

**Oregon Library Association
Executive Board Meeting
November 17, 2006
Estacada Public Library, Estacada, OR**

10:07 Meeting called to order

ATTENDANCE

Aletha Bonebrake, Sarah Beasley, Leah Griffith, Terri Washburn, Julia Longbrake, Steve Skidmore, Gregory Lum, Carolyn Rawles-Heiser, Steven Engelfried, Jim Scheppke, Janeanne Rockwell-Kincanon, Karen Fischer, April Witteveen, Linda Lybecker, Suzanne Sager, Lynne Mildenstein, Liisa Sjoblom, Gary Sharp, Bob Kingston, Camila Gabaldon, Kimberley Willson-St. Clair and Diedre Conklin

1. HOUSEKEEPING

- a. Local details -
- b. Approve Agenda
- c. **Approve** Minutes: September 29, 2006 Leah Griffith *moved to approve the minutes with changes. April Witteveen second. Passed unanimously.*

2. OFFICER REPORTS

- a. President: Aletha Bonebrake

Draft Budget*: Request Board approval

Correction to the budget—advertising sales will receive \$500 added as income and will be spent under PNLA Representative, which is located under Affiliations. The budget is increased from \$800 to \$1300 for PNLA Representative. Children’s Services Division did pay its amount for MemberClicks back in 2005-2006. It just hadn’t been posted. Discussion on Hotline and webpage being moved over to Other category instead of under Association Management. Legislative Day funding by OLA increased by \$100. ALA Representative decreased to \$100. Conference expenses increased from \$56,957 to \$59,957. Conference income changed to \$95,500. Conference awards changed to \$800 from \$400 (taken out of contingency). *Jeananne Rockwell-Kincanon moved that the draft budget be approved as amended, Sarah Beasley second. Passed unanimously.* Revised budget will be emailed to the board.

OLA Board e-mail list

Rachel Menendez manages this and has updated the email list. Board members should check to be sure they are on the list. Leah requested Camila send an email to the board on how to use it. You have to log on to MemberClicks to send an email to board members. Rachel will delete the old OLA Board member list so that the board has to use MemberClicks.

Annual Reports

*Denotes Attachment

OLA/OEMA Joint Committee has turned in its annual report. CSD has as well. See list handed out as to who needs to still send in their annual report. We want to get these on the OLA website.

Make official decision deferred from last meeting, as stated in the minutes:

1. "Credit card line for OLA Conference should include the charge of 3% for total registration including vendors."

2. "Every division that puts on a conference needs to add a fee to their registration and then send a flat dollar amount to OLA to compensate for the cost of the services (i.e. managing registrations through MemberClicks)."

Discussion

This is a consistent way to handle registration. It doesn't have to be a MemberClicks registration unless you allow credit cards. This is a transition period but OLA should eventually move to only using MemberClicks. It is likely that next year MemberClicks will be required. Cost for using MemberClicks is \$.70 per transaction plus 1% for any transaction whether check or credit. Julia says the charge for a \$100 registration is \$1.70 for check, \$4.30 for credit card. A flat fee is preferred so there isn't a complicated formula to understand. Julie suggests a 4% charge in number 1 above. Leah suggested changing numbers 1 and 2 above to 5% as the division needs to pay OLA 5%. *Leah Griffith moved that registrations requiring payment on MemberClicks require 5% payment to OLA for administrative costs. Linda Lybecker seconds. Passed unanimously.*

Jim Scheppke suggests this be put in the procedure manual so it doesn't get lost. Aleatha will send out a general email to those affected by this MemberClicks change and the information will be put in a separate chapter of the procedure manual.

b. Past President: Leah Griffith

Priddy Foundation Proposal status

No response from Priddy Foundation to date.

Oregon Reads 2009: Book selection report

Leah handed out a list of potential books to use. The adult book needs to be selected by January. We need to be sure whatever book is selected is in print or that we can get publishers to put it back in print. It was suggested that we are sure the book is available in audio format. Discussion commenced on whether to have a living or dead author. It was decided that this is not a relevant criteria. Other suggestions included using a YA author who has been on the Banned Book list and that we not choose a controversial title since it is in celebration of the State Sesquicentennial. The title needs to speak to everyone in the state. Bob Kingston suggested the books *Skookum*, *Stubborn Twig* as fitting the criteria we are looking. *Hole in the Sky* was also suggested.

c. Vice President: Sarah Beasley

No report.

d. Secretary: Terri Washburn
No report.

e. Treasurer: Julia Longbrake (morning)
Financial report

Handed out updated reports. \$150 for Katrina libraries needs to be expensed. *Carolyn Rawles-Heiser moves OLA donate \$150 for Katrina-affected libraries to ALA Katrina Fund, Jim seconds. Passed unanimously.*

OLA Recommendations for HAS Accounts November 2006

See Handout. Recommended changing HAS fund names to more accurately reflect fund activity.

