

OLA Executive Board Meeting Minutes

August 24, 2012

Oregon State Library

Salem, Oregon

10:00 am – 2:30 pm

Present: Rob Everett (Past President), Abigail Elder (President), Arlene Weible (Secretary), Buzzy Nielsen (Parliamentarian), Anne-Marie Dietering (ACRL-Oregon), Deeda Chamberlain (Children's Services Division), Ruth Murray (OASL), Laura Madsen (Member-at-Large), Emily Papagni (Membership Committee), Hannah Gascho Rempel (ALA Representative), Kris Lutsock (OYAN), Liisa Sjoblom (Treasurer), Michele Burke (Vice President), MaryKay Dahlgreen (State Librarian), Gary Sharp (Honors, Awards, Scholarship Committee), Brian Greene (incoming Secretary), Penny Hummel (incoming Vice President), Traci Glass (incoming OYAN), Holly Gerber (Legal Reference Round Table), Ted Smith (Public Library Division), Margaret Harmon-Meyers (incoming SSD), Su Liudahl (incoming PLD), Jane Corry (incoming CSD), Garrett Trott (2013 Conference Committee), Michael Grutchfield (OLA member) **Attending virtually:** Shirley Roberts (Association Manager), Sean Park (SSD), Roberta Richards (Intellectual Freedom Committee)

Welcome/Changes to the Agenda

Abigail called the meeting to order. Arlene asked that the State Librarian's report be moved to later in the afternoon, so MaryKay can deliver the report. The agenda was changed, moving the Shared Resource Borrowing report to the morning.

Approval of Meeting Minutes

Abigail presented the minutes from the June 8 Board Meeting in Newport and asked that they be approved.

Motion: Laura

Second: Deeda

The motion carried.

Abigail then presented the minutes from the executive Board meeting held at the OLA Board Retreat at Silver Creek Falls on July 30 and asked that they be approved.

Motion: Ted

Second: Liisa

The motion carried.

Association Manager's Report

Shirley reported that activities associated with the OASL merger are still going smoothly, and are winding down. She will now have more time to work on some projects with the Membership Committee. She has also been preparing next year's draft budget, and will be spending time on fiscal year closeout activities. Everyone was reminded that any reimbursement requests need to be turned in as soon as possible.

Shared Resource Borrowing

Abigail reported for Eva Calcagno, chair of the Resource Sharing Committee. The committee has been working on implementing the Statewide Collaborative Borrowing Program, with a goal of launching it January 1, 2013. They are working on producing the needed documents for the program, and are working with the State Library to develop a web presence. Washington County Cooperative Library Services (WCCLS) will donate graphic artist time to develop a logo. They are also still working on development of statistics that will be kept, and are anticipating some postage and printing costs. Eva needs some suggestions about what venues to recruit membership in the program. Anne-Marie suggested the October ACRL conference. OASL was suggested, but it was determined that school libraries would not typically be participants in the program. The service should be promoted with school librarians as they may get questions about how to access library services.

Treasurer's Report

Liisa presented budget reports that reflected spending through July 2012. She noted that dues and interest income are up this year. The draw on equity may not be necessary due to some lines not being spent (like Board travel), and higher than anticipated conference income. The documents comparing last year and this year's budgets note a large increase this year, but that is due to the merger with OASL.

2013 Joint Conference Update

Garrett reported that the committee has received four conference program proposals so far, with the deadline for submission being Sept. 30, 2012. There will be a meeting on Oct. 17th to finalize the program. Janet Tapper, the Program Chair, is looking for representatives from OLA Divisions to attend the meeting, and they will also invite some representatives from other OLA units. It was noted that conference information is now up on the OLA web site.

Garrett reported that working with WLA is a bit of a challenge, but also has its advantages due to their association staffs' experience and support. He also encouraged units that have receptions or dinners to start working with their WLA counterparts to try to schedule joint activities. Garrett would be happy to attend OLA unit meetings to help with any questions about conference planning that may arise. Unit business meetings might be hard to schedule, so he suggested units check their bylaw requirements for meeting at the conference. The call for scheduling business meetings should go out after the beginning of the year. Garrett also noted that OLA will be limited to one lunch meeting slot, so the Board will have to carefully plan the agenda to make sure all required business is covered.

