

## **OLA Executive Board Meeting Minutes**

June 8, 2012

Guin Library, Hatfield Marine Science Center

Newport, Oregon

10:00 am – 3:30 pm

**Present:** Rob Everett (Past President), Abigail Elder (President), Arlene Weible (Secretary), Anne-Marie Dietering (ACRL-Oregon), Deeda Chamberlain (Children's Services Division), Laura Madsen (Member-at-Large), Emily Papagni (Membership Committee), Hannah Gascho Rempel (ALA Representative), Kris Lutsock (Oregon Young Adult Network), Liisa Sjoblom (Treasurer), Michele Burke (Vice President), MaryKay Dahlgreen (State Librarian), Sean Park (Support Staff Division), Ann Schepcke (Communications Committee), Janet Webster (Library Development and Legislation Committee), Gary Sharp (Honors, Awards, Scholarship Committee) **Attending virtually:** Buzzy Nielsen (Parliamentarian), Eva Calcagno (Resource Sharing Committee), Shirley Roberts (Association Manager), Ruth Murray (OASL)

Guests: Jim Schepcke, Sara Charlton, June Knudson

### **Welcome/Changes to the Agenda**

Abigail called the meeting to order. She asked the Association Manager's report be switched with the Broadcast Board meetings agenda item to accommodate Shirley's and Hannah's scheduling needs to arrive late/leave early. She also passed around a signup sheet for Hotline articles.

### **Approval of April Meeting Minutes**

Arlene presented the minutes from the April 25 Board Meeting in Bend and asked that they be approved.

Motion: Arlene

Second: Deeda

The motion carried.

Arlene then presented the minutes from the April 26 General Membership (Business) meeting and asked that they be approved.

Motion: Arlene

Second: Liisa

The motion carried.

### **Broadcast Board Meetings via GoTo Meeting**

Hannah reported on the GoTo Meeting session at the Conference. There was a suggestion that the Board meeting ID be sent to all OLA members so those interested could listen to meetings. The discussion noted that procedures would need to be developed to alert members to meeting times and agenda items. It was suggested that an open session could be scheduled to allow for member comments, and that the Board could schedule closed

sessions if needed. More attention to time limits and changes to agenda items would be needed. This could be a good opportunity for members to learn more about OLA, and could promote more volunteers for position and membership engagement. It was noted that the GoTo Meeting meeting option, with 25 participants, could likely still be used rather than the webinar option, which allows for 100. It was also suggested that meetings might be recorded and archived. Hannah and Abigail will work on a set of recommendations for the Board to consider at the August Board meeting.

### **Treasurer's Report**

Liisa presented budget reports that reflected spending through April 2012. She noted that the report does not reflect all expenses from the conference. She reports that net income is strong, and noted that dues income is up from last year. She reminded the Board that increased expenses for Board meetings (GoTo Meeting) cause a draw on equity. It was noted that the budget changes from the OASL merger could have an impact on this budget line.

### **State Librarian's Report**

MaryKay reported on staffing changes at the State Library. State budget reductions emphasizing a decrease in management positions have resulted in the elimination of two positions. The position of Library Development Program Manager was eliminated. Susan Westin will now manage both the Library Development and Talking Books and Braille Programs. A librarian position from the Government Research Services program will be moved to Library Development to oversee the Database Licensing and Libraries of Oregon services. Also, the Library's Human Resources Manager will be laid off at the end of June, and human resources services will be provided centrally by the Dept. of Administrative Services. The recruitment of the Government Research Services Program Manager is currently in progress. Interviews will take place later in June. State Library staff are working on adjusting to all the changes.

MaryKay also reported on the status of the LSTA five year plan. The LSTA Advisory Council has identified priorities that conform to IMLS priorities, and were informed by the evaluation that took place earlier in the year. The plan has broad goals that will allow for flexibility in awarding grants. The State Library Board will approve the plan on June 15, and it will be submitted to IMLS by June 30. It will be shared with the Oregon library community after IMLS approval. IMLS is also working on establishing more uniform outcome measures for IMLS projects in order to produce better reports to Congress. It is also anticipated that LSTA will hold at level funding for 2013, which will result in an actual reduction of money available.