- HAS OLA Conference Grants will track donations and disbursements for grants to attend the annual OLA conference.
- HAS Contributions—OLA-MLS Scholarship will serve as a temporary holding account for donations made for MLS scholarships during the year. Funds in this account will be deposited into the HAS OLA-MLS Scholarship savings account on a periodic basis.
- HAS OLA-MLS Scholarship will be a savings account for donations to the fund.
- HAS Interest will record interest received on the HAS OLA-MLS Scholarship fund.
- HAS Committee account will have a yearly budget set by the OLA president. Costs for annual award plaques and conference meals for awardees will be charged to this account.

There will be two options for OLA members to make HAS donations: donate to the HAS OLA-MLS Scholarship fund or donate to the HAS OLA Conference Grants fund. See Handout. These options will be made available on the MemberClicks OLA membership renewal form. This will clarify the funds for the committee greatly. *Motion by Jim to accept the recommendation of the Treasurer regarding the HAS accounts, second by Sarah. Passed unanimously.*

Julia questioned the McCulleys to determine how long accounting records are kept and methods of record disposal. (Note on Inventory of OLA records kept on file with McCulleys *General Reports-2)

Received inventory of back issues McCulleys keep of OLA Quarterly.

f. Parliamentarian: Steve Skidmore

OLA Handbook Revisions re Nominations Committee* –

Request Board approval

See handout. There is a section about the Nominations Committee in the bylaws. Nothing precludes Aletha appointing whom she wants but to have it become part of the bylaws, it would require a vote by the membership at conference. *Motion by Leah to submit to the membership the bylaws change 3.0311, second Suzanne Sager. Passed unanimously.*

Aletha appointed Leah as the official Chair of the Nominations Committee.

Other

*Denotes Attachment

g. State Library Report: Jim Scheppke
No report

h. OEMA representative: Gregory Lum
OEMA had a very successful fall conference in Salem. Janet Setness, Marshall High School, will be the chair at next year's conference in Seaside. The 2008 joint conference will be held in Portland with WLMA (Washington Library Media Association). OEMA just started using MemberClicks. Gregory will be attending the AASL Vision Summit in Chicago in December. OEMA is changing its name to Oregon Association of School Libraries. This name is not official yet.

The OLA/OEMA joint committee proposes a joint 2010 annual conference with OLA and OEMA. Gregory will be chair of the conference. Mo Cole of Eugene Public Library has agreed to be the programs chair. Jim asked that the committee put together a three-page proposal for the Board to review. Gregory said the end of February or beginning of March were the dates suggested to have the conference. Choices of location should be included in the report. This joint conference would replace the usual OLA conference for 2010. Question was asked if this is a one-time event or are we going to try to do this every five years. Concern is about profit for all the groups due to having several joint conferences and having to share revenue. Please send your questions to Gregory so he can bring them to the conference committee. The President, Treasurer, and former treasurer of OLA are going to set up a conference call to talk about this in greater detail with OEMA representatives.

i. ALA Councilor: Carolyn Rawles-Heiser
ALA Midwinter is in Seattle in January. ALA has invited OLA to cosponsor their Advocacy Institute. *Carolyn moved to cosponsor the ALA Advocacy Institute at Midwinter, second by Jim. Passed unanimously.* Carolyn discussed the closure of EPA regional libraries. With the closure of the libraries, all EPA information is supposed to be available online. ALA is skeptical. Marcus Peacock, Deputy Administrator, has said he doesn't think any documents won't be available. ALA is encouraging ILL requests to see if these documents can be obtained.