Liisa asked some questions about the budget, suggesting that exhibitors should be charged more because of the higher attendance at the joint conference. She also questioned the large budget for technology. Garrett explained that a high number was used in the case of unanticipated costs, but still hope to use borrowed equipment to help

keep costs down. He did mention that it is becoming more difficult to rely on borrowed equipment, and conferences in the future will probably have higher technology costs.

2014 Conference Update

Rob reported that the contract with the Salem Conference Center has finally been signed, and the conference will be held April 15-18, 2014. Penny is working on recruiting members for the Conference Committee, and is happy to receive suggestions of people to appoint. Liisa noted that a Conference Planning Manual is available, and she will make sure Penny gets a copy.

2015 Conference Update

Abigail reported that she will begin working on identifying a site for the 2015 conference, and requested feedback on where the conference should be held, and if OLA should continue to work with Helms Brisco firm to assist with contract negotiation. Rob recommended continuing to work with a professional firm, and suggested trying to locate the conference in Eugene. It was suggested that the University of Oregon Alumni Center might be a possible venue. It was also noted that the 2015 National ACRL conference will be in Portland. It was moved that Abigail work with Helms Brisco to locate a 2015 conference site in the southern Willamette Valley.

Motion: Deeda

Second: Rob

The motion carried.

Preliminary Budget 2012-13

Shirley presented the draft budget, which was distributed to Board members prior to the meeting. She indicated that the draft is for discussion purposes for now, but will be finalized at the October Board meeting. Various budget issues were identified and discussed including the following:

- Not sure to budget for ALA Legislative Day donation, since has not been used in last two budgets
- Not sure about NW Central expenses
- Accounting expenses may rise with increased work due to OASL merger
- Additional money for Shirley for the coming year as the increased workload (with OASL) is assessed.
- Conference expenses will be deducted from conference revenue before funds are transferred to OLA.
- Added a dollar line for advocacy as it is a focus for the coming year.
- The quote for GoToMeeting is the same for the coming year.
- In the coming years, income from dues will continue to increase as OASL members are brought up to the OLA dues structure on a graduated basis.

Units are asked to give feedback, especially regarding standing committee funding, to Abigail and Michele by Sept. 20th.

OASL-OLA Merger report

Shirley and Ruth reported that they are down to the last few items, especially the webpage design and implementation. Most of the budget has transferred to OLA, and only one item is still in process. A final cleanup in Memberclicks will take place to remove duplicate profiles, and there needs to be continuing communication with OASL members to inform them about new processes. Overall, the merger process was very smooth, and kudos were given to OASL leadership and Shirley.

Ruth also asked about how to handle the OASL Board's decision to award life time memberships to two OASL members. It was hoped that the award could be presented at the OASL October conference. Abigail asked that Ruth contact the Honors and Awards Committee Chair, Leah Griffiths. Leah could bring a recommendation to the OLA Board before the next meeting, and it could be voted on via email.

Investment Policy

Shirley explained that this issue came about in part because of the merger process. Shirley is researching example policies used by other non-profits. The focus will necessarily be on low risk investments. A question was raised about the need for OASL to have its own policy because of their unique fund (Connie Hull) that is used for various projects.

A representative from Wells Fargo has been invited to the October Board meeting. It was suggested that the Board look for a library advocate with financial expertise who might provide advice. Buzzy suggested the Multnomah County Library Foundation and/or the Oregon Community Foundation be contacted.

Public Library Division Standards Proposal

Ted reported that PLD is seeking a onetime LSTA grant from unappropriated funds to fund a broad-based review of the *Standards for Oregon Public Libraries*. The PLD Board has been considering updating the standards for some time, and after reviewing practices in other states, it was determined that a whole new model for public library standards, including an accreditation component, should be considered. PLD would like the review to involve an inclusive process with representatives from throughout the state. It will take place over multiple meetings with a face-to-face component. Ted proposed a budget for the project that would include a \$5,000 contribution from PLD, and a \$1,000 contribution from general OLA funds to match a \$5,292 contribution from LSTA funds. The funds would be used for travel and work substitution costs for staff in rural areas to attend meetings.

