

OLA Board Meeting
February 7, 2014 - Approved
Meeting held virtually

Attendees:

Penny Hummel; Candice Watkins; Michele Burke; April Witteveen; Valery King; Suzanne Sager; Shirley Roberts; Emily Papagni; Ruth Eldridge; Anne Scheppke; Tiffany Thornton; Buzzy Nielsen; Roberta Richards; Michael Grutchfield; Mark Richardson; Laura Madsen; Korie Buerkle; Brent Mills; Janet Webster; Isaac Gilman

Welcome: Penny Hummel

- Information on using Go-to-Meeting; please identify yourself before speaking

Introductions

- Penny did a roll call

Changes to the Agenda

- Added: Report from Intellectual Freedom Committee, Membership Committee and Archives and Digital Preservation.

Approval of December Minutes: Penny Hummel

No edits or changes to draft minutes.

- Laura Madsen moves
- Candice Watkins seconds
- Minutes are approved unanimously

Bylaws Changes

Bylaws update/changes regarding OLA Round Tables (only requiring an Executive Board vote):

- Aim is to make lives of the RTs easier-- give them all the same bylaws in order to streamline; no more hand-signed signed petitions of interest
- Past Presidents RT will need to figure out how to manage inclusion of OASL past president-- difference now with merger of OLA/OASL
- Some other highlights of new bylaws:
 - RT chair is the only elected office; appoints Vice-chair
 - Have to hold an annual meeting (at some time, in some "place," virtual is OK)
 - Candice: under dissolution section, make it consistent with formation
 - Discussion on RT quorum: new bylaws suggestion would set quorum at 20%
 - Michele: 20% quorum could prohibit business getting done (experience in a small round table)
 - Laura: use language that would give either a minimum number of attendees or a percentage, whichever is higher (i.e. 5 members or 10%, whichever is higher).
 - Buzzy: 10% or 3 members of RT, whichever is higher language will get added
- Candice moves to accept the changes to the Round Table bylaws with the amendments made today
 - Valery seconds
 - Motion carries unanimously

Other bylaws changes, for vote at OLA membership meeting:

- 2.08 Exec board section: remove State Librarian from voting member of exec board due to conflict of interest.
- 2.08.2 Exec quorum is at $\frac{2}{3}$ of voting member; Buzzy recommends changing quorum to majority of members present (7 people)

Treasurer's Report: Valery King

- Dues income has picked up, expecting more when registration for conference hits
- Conference money on its way
- On track with budget, close to last year's standing
- Healthy balance

OLA Staff Report: Shirley Roberts

- Membership is at about 36% for the year so far; OASL merger may impact membership (i.e. higher dues for OLA as an org vs what OASL was charging). Fewer new members this year, fewer renewals as well. Might be OK, but good to be aware
- Worked with PLD division to update their docs and website. Created a "Captive" video for them on how to use MemberClicks. Will be made available for other divisions to use.
- Worked with accountant to file annual 990
- 1099s distributed (contractual work that we've paid out over \$600)
- Grant reports for OSLIS and OBOB completed
- Oregon Reads: grant awards to a few libraries, checks sent
- Widget Box is closing, our subscription will expire. A new MemberClicks widget on the OLA page will pull in OLA Hotline content. ACRL-Or also using their widgets, will figure out new options
- Work with OBOB: certificates of insurance, etc.
- To do: work with Valery and Penny on investment policy

Appointment of Hotline Editor/Communications Committee Co-Chair: Penny Hummel

- Ann Scheppke is stepping down as of April 1
- Replacement found: Berenice Prado Mendoza
 - Candice moves to accept Berenice as incoming
 - Suzanne seconds
 - Motion passes
- We appreciate Ann's work!

Leadership Report: Penny Hummel

- Leadership training: PNLA offers their institute/academy, but without our membership in that organization we don't have the same access.
- Small committee looking at other opportunities and best practices; report will be forthcoming
- Penny in conversation with PNLA re: leadership academy and potential Oregon involvement
- Emily: part of this committee looking at options. Message went out to Libs-OR to gather feedback from membership on their various leadership training experiences.

State Librarian Report: MaryKay Dahlgren

MaryKay was not present to report.