MaryKay noted a change in the State Library Board membership. Richard Turner will retire after serving two 4 year terms. His replacement is Ebonee Bell, who currently works at Multnomah County Libraries.

MaryKay mentioned her appearance on the television show AM Northwest to promote the Dream Big College Savings program, which awards fifteen \$1,000 scholarships to an

Oregon College Saving Plan to participants in summer reading programs. It was noted that this is an excellent promotion to help registration of summer reading participants.

MaryKay ended with a description of the new process has been implemented for building the 2013/2015 Governor's recommended budget. He is introducing a 10 year plan and expects programs to be mapped to broad outcome areas. Library Development programs are mapped to the Education outcome area, Talking Books and Braille is mapped to Healthy People, and Government Research Services is mapped to Improving Government. Budget proposals will be considered by funding teams for each outcome area. MaryKay noted that this is not a public process. More detailed budget requests will be submitted later in the year, with the Governor's recommended budget coming out in December 2012 for consideration by the Legislature.

### **Nominating Committee report**

Rob thanked the committee, Emily and Buzzy, and reported that the following officer's were elected:

OLA Secretary - Brian Green – Columbia Gorge Community College

OLA Vice President/President Elect - Penny Hummel – Canby Public Library

Election results will be reported in the Hotline.

Emily raised some concern about the low percentage of participation in the election. The number of votes cast was less than the previous two elections, and only 32% of membership voted. Given that two elections were needed this year, rather close together, it is not surprising that participation might be impacted. Compared to other organizations like ALA, 32% participation is actually pretty good. The Board agreed that this issue should be monitored.

Emily also reported on the information she and Rob put together to pass along best practices to future Nominating committees. It includes a list of names of potential candidates that were not interested this year, but may be in the future. After some Board discussion, it was decided to post the information in a document on the web site available to Board members only. Abigail and Sean will follow up on the suggestion of encouraging a Support Staff Division member to run for OLA President with a post to the SSD blog.

### **Presenter Registration at Conference**

Liisa raised a concern about non-member speakers not being consistently registered at the conference. It was suggested that the program submission forms or approval notices could contain more information about procedures; maybe something like a checklist for program planners. The Board agreed that new OLA unit leaders need more training on program planning procedures and this will be included in the training conducted at the Board Retreat in July.

### **2014 Conference Update**

Rob still needs to have some finer points of the contract with the Salem Conference Center clarified, but anticipates signing the contract soon.

### **2013 Joint Conference Update**

Abigail reported on behalf of Garrett Trott, 2013 Conference Committee Chair. Garrett will bring a proposed budget to the August Board meeting. Also, the timeline for submitting conference programs will soon be established and negotiations with a keynote speaker are currently taking place. Some Board members expressed the concern that budget approval seems to be behind schedule, and that a profit expectation has not been clarified. It was reported that the committee is working with an expectation of \$17,000 profit, but Liisa suggested that \$25,000 might be more appropriate. Abigail will communicate the Board concerns about profit goal to Garrett.

### **2012 Conference Update**

Liisa reported on behalf of Todd Dunkelberg, 2012 Conference Chair. The goal was to have a \$26,000 profit from the conference, and it currently looks like it will be closer to \$27,000. Liisa also reported on conference evaluations, which mentioned various facilities issues, but were generally positive. Speakers were generally given high marks, with the exception of the OLA Banquet speaker. It was suggested that future conference committees might be more thoughtful about what kind of speaker is chosen for the Banquet, and a focus on entertainment rather than library topics might be more appropriate for an evening event.

### **Lunch Break**

#### **OASL Merger – Bylaw changes**

Buzzy reported on the work being done with OASL to merge their bylaws with OLA. He has made some recommendations regarding the composition of their board as a division of OLA. He also noted that a decision still needs to be made about the OLA/OASL Committee on School/Public Library Cooperation. Ruth also reported on issues OASL has been discussing, and asked if the OASL procedures manual needed to merge with OLA's manual. Buzzy indicated that it was not necessary, but the procedures manual should be reviewed and updated so it does not conflict with any OLA procedures. Buzzy presented the bylaw changes that have been agreed so far, and noted that further refinement will likely be needed as the merger progresses. It was moved that the bylaw changes be accepted as proposed.