j. PNLA Representative: Steven Engelfried
The PNLA Board met two weeks ago. PNLA is in the best financial shape ever. The conference in Eugene made \$11,000. The Centennial of PNLA is in 2009. The 2007 PNLA Conference will be in Edmonton Alberta; 2008 in Post Falls, ID; 2009 in Missoula, MT; and 2010 in British Columbia, probably in Victoria. Tamarack, ID is the location of the 2008 PNLA Leadership Conference. OLA will need to put \$1,000 the budget in the next two years to cover supporting the leadership conference. The Young Readers Choice Award did not produce a DVD this year. The will be having a student liaison from the iSchool at the next board meeting. Sarah questioned moving the leadership conference to a time of the year besides fall as there is overlap between Menucha (academic conference) and the leadership conference dates.

k. Member at large: Ken Watson (absent)

3 EARLY REPORTS TO MEET SCHEDULE NEEDS

a. Scholarship Subcommittee of HAS: Gary Sharp

MLS Scholarship program is about to be officially launched. The e-application and print catalog is going live. See handouts: Scholarship Program Rules, OLA Scholarship Selection Committee Structure and Rules and MLS Scholarship Advisory Committee Structure. Scholarship Program Rules added language including part time employees and diversity language based on OLA Vision 2010. The money is disbursed from the Student Assistance Commission Fund (SACF). A brochure will be created to publicize the scholarship including sending it to the library schools. Deadline for applying is March 1. It was suggested by Julia that expenses for travel be looked at closely due to the cost, which could easily equal the monies available for scholarships. *Motion by Jim to accept the recommendation of the treasurer regarding the HAS accounts, second by Sarah. Passed unanimously.* There will be five to seven committee members. There is a \$1000 allocated for travel in the OLA budget. Teleconferencing was suggested along with meeting at the OLA conference in the spring. Ten percent of scholarships awarded go to SACF for administering the scholarships. *Motion by April Witteveen to accept the recommendation of HAS Committee regarding rules implementing committees and transfer \$17,250 to the Oregon Student Assistance Commission. seconded by Leah. Motion carried with Jim Scheppke abstaining.*

b. Children's Services Division (CSD): Karen Fischer (morning)

Summer Reading Club Results: Ninety out of 171 libraries/branches have submitted reports on their Summer Reading Program (SRP). Participation was stable or up for 83% of those reporting: Oregon libraries had over 115,000 children and teens signed up with over 280,000 hours or over 116,000 books read during the summer. Volunteers devoted over 17,000 hours to summer reading clubs. Oregon libraries presented over 2,000 performer/event hours to over 112,000 kids and teens. Over \$1.3 million was spent on Summer Reading in Oregon, 72% of which was from non-profit organizations. The largest libraries from which there were no reports submitted were Deschutes County and Tillamook County. Librarians received a lot of positive feedback on the theme and artwork this year.

Fall Workshop highlights: MaryKay Dahlgreen presented the State Library's vision for Youth Services statewide, including proposed changes to the Ready to Read grants; BJ Quinlan presented "Booktalking the Blurbs," a fun and effective way to book talk books you haven't read using book jacket blurbs; "Book talking to Boys" presented by several librarians as to what are the best books to recommend. How School Children Learn to Read presented by Kathy Moran from the Oregon Reading Association, focusing on how children learn once they get to school. Fund raising auction brought in \$1,600. More than 60 people attended the workshop, which is double last year's attendance. Stories by the Sea had 2,000 in attendance and made over \$500. Next Stories by the Sea is on Sept. 21 – 23, 2007. Oregon Reads list is available. 2007 SRP manuals were distributed under the theme "Get a Clue". Mock Caldecott is on Jan 6, 2007 at the Springfield Public Library. Jim discussed SRP monies being focused on early literacy in the future. The State library will likely take care of statistical collection.

- c. Library Development & Legislation: Janet Webster or Aletha reporting
(*General Reports-3)

Diedre Conklin filled in for Janet. OLA Legislative Day is February 7, 2007. It was suggested libraries contact newly elected legislators to let them know you will be visiting them in February.

4. SPECIAL PRESENTATION REPORTS

- a. Joint Conference 2008 (*2 attachments) (15 min.): Liisa Sjoblom

Joint Conference Policy

The manner in which conference profits are split have been redefined. See handout. This requires board approval. *Leah moved the board approve the 2008 joint conference policy, Sarah seconds. Passed unanimously.* Liisa needs clarification on how the registration will work since WLA uses a different vendor than MemberClicks. It was suggested to only use one system to avoid complications. They plan on having room for 10 preconferences. Have tried to reduce the size of the joint committee by only having co-chairs where needed. *Jim moved that we adopt a target of \$20,000 profit for 2008 conference, second by Suzanne. Passed unanimously.* The committee is looking for Communications and Registration Co-chairs. The Conference budget was handed out. Speaker fees and expenses are budgeted at \$22,000. WLA gets authors that charge quite high fees. The committee still needs to budget for shuttle service.

