

OLA Board Meeting

October 2, 2015

10:00 a.m.

Hillsboro Public Library, Hillsboro, OR

**Attendees:** Jane Corry; Elsa Loftis; Candice Watkins; Stephanie Lind; Fawn McGee; Suzanne Sager; Ian Duncanson; Jenkins Lumpkin; Sue Ludington; Elaine Gass Hirsch; Rachael Short; Sara Bystrom; MaryKay Dahlgreen; Robin Rolfe; Meredith Farkas;

**Via GoToMeeting:** Kevin Barclay; Shirley Roberts; Liisa Sjoblom; Uta Hussong-Christian; Barratt Miller; Sara Thompson; Margaret Harmon-Meyers; Buzzy Nielsen; Hanna Rempel

### **Housekeeping**

#### **Introductions**

- Everyone shared something that's new and good in their lives.
- Candice requested that as an association the group take a moment to recognize the previous day's tragedy at Umpqua Community College.

#### **Changes to Agenda**

- Changes were made to the order of most of the agenda items.

#### **Approval of August Minutes: Fawn McGee**

- Elsa Loftis moves to accept the minutes as presented to the board.
- Candice Watkins seconds.
- Motion passes.

#### **OLA Conference: Liisa Sjoblom**

- Liisa provided a review of the conference budget.
- The person in charge of getting sponsorship has experience in fundraising, and they might even get local sponsors.
- Proposals for 96 programs and 10 pre-conferences were submitted. There is room for only 48 programs and 6 pre-conferences. The committee has a lot to choose from and a lot of people will be turned away.
- Units can't be the primary sponsor on more than one pre-conference, so the committee will look at ways to combine sessions, or turn them into poster sessions.
- Jenkins asked if there were trends or patterns in the programs that have been proposed. Since the proposal deadline was so recent, Liisa hasn't had a chance to thoroughly review the programs. Michele Burke is the program Chair and will have the most information about that.

#### **2019 Joint Conference: Candice Watkins**

- The joint OLA/WLA conference will be in 2019 and Candice has been in discussion with WLA about it. Different approaches are being discussed and they would like OLA approval on them.
- The Vancouver Hilton is too small and they are looking at Portland for alternative venues. They are considering the Convention Center.
- Sue asked if holding the conference in Portland will have an effect on price, and Candice said there might be a slight difference.
- Stephanie mentioned that there are major renovations occurring at the Red Lion which could impact the Convention Center as a location.
- WLA would also like to switch their annual conference to fall, but are willing to continue to have the joint conference in the spring.
- It was mentioned that switching the time of year should be part of the discussion with the task force with OASL.
- Having a conference in the fall could be difficult for academic librarians. Elaine mentioned that ACRL holds their retreat in the fall and could present a conflict, and Uta agreed.
- Shirley mentioned that we'd lose a fiscal year of conference income if we switched to the fall.
- Sara T. asked about joint conferences in the summer but it was mentioned that this would be difficult for youth librarians in public libraries.
- Candice will report back to WLA that OLA approves Portland as a location, and approves spring as the best time for the joint conference.

#### **Writing for the Hotline:**

- Jane would like everyone on the board to write for the hotline. The hotline is a great place to keep membership connected to OLA.
- Jane passed around a signup sheet for the board to sign up for future articles.

#### **OYAN Bylaw Change: Ian Duncanson**

- OYAN would like to make changes to article 16.043 of their bylaws regarding new officers being elected at the spring meeting and assuming duties at the fall meeting. OYAN would like to change the language to state that the election process will begin at the spring meeting and new officers will assume duties at the annual executive meeting. This change gives OYAN the elbow room to find new officers.
- OYAN members have already voted on this.
- Buzzy reviewed the proposed changes and noticed that the current language does not have a provision for filling vacancies and recommends changing that wording as well.
- The vacancy provision will be added to the proposed bylaws changes.
- Stephanie Lind moves that the board accepts the proposed bylaws changes, including the added language for a vacancy provision.
- Suzanne Sager seconds.
- Motion passes.