Motion: Deeda

Second: Sean

The motion carried.

#### **LIRT Bylaw changes**

Michele described the changes made to the Library Instruction Round Table bylaws. They are updates that address the ability to have meetings outside of annual conferences and filling officer vacancies. They are in line with other OLA updated bylaw changes. It was moved that the bylaw changes be accepted as proposed.

Motion: Anne-Marie

Second: Liisa

The motion carried.

### **Membership Committee Bylaws**

Emily described the proposed changes to the Membership Committee bylaws. They update language and remove the 6 member requirement. They also broaden the mission of the committee to include membership engagement in addition to recruitment and retention. It was moved that the bylaw changes be accepted as proposed.

Motion: Laura

Second: Liisa

The motion carried.

### **OASL Merger – Finances and Association Manager's time**

Shirley reported on her activities related to the OASL merger. She worked on readying the membership lists and forms for transfer into MemberClicks. OASL is working on consolidating their web pages and making decisions about the level of detail they require for reports. Shirley also reported the work to add lines in the OLA budget and add OASL to the OLA membership form. In all, she spent 24 extra hours on OASL merger issues in May, and expects to spend about 14 extra hours in June. She expects to spend an additional 3 hrs a week for the remainder of the year, and asks for an additional \$420 for that time. She will evaluate ongoing workload issues at the end of the year. It was moved that an additional \$420 be allocated for the Association Manager.

Motion: Rob

Second: Liisa

The motion carried.

Shirley noted that the actual financial transfer won't take place until August, so until then it will look like the OASL budget will be running in the red. Ruth answered a question about a bequest budget line, mentioning that issues are still being worked out. Shirley anticipates spending more time on OASL merger details when she is in the area for the Board Retreat at the end of July.

### **Shared Borrowing**

Eva reported on the good reception the Statewide Collaborative Borrowing Program proposal received at the OLA Conference. She noted the changes made to the proposal since it was introduced to the Board in February. Libraries will be able to set their own parameters for participation, setting their own rules about limits, holds, and registration. Users of the program will be required to have a home library card to access the services at a reciprocal library. The library providing the service can choose to verify the library card if needed. Those in unserved areas of the state will be able to participate if they purchase a library card from a participating library. These changes have addressed most concerns expressed about the proposal.

Eva suggested that implementation include a 3 year trial with an evaluation component. It was suggested that the State Library Board may be willing to fund the evaluation piece of the project. Other suggestions include preparing a document that will help explain the program to local library councils and boards; and to make sure statistics are kept from the beginning to help demonstrate success. It was also suggested that Statement of Understanding agreements would work better than Interagency Agreements to document participation because they are less formal.

It was moved that OLA approve the Statewide Collaborative Borrowing Program proposal as presented, and charge the Shared Resources Committee with implementation of the proposal.

Motion: MaryKay

Second: Deeda

The motion carried.

It was decided that more discussion of the proposal implementation will take place at the Board Retreat. Eva thanked the Board, and indicated that all current members of the Committee were interested in continuing to serve.

### **Oregon Reads 2014 proposal**

Jim Scheppke spoke to the Board about his proposal to have OLA sponsor an Oregon Reads program for 2014, in conjunction with the centennial of William Stafford's birth. Jim described the plan, which would be similar to the project OLA sponsored in 2009. A major difference is that libraries would be given a list of books to use in their own programming. Options include a memoir, a soon to be released new collection of 100 poems, or Stafford books on pacifism and his role as a conscientious objector. At this point, a children's book has not been identified, but it is expected one will be identified by 2014. The collection of poems would be appropriate for young adults, since Stafford is a very accessible poet.