- b. Oregon Authors Report on Wiki Development (10 min.): Kim Willson-St. Clair
Kim asks that we look at the sites on the handout to see if we like any of them. If we move solely to a wiki like Wyoming has, we will still have on-going expenses. If we go with the more costly wiki, we will know when someone adds an item to it and also avoid spam. Kim wants input on the wiki format for the committee. The State Library is starting a wiki and the committee is looking into whether they can share some space. When using the wiki, the author takes responsibility for entering their own information. Kim thinks that OLA should do both the print version of the Authors list and the wiki. Oregon Authors started in the 1930s as a publication through the State Library. The Committee asked the Board to address the archiving of the authors list if we do go to a wiki. There was discussion on writing an LSTA grant to pay for retro conversion of print editions into an electronic format. It was suggested it would be nice to be able to bring up this database for the Sesquicentennial. The committee was asked to look into pursuing an LSTA grant. Feb 14, 2009 is the official Sesquicentennial date.

5. TASK FORCE REPORTS

- a. Advocacy – Pat Duke (absent)

- b. Task Force Second Draft Report on Web/Membership Manager Position*:
Discussion

Request Board Approval to move forward with RFP

The Task Force meeting identified which contractors were doing what duties. Input was obtained prior to creating the document, which was handed out with the new position

*Denotes Attachment

descriptions. The handout shows what the McCulleys and the current web master and Hotline editor have done. "Duties Added to OLA Leadership Units" was handed out. The budget is \$7,000. The document needs to be reviewed by Rachel Mendez. The cost for the services of the McCulley's remains the same, as they haven't raised their prices for five years. The new Web Member Manager will work directly with the McCulleys. It was suggested that an RFP be issued. The responses will indicate what listed duties they will perform and for what price. This is the first step towards moving to an Executive Director. Discussion was held on the added duties of the newly created web manager position and what the cost would be. There was further discussion on how the Hotline would be distributed. *Leah moved that OLA pursue the RFP for the Web Member manager – initial setup and continuing operations, second by Janeanne. Passed unanimously.* There was a question regarding the timeline as to when the new duties will be added to OLA leadership committees. A memo will need to go out to the membership. There is a change in the language on Oregon Authors to: *Oregon author to develop an Oregon authors wiki and to maintain the Oregon authors database as well as maintain the back issues.*

c. Vision 2010 Redux Charge: Meeting on Statewide Catalog – Jim Scheppke

Any Other remarks – Open

There was a meeting on November 16 in Corvallis to look at LibraryFind. LibraryFind is a federated search engine using open source software as an alternative to WebFeet. It has been developed by OSU librarians and provides the ability to search and request unmediated ILL from any library in Oregon. We may be able to deliver the statewide catalog for a modest investment using this software. OSU will pursue an LSTA grant to undertake a pilot project with three to four libraries. Likely participants include: OSU, Corvallis, Deschutes plus one or two smaller libraries. OLA is being asked to create a group with the charge to look at policies and procedures. Deb Carver and Cindy Gibbon volunteered to work on this.

6. DIVISION REPORTS

a. Academic/ACRL/OR: Janeanne Rockwell-Kincanon

A successful Menucha was held with 88 attendees. They had a stimulating set of speakers along with a very good time. The Oregon chapter of ACRL sponsored two individuals to attend Menucha. They will be sending Kate Gronemeyer, OSU Cascades campus, to the ALA Emerging Leaders program.

b. Oregon Young Adult Network (OYAN): April Witteveen

They voted to change their bylaws. A handout was given highlighting the changes. They have added Nominating and OYEA award committees. *Motion was made by April to accept these bylaws as amended, second by Jim. Motion passed unanimously.* OYAN will be holding a Mock Printz program on Saturday, January 13, 2007 at the Hillsdale branch of Multnomah County Library from 1-5pm.

d. Public Library Division (PLD): Linda Lybecker

PLD Standards will come before the OLA board in the future. The meeting last month was postponed. The next scheduled meeting is November 24 to finalize the revised standards.

The next section they will be working on is Community Involvement. PLD is sponsoring a number of programs at this year's conference.

e. Support Staff Division (SSD): Suzanne Sager

Their next meeting is on November 30. SSD is holding a preconference on emergency preparedness.