Library Development and Legislative Committee: Janet Webster

- Legislative Committee: Mary Kay gave update on State Library transformation; no legislation in this session that has an impact on transformation. Three organizations met to review systems, review the Steiner-Hayward report, etc. Draft response by end of Feb/early March.
- Working with Kate Lasky at Josephine county-- going out for library district. Case study of advocacy needs in this scenario. How could OLA help with a framework or toolkit?
- School library front: OASL working hard on some standards for continuous improvement plan. Opportunity for OLA members to work with local school districts to see what their idea for this part of

the plan would look like (or making sure they do include quality school libraries in their plans)

- Ruth: include in OLA Hotline/Libs-OR information for librarians who might like to talk to their school districts? Yes. Will work with Janet.
- Government ethics: Janet signs information regarding our lobbyist, recently submitted.

Intellectual Freedom Committee: Roberta Richards

- Award for IF Champion of the Year: Issue of the year is privacy
 - Nomination for Senator Ron Wyden. Advocate for net neutrality, etc. Agreeable by the board
 - Not sure if he'd be able to attend the award luncheon. OLA legislative group could get it to him in Washington, DC
 - Will loop in BJ Toewe/conference planning
- New member on the committee: Morgan Sohl, Driftwood Public Library

Archives Update: Michael Grutchfield

- Last meeting we discussed digital archives and OLA info storage
 - How to do this for free, on volunteer time..
- Michael recommends two storage standards: external hard drive and use of other storage items (flash drives, etc.)
- Will recommend a standardized folder system, catalog of items received
- Next step: survey of what people in leadership positions would need to have stored, what would they be sending in to the archives, how often, etc.
- Janet: question on harvesting info from OLA website-- what can be taken from the site, etc. There are many online docs needing to get into archives.
 - Michael: whomever's posting info online should probably be getting stuff to the archives as well; multiple copies are fine
 - Mark: limit to how long items should be hosted on the OLA website?
 - Michael: retention schedule: does it address these issues? Might need an IT person to let us know how much storage space we have online
 - Shirley: there are some limits with MC, video space is of concern

Advocacy Task Force: Michele Burke

Several documents uploaded to OLA website: draft definition for advocacy, proposal form, mock project proposal, and advocacy continuum: <http://www.olaweb.org/executive-board-meetings>.

Any comments or input?

- Larger discussion on how to handle requests that come to OLA for advocacy needs
- Michele: a continuum to give a framework and visual representation. Not an official document, but something to help shape a conversation on advocacy needs.
- Janet: would this proposal dovetail with development/legislative committee?
 - This group will focus on non-legislative advocacy.
- Legislative Committee wants to provide tools on all kinds of advocacy, so could this be part of the larger umbrella?
- Connecting advocacy issues and discussions from across the divisions, RTs, etc. Committee hopes to work this into the culture of the board as an appointed task force
- Penny: advocacy grants proposal would need some fleshing out; get this on the agenda for the Legislative Committee? Joint meeting between Legislative Committee and this task force might work.
- Janet: could we get a grant to develop a budget, toolkit, etc.
- Let's be sure to help OLA community understand they are probably already doing some advocacy; make everything accessible to front line librarians

OLA Quarterly Migration: Isaac Gilman

- Things are progressing; Sarah Kelso doing some software training with ePress to get used to the platform. Student employee working on dividing up back issues into article-level files and creating the metadata to load in. Isaac shared a link to the preproduction page if anyone would like to give feedback.
- First issue live will be the spring issue in March.

Appointment of New ORCA Chair: Penny Hummel

Oregon Reader's Choice Award: <http://www.olaweb.org/orca>

- Penny submits Nina Kramer, previous experience on the ORCA committee
- Effective March 31, 2014
 - Korie moves to approve Nina
 - Laura seconds
 - Motion carries unanimously

Nominating Committee: Michele Burke

- Need a few more candidates-- president-elect could use another candidate. Also need people to run for Secretary.