Discussion about the proposal included concern about funding face to face meetings when there is online meeting technology available. Ted believes that such a big undertaking will require good rapport among participants, and this can only be achieved by working in a face to face setting. Concerns were also expressed about standards being watered down to make sure that libraries are able to get accredited. It is hoped that the

standards would be structured to help libraries meet them, rather than be punitive. Questions were also asked about how work substitutes would be paid (probably a reimbursement model) and if a consultant would be needed to manage the project (a possibility). It was also suggested that this investment could also contribute to building OLA membership among less active library staff, since they will have direct contact with an OLA project.

It was moved that \$1,000 be designated for the PLD project and be built into the 2012-13 budget.

Motion: Michele

Second: Laura

The motion carried.

Lunch Break

OLA Membership at Board Meetings

Abigail presented the recommendations that she and Hannah put together regarding remote access to OLA members for Board meetings. Pros and cons were discussed. While meetings are always open to members, encouraging regular member attendance will require more work to set agendas and advertise meetings in advance. It may create situations where Board members do not feel able to speak freely, although it was noted that the Board can go into a closed executive session at any time if needed. Demands on GoTo Meeting software and the moderator were mentioned, although it seems doubtful that there would be enough attendance to cause significant issues. Given the advantages for promoting member engagement and encouraging members to seek leadership positions, the Board approved the recommendation to invite OLA membership to attend Board meetings. The following guidelines were recommended:

- Non OLA members must clear attendance with an OLA voting officer.
- With only 6 slots available for video in GoTo Meeting, priority will be given to Board members.
- The OLA President will post meeting information on the OLA Calendar and in the OLA Hotline, including GoTo Meeting instructions.
- The OLA President will share agendas with estimated times for agenda items, but will also note that changes to the agenda are possible. Supporting documents may be uploaded to the web site ahead of time.
- OLA members attending virtually can ask clarifying questions of the moderator, but are attending as observers. They may ask to speak, and the Board may grant them limited time to speak.
- Board meeting agendas will include a 10 minute “open forum” time for members to address the Board.
- Closing a meeting to discuss specific issues may happen in accordance with OLA bylaws.

OASL Google Tools

Abigail had previously distributed a document from Stuart Levy, OASL Treasurer, explaining how OASL will be using Google Non Profit Account to use their Applications suite. The main advantages are email accounts named by position (for example, treasurer@domain.org) that can easily transfer between officers and the ability to share Google Docs for committee work. The document suggested OLA might want to look at changing its domain name. It was noted that ola.org is not being actively used, and could possibly be purchased. Concerns about storing OLA information in the Google environment, and its implications for the OLA archives were raised. Since OASL is going to move forward in using the account, Ruth was asked to report back to the Board at a later time to see how it has worked, and OLA may consider the option in the future.

Scholarships

Gary explained that in order to complete the federal FY2014 LSTA grant application for OLA scholarships, OLA must determine the amount of money it will put up for the LSTA match. Gary recommended \$2,000 be pledged. It was clarified that this amount would be in the 2013/14 OLA budget. Gary also noted that OLA generally raises \$800-\$1,500 per year for the Scholarship fund. Now that OLA must provide money to match LSTA funding, fundraising goals should be looked at, or alternative grant options be explored to support the cost. It was moved that the Scholarship committee be authorized to commit up to \$2,000 to match the FFY 2014 LSTA grant request.

Motion: Michele

Second: Deeda

The motion carried.

It was noted that the Scholarship Committee expenses in the draft budget need to be adjusted to \$700, although Gary estimates that they will come way under that amount. It was noted that Committees rarely use their supply and travel budgets, and this is probably an education issue for new chairs. Abigail agreed to draft information to include in an orientation, with Shirley, Liisa, and Emily assisting with its review.

Retreat Recap

Michele thanked the Board for providing feedback about the Retreat via the survey, indicating that it will be helpful in informing planning for next year's retreat. The major themes from the Retreat seem to fit nicely with the list of vowels:

A – Advocate

E – Engage

I – Integrate

O – Outside partnerships

U – Unsorted (ie misc.)

