another time.

5. Charges for the 2004-2005 budget:

The President's Charges to Oregon Library Association's Divisions, Committees, and Roundtables for 2004-2005 are:

Technology

1. Establish plan for providing members services online.
2. Review the OLA website, purpose, design, and structure.
3. Technology and Web sites for libraries and librarians in Oregon.

OLA Bylaws – these have been reworked recently, but they are a living document and need constant attention.

Reestablishment of the Public Relations Committee

Other Charges – Business Plan – on the back burner for now._

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So many things we do are wrapped up in technology and there are indications that it currently isn't working as smoothly as we would like it to. This is where numbers 2 and 3 above come into play.

Issues and problems:

- It is a large site and not as clean and well structured as it could be.

Would like site to have archival uses and a manual to specify who is responsible for which duties.

- It is a big job for one person, may need additional help on the website.
- There are problems that need to be identified and addressed-for example the broken conference forms.

Discussion: The possibility of putting out an RFP for services was discussed. The problem in the past has been the fact that we could not afford the RFP's that had been received. Moving to a new ISP may alleviate some of the current technical problems. The current ISP was chosen many years ago and has problems with server security and it uses old technology. However, moving the website will be a long process and may cost more for a period of time. The necessity of publications (Hotline and Quarterly) was discussed. The membership had been asked about the Hotline and it is very well liked. There may be a need to ask how the membership feels about the Quarterly. It was decided that Mo will organize a committee to look into webpage issues. Getting the conference information up is a high priority. The interim solution will be to mount the conference information at openorg. Cindy will find out if the OLA board list could be moved there also.

6. Budget – Suzanne passed out an updated budget. The budget was discussed. It was decided that the proposed dues income be changed from \$40,000 to \$41,000. The name of the line item for the leadership conference will be changed to OLA retreat. \$150 was added for the HAS committee line item for plaques, etc. The CSD has budgeted to send two people to the Collaborative Summer Library Program meeting. Consistent attendance is necessary for continuity and to get the most out of the Summer Reading program. The CSD requested that the State Library have someone attend, however, due to budget restrictions, this may not be possible. It is important to have a line item for this expense.

Due to a change in budget structure and form, the budget will remain a draft and will come back next time for approval.

A document from the McCulleys shows a profit of about \$9500, but the conference report and a few other items have not been received yet. The balance sheet is very strong and it may be a good idea to look at a certificate of deposit.

B. Past President – Faye Chadwell – Final contract proposal – Rachel Mendez. The contract was discussed. The amount of time listed on item 9 was an issue. It was decided that the amount of time did not need to be listed. Leah moved to approve the contract as amended. Linda seconded. The motion passed unanimously.

C. Vice President – Leah Griffith – no report

D. Secretary – Marsha Richmond – no report

E. Treasurer – Suzanne Sager - The deposit for the large meeting room for the 2004 Silver Falls retreat was sent. The credit card application was completed and the credit card should be arriving soon. There will be one card with a \$5000 limit. The majority of the amount in the line item Board Office is for credit card fees, envelopes, letterheads, other necessary office supplies and dishonesty insurance.

F. Parliamentarian – Steve Skidmore – 3.0222 of the bylaws – changes are shown in italics on the handout. It is requested that there be a vote by the OLA board and the general membership in the spring. Faye Chadwell moved the the OLA Board accept the proposed changes to OLA's bylaws. Each committee and roundtable is responsible for looking at bylaws and forwarding any needed changes to Steve.

G. State Librarian – Jim Scheppke – not in attendance – no report

H. OEMA representative – Jim Tindall – The OEMA conference committee meets Nov. 19th. Ebsco/OSLIS and L-Net trainings have been scheduled around the state. The topic “What’s in a name?” from the summer retreat has been further discussed. OEMA would like to get closer to a label for what they do in school libraries.

On the agenda: OEMA has held a literacy conference every two years. The most recent conferences were targeted at schools, but public libraries may also be interested. OEMA is working to identify possible partners for the 2006 conference. OEMA would like to expand sponsorship of OEMA literacy conference to help facilitate cooperation of professional associations and the state library. They would like to promote early literacy and school/public library cooperation. Susan Hinken moved that Jim Tindall represent OLA in further

investigations of a joint literacy conference working with ODE, OEMA, and ORA. John Sexton seconded. Motion passed unanimously.