### **Association Report: Shirley Roberts**

- Shirley has been busy during the past 6 weeks initiating OBOB with the online registration using Memberclicks. About 300 schools have registered.
- Shirley has been working with PLD and their Fundraising Workshop.
- Shirley updated the committee rosters.
- Shirley reviewed all of the OLA webpages and updated them; if you see something that needs updating, let Shirley know.
- Shirley attended the Conference Planning Committee and will be doing a Memberclicks training session on forms and conference registration. If any board members would like to attend they are welcome to do so. There will be another Memberclicks workshop in October. Info for joining the training is on the OLA calendar. This will be her first attempt to do a training on Memberclicks via GoToMeeting.
- Jane mentioned that not all events are listed on the OLA calendar and that this would be good practice and encouraged board members to post all their events. Shirley mentioned that the calendar has some kinks in it.
- Shirley completed fiscal year end reports.
- Shirley completed the report for having officer position based email addresses and presented the options to the board. OASL has been using a common, generic email address for their board members. There was discussion of the presented options and the benefits of switching to this. Sue asked about the retention of emails. When new members take over, there would need to be an admin process where the password gets changed. Sara B. mentioned that if someone forwards the account to their personal account then their response will get archived in their personal account. Discussion of privacy came up and dealing with sensitive topics and how to handle that. There was also discussion of using email accounts for political activity. Stephanie mentioned that if we go this route then we should have a set of guidelines and best practices. Uta asked if we can have more time to decide and to get input from the units. Candice agreed that this needs more discussion, overall. This discussion will be added to the agenda in December, and in the meantime unit heads should consult with their divisions.

### **Treasurer's Report: Stephanie Lind**

- Shirley and Stephanie worked together on banking and co-signing checks, and everything is running smoothly.
- Stephanie reviewed the financials on OLA website.
- Shirley discussed the spend-down balances. Shirley asked if there's a reserve limit that OLA would like to recommend. Shirley would like to know when spend-downs are approved so that Shirley and Stephanie can figure them into the budget. Shirley also mentioned that it would be good to have a structure for units identifying spending planning and to share their formalized budgets and that she would be glad to put it into Quickbooks.
- Stephanie needs one more person for the finance/investment committee.
- Shirley said that OBOB provided a reduction for the participation fee if an individual was an OLA member and that it resulted in an increase in our membership.

### **Oregon Authors: Rachael Short**

- The Oregon Authors site is currently hosted by the Oregon State Library, and OSL is getting out of the server hosting business so it's time to look for a new home.
- Currently the site can only be edited by changing the code directly, so whenever they need to change something they have to contract with a web developer.
- Security support ended in September. This could be a problem and they have been hacked in the past.
- Oregon Authors would like to switch to a content management system. There has been steady use on the site (23,000 users in the past year, 19,000 from Oregon) and the site does fulfill a purpose in the library community.
- The site began in 2008 and the mission was to add contemporary works.
- Rachael researched whether or not other states are providing a similar service and about 30 states are, and they are usually hosted by the state library.
- WordPress could be a good option but OLA would have to pay the annual charge.
- In the short term, we could pay to get the site secure, and the long term option is to migrate to new platform and find a server host. Migrating the content would be a lot of work and we might want to seek a grant.
- Rachael had questions for the board: is OLA committed to the Oregon Authors site? Does the board want to continue? Should Oregon Authors set forth on own to create a new site? Or should they take steps to find a partner to host? If content does migrate to a new site, should retrospective content for pre-2008 authors be included? What do we do if we have a serious security breach?
- Candice feels that Oregon Authors site is used and valued and should continue. It was agree among the board that OLA is committed to Oregon Authors.
- MaryKay provided some background. It's a much larger commitment than anyone realizes. She mentioned that if we do continue with it, that we need do it bigger, possibly get a grant. It's a time-consuming project and this is a volunteer organization.
- Candice asked about how much time is involved with Oregon Authors. The time involved includes adding events and authors, along the bigger issues that are difficult to address (ensuring the health of the site).
- There is real need for an infrastructure of technical support and security.
- Discussion of possible partners: Oregon Center for the Book will still be with OSL but there's no money or support for it. MaryKay mentioned Literary Arts as a possible sponsor/partner.
- MaryKay offered to put together a list of organizations that could form a coalition to continue Oregon Authors. There is no deadline, just the ticking clock of the security issues.
- Action: Rachael and MaryKay will work together to seek interested partners. MaryKay will come to the next Oregon Authors meeting, or will send Katie Anderson.