Division/Round Table/Committee Updates

Membership Committee – Emily reported that they are having success finding volunteers through the web site, and encouraged new unit heads let her know if they need help recruiting members for particular jobs. She is also looking for potential panelists for

a 2013 conference program on OLA membership. The Committee will also be providing profiles of new members for the OLA Hotline, and will be rolling out their Mentoring Program at the December Board meeting. The Membership Committee has also worked on improving the welcome letter that goes to all new OLA members.

ACRL – Anne-Marie reported that they have recently announced their awards, and are busy with planning their October conference.

Legal Reference Round Table – Holly reported that county law libraries are still struggling with budget cuts. The Round Table is supporting a project to create a legal reference research portal.

Oregon Young Adult Network (OYAN) – Kris reported on plans for a graphic novel rave, and that the next OYAN meeting will be October 26. They will also be looking at bylaws changes to adjust their meeting schedule.

Oregon Association of School Libraries (OASL) – Ruth reported that the OASL board discussed reducing its size, but decided against it. They have been working with Shirley to resolve the last of the merger issues, and are busily planning their conference. It will be October 12-13 in Seaside. Ruth will also be meeting with the SSD Board to discuss ways to promote more school library support staff participation in OLA.

Children's Services Division (CSD) – Deeda reported that a new chair for the Lampman Award Committee has been picked, Esther Moberg. The CSD fall workshop will be in Hood River on October 27.

Outreach Round Table – (sent by Annie Lewis via email prior to meeting) The ORT prepared a survey to distribute to ORT members to address the concerns raised at the OLA Leadership Retreat regarding the changing nature and definition of Outreach Services in libraries. The survey, which will be sent to ORT members by the end of August, will be used to help direct the ORT's efforts in 2012-2013 to support its membership and define the goals and objectives of the ORT in the future. The ORT is working on a conference proposal to submit for the 2012-2013 OLA/WLA Joint Conference. Finally the ORT Vice Chair position will become vacant in September and so the ORT will soon send a call out for nominations for the position.

OLA Past President – Abigail reported on projects she will be focusing on in the next few months. She is working to put together a group to look at issues associated with managing the OLA Archives. She also plans to work with the new Oregon Authors Committee Chair to revitalize the committee. She also reported that there will need to be a new OLA Quarterly editor appointed, as Kari Hague now has a permanent job out of state. Finally, Abigail reported that she will be participating in the Emporia SLIS program graduation.

State Librarian's Report

MaryKay announced that Arlene Weible will be transferring to the new Electronic Services Consultant position in Library Development on October 1. She also reported that the State Library will be submitting its budget request to the Governor by September 1, and the Governor's recommended budget will be available in December, before the 2013 legislative session. She also mentioned that 2013 LSTA grants may be delayed due to delays in Congress in passing the FY 2013 budget.

MaryKay also announced that she has been appointed to a working group of the Early Literacy Council that is developing hubs for early learning activities. The State Library is monitoring the work of the Council, and Katie Anderson has been communicating with the library community as issues arise. MaryKay has observed that it will be more productive for libraries to focus on children's needs, rather than the needs of libraries as the discussions move forward.

Farewells and Greetings

Abigail thanked the outgoing Board for their service, and Abigail was presented with a gift for her service to OLA in the last year. (M&Ms with the logo: OLA ♥ Abigail)

The gavel was passed, and Michele was welcomed as the incoming President. A celebration reception with cake ensued!

Next Meeting

The next meeting will be on October 5, 2012, at Eugene Public Library.

Action items/Agenda items for next meeting

Abigail will work with Helms Brisco to locate a 2015 conference site in the southern Willamette Valley.

Board members should provide feedback about draft budget to Abigail and Michele by Sept. 20th.

The 2012-13 Budget will be finalized at the October Board meeting.

A representative from Wells Fargo will discuss investment policies at the October Board meeting.

Ruth will contact the Honors and Awards Committee Chair, Leah Griffith about awarding lifetime membership to two OASL members in time for their October conference. A recommendation from the Committee could be sent to and approved by the OLA Board before the next meeting, if needed.

OLA members will be invited to future Board meetings, according to the guidelines approved. (see minutes)

OASL will be using Google Tools for managing email and documents, and will report back to the Board about how it works.

Abigail agreed to draft information for a Committee Chairs orientation about using budgets for supplies and travel reimbursement. Shirley, Liisa, and Emily will assist with the review.

Meeting adjourned at 2:30 pm