7. COMMITTEE REPORTS

a. 2006 Conference: Lynne Mildenstein

Handout on a revised budget was given. Most changes to the budget were due to food costs and local arrangements. The first draft of programs will be reviewed on December 1. Mid-January is the goal to have information on the 2007 conference website. The logo has been selected. Emily Sheketoff, Executive Director of ALA's Washington Office will be at the conference. Discussion was held on whether to have her speak at lunch. Awards could be moved to Thursday dinner. A seven page Conference Committee Procedure Manual has been created. The committee would like to revise the general fiscal policy guidelines to increase the amount from \$5 to \$10 to help cover increased MemberClicks fees. Board approval is required to make this change to the procedural manual. Jm Scheppeke *moved that the preconference fee be raised from \$5 to \$10, seconded by Linda Lybecker. Passed unanimously.*

b. Continuing education: (Vacant)

c. Honors, Awards, Scholarships: Connie Bennett (absent)

d. Intellectual Freedom: Bob Kingston

IF is doing a preconference on what staff and administrators need to know about the law called Federal Legislation 101: How to Track it and Find it. Emily Sheketoff will participate in this. They received support for the preconference from several divisions. Another program on social issues has been proposed. Banned Books Week was done this year in cooperation with the ACLU. It was reported that 58 libraries participated in Banned Books Week this year. An additional 2,500 Banned Books Week buttons were given away.

f. Membership: Camila Gabaldon (afternoon)

MemberClicks has the ability to monitor the requirement that OLA Committee members actually be members of OLA. They are finding committee members who are not actually members of OLA so, a reminder needs to be given to committee members. They are working on updating the MemberClicks database and on contacting expired memberships. Camila is looking for volunteers to join the Membership Committee. Terri Washburn suggested an email to expired members, then a letter followed up by a phone call similar to what the Special Library Association does when it tries to get members to renew.

Many IT staff do not see value in OLA membership. As Technical Services roundtable does not address IT issues, a specific committee for these interests should be developed. Wade Guidry of Lincoln County is an OLA member and may be a good contact for starting an IT roundtable.

g. Nominations Committee: Leah Griffith

They are looking for an academic volunteer for the committee. Several OLA officer positions will be opening soon: Vice President/President Elect, Secretary, Treasurer, and ALA rep.

j. Publications Committee: Loretta Rielly (absent)

k. Resource Sharing: Mary Jane Fisher, Wes Stevens (attendance not confirmed)

8. ROUNDTABLE REPORTS

BIGOR: Heidi Senior (cannot attend)

DIGOR: Kelly Peterson (cannot attend) - Jim reports Recommendation* to OSL

A handout was provided on the change in the way we organize the document depository arrangement in the state. The State library board has not approved this yet. PSU, OSU and U of O would have to step up to different roles in order to have this go forward. Federal documents would be located at four research libraries including the State Library. There is still a liaison with the GPO to be discussed, which would shift this to the State Library.

IRRT: Bruce Flath (attendance not confirmed)

LIBRARY DISTRICTS: Diedre Conkling

Discussed library ballot measures that passed.

LIRT: Kate Gronemeyer (attendance not confirmed)

OUTREACH: Bryn Wittmayer (attendance not confirmed)

PAST PRESIDENTS: Leah Griffith; Maureen Cole (cannot attend)

REFERENCE: Lee-Ann Flandreau (cannot attend)

SOCIAL RESPONSIBILITIES: Deidre Conkling (attendance not confirmed)

TECHNICAL SERVICES: Shelly Bodamer (attendance not confirmed)

VOLUNTEER SERVICES – Brenda Herren (cannot attend) – Aletha reports
(*General Reports – 4)

Jim Scheppke speaking on Janet Webster's behalf:

Legislative Committee is going to take up the issue that occurred in Florida where someone requested the email addresses of public library patrons. Florida turned the records over. Public records laws do not address this issue. Oregon probably needs an amendment to its public records laws. The name and address of a patron are not subject to disclosure but email addresses are not covered. There are some exemptions in Oregon public law for email addresses and protections for university students specifically. We may need to try to introduce a bill this session on protecting our email addresses.

9. TOUR OF NEW ESTACADA LIBRARY – Katinka Byrk

Adjourned at 3:02.

Next meeting on January 12 at the State Library

*Denotes Attachment