Jim reported that Multnomah County Libraries is interested and will likely participate in conjunction with their local Everybody Reads project. He also anticipates active involvement by Kim Stafford, who would assist with programming activities. It was suggested that these statewide programs play a large role in establishing local community read programs. It was also suggested that grant request be made to the Oregon Cultural Trust, and that an academic and school librarian be recruited to serve on the steering committee. It was moved that the following proposal be accepted by the Board.

- The Oregon Library Association will sponsor Oregon Reads 2014 in celebration of the William Stafford Centennial in 2014
- The Oregon Library Association President will appoint past presidents Jim Scheppke, June Knudson and Sara Charlton to convene and lead a steering committee of OLA members to plan and execute Oregon Reads 2014.

- The Oregon Library Association Executive Board will empower the steering committee to apply for grants in support of Oregon Reads 2014, in consultation with the OLA President and OLA Association Manager, and agrees to have OLA serve as grant applicant, and as fiscal agent for all grants awarded.
- That the OLA Executive Board, as leaders in the Oregon library community, will encourage every Oregon library to plan to participate in Oregon Reads 2014.

Motion: Rob

Second: Laura

The motion carried.

### **Scholarships**

Gary provided the report of the OLA MLS Scholarship Committee. The committee received 19 applications and recommends the award of 15 scholarships totaling \$21,800. Gary provided detailed information about a few of the applicants and related some of the Committee's criteria in choosing awardees. It was moved to award the scholarships as recommended by the Committee.

Motion: Liisa

Second: Deeda

The motion carried.

### **Mission Statements**

Emily reported on the work of the Membership Committee to research potential mission statements for OLA. They reviewed statements from other state library associations and selected nonprofit groups, and considered expert recommendations for creating statements. The Committee presented 11 possible options to the Board. It was agreed that the Board Retreat would be a good venue for discussing the options. Emily agreed to accept any suggestions from the Board between now and the retreat.

### **Library Development and Legislation Committee**

Janet reported that Rep. DeFazio recently signed on as a sponsor of the Federal Research Public Access Act, a result of a successful advocacy effort from National Library Legislative Day. She also reported on the committee's efforts to get librarians to invite legislators into libraries, which include a prepared script and ideas for invitations and activities during the visit.

Janet also discussed the ongoing issues of county law libraries. OLA has taken a firm position on advocating for equitable access to legal materials for citizens, and tried not to get involved in the disagreement among the county law libraries on legislative options. The hope is that they can come together on a plan to fund library services to present in the next legislative session. It was suggested that the Legal Reference Round Table step up education and outreach efforts among library community, so there is more knowledge about county law libraries and options for legal research.

Janet also reported on a recent briefing on libraries sponsored by the Oregon Community Foundation. Representatives from various foundations, including Collins, Ford, and Meyer were represented. Jim presented an overview history of libraries in Oregon, and the results of a recent survey on library trends and issues were also presented. Janet will work on publicizing the results of the survey. It was an engaged group, and there were lots of questions about e-books and facilities. Janet and others at the meeting emphasized the needs for renovated space, stabilized funding, and research. They also discussed the changing demographics of library users and the issues facing school libraries. It appeared that the foundations were very interested in working together to invest wisely and are seeking outcome driven results. Another meeting is expected in the fall.

Rob asked about new legislation being proposed for 2013 by the Association of Oregon Cities about municipal service districts. This was not on the committee's radar, so further information is needed.

### **Update on Information Literacy Advocacy**

Michele reported on efforts to work with other groups in the state to create a talking points/position paper on information literacy. She talked about the need to describe activities as outreach, rather than advocacy, to alleviate concerns in among academic librarians who may be constrained by their institutions to participate in political activities. She reported on the recent successful Information Literacy Summit, and also confirmed that LIRT now has a formal relationship with the Information Literacy Advisory Group of Oregon (ILAGO). LIRT also hopes to recruit more school librarians after the merger with OASL.

MaryKay reported that she submitted the Information Literacy Month proclamation (October 2012) to the Governor's Office.

### **Association Manager's Report**

Shirley reported that in addition to OASL merger activities, she has been focused on updating the web site and content management system in MemberClicks. Please let her know if you encounter any issues with the web site redesign. It is now possible to add more photos to the banner on the site, with no additional charge.

