



Oregon Library Association Special Executive Board Meeting - Website Audit

May 10, 2024, 1:30 p.m. - 3:00 p.m.

Location: Zoom

Minutes approved August 16, 2024

No Agenda - This meeting was held in lieu of the bi-monthly drop-in session

Present: Ericka Brunson-Rochette (OLA President), Ayn Reyes Frazee (OLA Vice President), Roxanne M. Renteria (OLA Secretary), Megan Dazey (PLD), Shirley Roberts (Association Manager), Buzzy Nielsen (OLA Parliamentarian), Liisa Sjoblom (Leadership Committee), Rinny Lakin (SSD), and Emily O'Neal (IFC), Elena Gleason (Adult Services Supervisor at Tigard Public Library), and Spencer Ellis (Adult Services Librarian Jackson County Library System),

[ACTION ITEMS highlighted below] [ACTION ITEMS for everyone in yellow]

Welcome & Icebreaker (Ericka Brunson-Rochette)

- Our [Community Agreement](#) during our meetings.

Website Audit Overview (Elena Gleason and Spencer Ellis)

- See [Audit Report](#)
- See [PPT Presentation](#)
- **Trends**
 - Redundant Information
 - Unclear Target Audience
 - Outdated Information
 - Inconsistent Formatting
- **Recommendations**
 - Style Guide (encourages a consistent brand/feel across the site)
 - Create a spreadsheet and track when updates are needed, made, and assigned to whom
 - Create volunteer webmaster position
 - Consider a potential site restructure
 - Redesign headers and menus
 - Create board resources section
 - Consolidate
- History: Shirley came on board in 2009
- A short discussion regarding the merits of implementing the recommendations was held.

- Ericka would like to discuss this further, and vote upon the need to implement.
- Per Buzzy, this should be listed as a voting item for the June Executive Board meeting, and we'll need a quorum.

Board Retreat changes & save the date details (Shirley Roberts)

- Date change—new dates: August 15-16, 2024
- Location: The Way Point in Bend, Oregon
- Shirley will send out notices to old/incoming Executive Board Members
- Final numbers due to Waypoint in July

Dolly Parton Imagination Library (Megan Dazey)

- All of Oregon is eligible to enroll
- Local libraries need more information on this topic so staff can better help the public register, and/or answer FAQs.
- Buzzy will find out answers, and share his findings with the Oregon library community

Action Item Review/Next Meeting (Ericka/Roxanne)

- ACTION ITEM: Shirley will send out notices regarding the August Board Retreat
- ACTION ITEM: Ericka will add the Website Audit as a voting item on the June Agenda
- ACTION ITEM: Buzzy will inquire about Dolly Parton's Imagination Library Program and follow-up

Adjourned before 3:00 p.m.

Appendix. Common OLA Abbreviations.

- ACRL—Assoc. of College & Research Libraries
- CSD—Children's Services Division
- EDIA—Equity, Diversity, Inclusion, and Antiracism Committee
- IFC—Intellectual Freedom Committee
- LEG—Legislative Committee (formerly Library Development and Legislation)
- LIOLA—Leadership Institute of OLA
- OASL—Oregon Assoc. of School Libraries
- OBOB—Oregon Battle of the Books
- ORCA—Oregon Reader's Choice Award
- OYAN—Oregon Young Adult Network
- PLD—Public Library Division
- REFORMA—REFORMA Oregon
- SLO—State Library of Oregon
- SSD—Support Staff Division