PLD standards: Pam North (not present, items submitted via email)

- Released for membership input
- Final version posted in late March
- Nominate folks for the OLE! Award

Conference 2014 report: BJ Toewe (not present, items submitted via email)

- Penny's understanding is that everything is going smoothly
- Registration opens next week (February 10)
- \$5k sponsor for banquet came in

Membership Committee: Emily Papagni

BINGO at the conference as a fun way to get to know each other

- Game cards distributed at registration desk
- Prizes! drawing for a one-year membership
- 2nd prize of a hand-made quote book given to Michele?
- Take care to not compete with OYAN raffle (too many prizes)
- Vote to approve a year membership-- some questions
 - Is this transferable?
 - Should the award be presented at the conference or after
 - Is there an ethics issue with giving away a membership? Emily will investigate. Korie says that as long as this activity would be open to the general public, there shouldn't be prohibition in participation. Is it up to the individual to figure out what to do with the prize, ethically?
 - The membership prize fits in with the membership committee hosting this.
- Is the handmade book the prize, in order to give it away right away, keep the money/ethics issue at bay?
- Michele moves that membership is available as a prize if it is consistent with ethics laws and is feasible to do so.
 - Laura seconds
 - Motion passes

- Announce prize by end of the day on Friday

Conference Planning 2016: Michele Burke

- Bend doesn't have a big vested interest in making the conference center extra-affordable, as they will be able to book rooms regardless. There may be a small bit of room for negotiating. While negotiating though, would we miss out on another location?
- Also want to be sure we make a decent profit at conference as well. Attendance at Bend conference was down by around 100 people
- Salem Conference Center as an option to hold dates
- No venues in PDX worked out
- If Riverhouse can't lower rates, we'll probably default to Salem. Should have this info by the April meeting, from Bend, or if they can't get it to us in time then again, look to Salem.

Open Forum

No comments

Unit Reports

Due to time and difficult circumstances, reports may be emailed to Secretary

OASL: Ruth Murray

- Advocacy: working on a 2 minute video funded by a grant from OASL's foundation
- Probably no fall conference as they can't identify a conference chair; work on an alternate way to present awards, etc.
- NCTE conference coming to Portland, encouraging OLA members to attend. March 1 and 2
- A couple of ad-hoc committees have been created to address school library issues (sorry, Ruth's audio was breaking up)

OYAN: Mark Richardson

- Looking for nominees for the OYEA award:
http://www.olaweb.org/index.php?option=com_content&view=article&id=211
- Finishing up our voting for the Book Rave
- Updating our objectives to align with the Governor's 40/40/20 plan
- Updated the language on our scholarship forms to make the distribution of funds clearer
- Looking for raffle items for the annual OYAN raffle fundraiser at the conference

CSD: Korie Buerkle

- Met to do a round of strategic planning. Exciting first step!

Membership Committee: Emily Papagni

- The Mentoring Program administrators met in December and welcomed Lisa Mollineli as a new administrator. One of our previous administrators, Shirley Sullivan, has transitioned off of the committee. There has been a lot to do to orient a new administrator to the program and lots to do transitioning someone off of the program. We're documenting every step to make future transitions easier.
- Regarding Mentoring Program plans, we are working on action items that we pulled from the mid-year surveys completed by mentors and mentees.
- Action items include a conference meet up, activities for pairs to do together, guidelines for pairs regarding job search issues, a checklist of mentor actions, a non-credit internship, resources for setting professional goals, and a list of discussion topics.

- We currently have 47 mentors and 37 pairings. Our un-paired mentors include librarians who can mentor in service to rural libraries, teen services, management, technical services, writing, public speaking, and outreach.
- We're ready to begin our collaboration with SSD and are awaiting a representative from SSD to help us with administration of SSD pairings. We let SSD know in December that there is no rush and we're happy to start whenever they are ready.
- We also contacted the Technology Round Table to explore a mentoring collaboration. The idea came up because Emily attended a Tech Librarianship & Gender session at the last Internet Librarian conference. The Mentoring Program administrators hope that the Mentoring Program can support women who are new to technology positions and possibly unaware of some of the challenges they may face. We would appreciate the opportunity to facilitate support for these librarians.
- We're also working on our Bingo project for the annual conference, Hotline profiles, and we have completed the editing of our Testimonial videos and will announce them soon.

ILAGO: Candice Watkins

- Annual Information Literacy summit on May 10. Looking outside higher education to broaden the conference

ACRL-Or: Isaac Gilman

- Recruiting speakers/presenters for Menucha conference.
- Isaac going on family leave (congratulations!) and then sabbatical, Hannah Rempel from OSU will step in as Chair.

Oregon Authors: Sheryl Eldridge

- Per Sheryl, "most of the fixes to the Oregon Authors website have been made."

Meeting adjourned at 12:56PM

Next board meeting held at OLA Conference: Wednesday, April 16, 4-6pm