### **OLA Visual History**

Emily related her recent experience of soliciting photos of OLA activities. She feels that more needs to be done to capture OLA's visual history. There are photos in the OLA archives that could be scanned, and units could be encouraged to include more photos in minutes and reports. It was noted that OLA has a task force to oversee the OLA Archives, but it has not been active recently. It was agreed that MaryKay will ask Jess Rondema, the current OLA Archivist, for recommendations on how to reinvigorate the archive activities. The Board will discuss the recommendations and issues related to the archives at the Board Retreat.

### **Division/Round Table/Committee Updates**



**Public Library Division (PLD)** – (Reported by Ted Smith via email prior to meeting)  
The PLD Business Meeting at OLA produced a lot of excitement, enthusiasm, angst and questions regarding our desire to produce a new set of standards for public libraries in Oregon. As a result, the Division Board is in the initial stages of creating a committee made up of members of the PLD Board, the State Library and interested stakeholders (trying to find representatives from libraries of all sizes, governance and geographic locations) to develop new standards. I may be putting the cart before the horse, but one possible outcome of new standards could be that the State Library will regularly certify or accredit Oregon public libraries who meet the new standards. Again, nothing has been decided, but it is assumed that no funding will be tied to meeting standards, but certification or accreditation could result in the awarding of plaques or certificates for libraries to present at City Council meetings.

In June, the Public Library Division will be seeing candidates for two at-large positions.

**Organization of School Libraries (OASL)** - (reported by Ruth Murray via email prior to meeting) The OASL Board met on Saturday, May 19th at Wood Middle School. Summary of topics discussed:

Ruth Murray was honored by the OASL board for receiving the OLA Librarian of the Year Award. She was presented a beautiful hanging basket from the board.

- Susan Stone provided an update on the merger transition. Many details are being worked out. Stuart Levy has been working closely with Shirley Roberts, OLA's Association Manager on financial details. One of the recommendations from OLA's Parliamentarian is to consider reducing the size of the OASL Board because it is so large. OASL Board members completed a survey to gather input about possible ways to change and improve the structure of our board and will continue the conversation at the summer retreat.
- MaryKay Dahlgreen, State Librarian, reported that school libraries are very high on the State Library's list of priorities. Although they will be losing two management positions at the State Library, they are adding a librarian to the Library Development team.
- Stuart Levy provided a budget update. OASL will stop writing checks under OASL accounts on June 15th to transition to accounts under OLA's umbrella. Finances will be transferred to OLA under dedicated accounts for OASL on June 30th.
- Stuart also presented a draft 2012-13 budget proposal. All checks will be written by OLA after the transition. Conference or Committee Chairs/Treasurers will send all check requests to Stuart who will then send them to OLA manager, Shirley Roberts.
- Robin Rolfe shared that membership appears to be down 20-45 members in the last two years. This is largely in the professional category which represents about 35 people.

•Jen Maurer reported that the OSLIS website rebuild is on schedule, with a goal for it to be live for the start of the school year.

•In OBOB news, Elke Bruton was introduced as the new OBOB Chair 1. Elke is the Outreach Librarian for the Talking Book and Braille Services at the State Library. OBOB registration will occur in late August. The [oboblsta@gmail.com](mailto:oboblsta@gmail.com) address will continue to be the contact email for OBOB.

•Marianne Greenley presented information about the fall conference. The theme is: Making Connections: Creativity, Communication, Collaboration, Critical Thinking. The conference committee is building a program to attract many different kinds of educators in addition to library staff. Technology will be a strong focus.

•The LSTA Standards committee will have a booth at the COSA conference (Confederation of Oregon School Administrators) to begin sharing the K-12 standards and indicators with administrators throughout the state. They will also have a session at OASL fall conference. The standards are aligned to ISTE, Common Core and AASL standards.

•Colette Cassinelli shared a number of ideas and plans from the Promotions committee. There are more Facebook users following the OASL page. It would be great to get more followers on the “oaslpromo” Twitter account.