- I. ALA Councilor – Carolyn Rawles-Heiser – no report
- J. PNLA Representative – MaryKay Dahlgreen – no report
- K. Member at large – Rob Everett – no report

3. Division Reports

A. Academic/ACRL/OR – Susan Hinken – Reported about upcoming Conference plans for October. The goal is to have attendees leave with a sense of one or two things they can do in their own organization. The information is on the website which links to the OLA website. There are two scholarships being offered to attend the conference. There are usually 70-90 attendees.

B. Children's Services Division (CSD) – Chandra Vaneijnbergen – The Summer Reading evaluations are being compiled. CSD gave 40 Summer Reading grants of \$250 each to libraries throughout the state. The Performer Showcase will be October 2nd and the CSD annual workshop will be November 6th. The Ford Family Foundation grant report was due in June. It will be completed soon.

C. Oregon Young Adult Network (OYAN) – The executive board met Using L-Net technology went down and the minutes were lost. There is discussion about participating in the summer reading manual.

D. Public Library Division (PLD) – Linda gave out copies of the new and the old access and technology standards. What is on the new standards has already been approved by PLD membership. This will be looked over and discussed at the next meeting.

E. Support Staff Division (SSD) – Bill Kelm – SSD hasn't met since the last meeting, but they are working on the 2005 conference at Newport. The ALA Support Staff Division requested an e-mail list of OLA support staff division members.

4. Committee Reports

A. 2005 Conference – Cindy Gibbon

1. PEDCO contract – This is for the exposition contractor. PEDCO

has done OLA conference work for the last few years. The agreement lists the charges for services. For the most part this amount is passed on to the exhibitors. There are discounts for additional services. The committee may request a covered canopy between buildings. Cindy requested approval from the board to sign the contract. It was discussed and decided that the OLA president should be the person to sign contract. Mo would like to have a copy of the contract attached to the minutes. Carolyn moved and Suzanne seconded that the OLA president review and sign the PEDCO contract.

2. Conference planning progress - possible candidates for the keynote and banquet speakers were discussed. The deadline for conference program proposals was extended to October 1st.

B. Continuing Education – Susan Whyte, Pam Horan – not in attendance – no report

C. Honors, Awards, Scholarships – Gary Sharp – not in attendance – no report

D. Intellectual Freedom Committee – Cara List – the committee met last Friday and discussed conference proposals and the survey. It is the third iteration of the Internet use survey and they will work with MaryKay to use Survey Monkey for this. The plan is to have the survey accomplished by the end of October. The results will be announced via the Hotline and other places. Institutional archives were then discussed. No one could find copies of previous completed IFC surveys. For the 1998 survey, actual results could not be found, only the report format was found which was in prose form. It was requested that a system be adopted to deal with archiving documents. Two years ago there was a committee appointed and they came up with a retention schedule and implementation task form, but nothing was done with the recommendation. Mo will assemble a group of interested people to implement the recommendations and find some institutions to house the documents.

E. Library Development and Legislation Committee – Rob reported for Connie – there was no committee report. The CSD has agreed to assist with Oregon Legislative Day. Ellen Fader will be providing books. They hope to have enough books for both senators and representatives. They will need more than one hundred picture books.

F. Membership – Colleen Bell – no report

G. Nominations Committee – Ruth Kratochvil – no report

H. OLA/OEMA – Jim Tindall

I. Oregon Authors – Sue Kopp – not in attendance – no report

J. Publications Committee

1. OLA units advertising in OLA Quarterly – Leah moved to allow OLA units to have free advertising space in OLA Quarterly. Linda seconded. The motion passed unanimously.

2. OLAQ in PDF instead of HTML – Leah moved to change to PDF format for the OLA Quarterly. Suzanne seconded. The motion passed unanimously.

K. Resource Sharing – Paula Hamilton – not in attendance – no report

L. Ad hoc Online Membership Services Committee – have not met

5. Roundtable Reports

A. BIGOR – Kaiping Zhang – a meeting was held and they hope to put on a program at the OLA conference.

B. No other Roundtables in attendance.