**Intellectual Freedom Committee** – (reported by Judy Anderson via email prior to meeting)

- The committee is in the process of selecting new co-chairs for 2012-2013.
- Additions to the Challenged Books Database continues. The State Library has signed an agreement with Pacific University for continued tech support of the database, and is in the process of finding another intern to finish the back file for the newspaper clippings and begin adding current materials. The committee is working on a marketing campaign to advertise the database to Oregon library administrators & staff and the public.
- We are exploring the possibility of creating one or more videos to instruct both library administrators & staff and the public in how to address challenged books, fair use, and possibly public meeting rooms. This is still in early stages for development and will be considered for our 2012-2013 project.
- IFC has been approached by the WLA IFC Interest Group to join in a program for the OLA/WLA joint conference and has accepted.
- We will be posting information on our projects to the IFC national blog in July.

**Children's Services Division (CSD)** – Deeda reported election results, noting that they had a healthy list of candidates. Korie Buerkle of Newberg Public Library was elected Chair-elect, and Rick Samuelson from Washington County Cooperative Library Services was elected Summer Reading Chair elect. They have also had volunteers that have been referred from the Membership Committee web site.

**Communications Committee** – Ann reported that Kari Hauge has moved out of state, but will continue as OLA Quarterly editor. She has issue topics identified for the upcoming year. Ann is also working with some volunteers to update OLA’s presence on Facebook.

**Membership Committee** – Emily reported on the committee’s activities during the conference. She mentioned the need for a new banner for the OLA table. The Committee has worked on the Volunteers web page (<http://www.olaweb.org/seeking-volunteers>) and have contacted attendees of the “getting involved” programs at the last two conferences. They have also sent information to Emporia students. Updates to the OLA FAQ and paper brochure have been made, although the brochure is waiting for a decision about the mission statement. They are also making progress on setting up a mentoring program.

**Oregon Young Adult Network (OYAN)** – Kris reported on their successful conference programs, but noted that attendance at their preconference was low. OYAN used GoTo Meeting for their recent Board meeting in Lebanon successfully. Their next meeting is July 20 at the Driftwood Public Library in Lincoln City, and there will be a program about the best of graphic novels. He also reported on successful elections and noted that OYAN has a good mix of skills among its leadership right now.

**Support Staff (SSD)** – Sean reported that the SSD conference registration is now open. It will be July 20 at the Valley River Inn in Eugene. They have offered incentives such as “buy 3, get 1 free” registration for libraries sending multiple staff. They also offer a travel stipend. SSD is currently looking for candidates for Chair-elect, and planning for the 2013 conference in Hood River will start soon.

### **Next Meeting**

The next meeting will be the Board Retreat, July 30-31, 2012 at Silver Creek Falls. The next regular Board meeting will be August 24, 2012, at Chemeketa Community College or another venue in Salem.

### **Action items/Agenda items for next meeting**

Hannah and Abigail will bring recommendations to the Board to consider re: member participation in Board meetings via GoTo Meeting at the August Board meeting.

Rob and Emily will post information they have compiled about the nominations and recruitment process to the Board-only section of the web site.

Abigail and Sean will follow up on the suggestion of encouraging a Support Staff Division member to run for OLA President with a post to the SSD blog.

Program/Conference planning procedures will be included in the OLA orientation for new OLA unit heads at the Board Retreat in July.

Garrett will bring a proposed budget for the 2013 conference to the August Board meeting.

Abigail will communicate the Board concerns about profit goals for the 2013 Conference to Garrett.

The Statewide Collaborative Borrowing Program implementation will be discussed at the Board Retreat.

Emily will put together a report summarizing the Membership Committee's process and recommendations for selecting a mission statement. The report will be sent to Retreat attendees prior to the Retreat.

Janet will publicize the results of the library survey presented at the recent Oregon Community Foundation meeting.

MaryKay will ask Jess Rondema for recommendations on how to reinvigorate the archives.

The Board will discuss the recommendations and issues related to the archives at the Board Retreat.

**Meeting adjourned at 3:30 pm**