### **Budget: Shirley Roberts**

- Shirley shared the budget and revisions based on the previous board meeting updates.

- Shirley presented the 2015-2016 proposals.
- Candice pointed out that NW Central should be moved now that it's a roundtable. Elsa will ask Gina about the budget. Shirley will move the budget line to unit support.
- Leadership Committee has potential use for amount in Leadership Initiative, Shirley will keep it in the budget and move it to unit support.
- Jane received word from Janet Webster that the Legislative Committee would like additional money in order to send representation to Washington DC. They are requesting an additional \$1,000 to be added to Legislation & Development budget line.
- Resource Sharing/OLA Passport budget line needs to be discussed.
- The budget is balanced.
- No additional line items were requested.
- Candice Watkins moves to accept proposed budget with addition of \$1,000 added to Legislation & Dev budget line.
- Suzanne Sager seconds.
- Motion passes.

## **Lunch**

### **Special Committee on Strategic Planning: Jane Corry/Elsa Loftis**

- The committee has met twice.
- They are working to create a general draft for RFP and working out what the cost would be. Proposals have ranged from \$7,500-\$10,000.
- Each member of the committee researched and reported on other strategic plans.
- The committee proposed a conference session of a roundtable discussion to hear from members on what the strategic plan should include. If the committee is further along in the process then the conference session will be more of a report to membership.
- Jane said that she hopes to be finished by December and to have solid recommendations to report to the board.
- The idea of having a strategic plan came from the retreat and a list of specifics can be drawn from the retreat minutes.
- Uta asked how we reflect this in the budget. Shirley said that there would need to be a motion at the board level and then it would become a revised budget. Jane hopes to make this happen this budget year. In regards to paying a consultant, Shirley said that often one pays in thirds or halves. We can adjust the budget at any time during the year with a vote from the board.
- Jane mentioned Sara T. is doing a great job as the leader of this special committee.

### **Resume/Cover Letter Review Program: Jenkins Lumpkin/Meredith Farkas**

- Meredith mentioned that one weakness of the mentoring program is that many folks aren't looking for early career advice, so this new program is great partnership between the two units.

- Meredith and Jenkins see this as being a very short term, virtual connection. Pairings once per quarter. Spring could be in person at the conference, and possibly include interview practice.
- Pairings based on library type and specialty.
- Librarians who volunteer to review resumes/cover letters must meet certain requirements.
- Jane mentioned concerns about there being more demand than volunteer reviewers.
- Robin mentioned that this is a great hook for increasing membership.
- Elsa asked about how the in-person connection would work at the conference. Jenkins said that they could do it during sessions and/or in between sessions in the exhibit hall.
- There was discussion of starting the program in the winter or rolling it out in the spring at the conference.
- There will be a cost associated for having a table at the conference, and Meredith mentioned that the Membership Committee could cover the cost.
- Elsa Loftis moves to approve the program.
- Stephanie Lind seconds
- Motion passes.

### **Open Forum**

- Nothing.

### **State Librarian Report: MaryKay Dahlgreen**

- Things have been busy at the State Library.
- There have been interviews for the Answerland librarian position and there were really good candidates and they will probably have someone before the end of the month.
- MaryKay discussed House Bill 3523 which will change the structure of the State Library and its governance. Mostly just effects internal agencies: subscription purposes and certifying agency libraries.
- There are positions on the State Library Board that are going to be filled by State agency: two public librarians, 2 members of public, 2 academic librarians. The State Library would like input from OLA on this. OLA could be valuable in soliciting people to apply to be on the State Library Board. The board is policy making body for the State Library, and will help set the strategic direction of the State Library. These are government appointment terms that run 4 years with a 2 term limit. There are 9 people total on the board. All 9 are voting members, and 2 are statutory. The board currently meets every 2 months, all day in Salem and most of the work takes place at the board meetings. Some board members will be on task forces. The State Library pays any expenses. The new board has to pass the administrative rules, therefore they will enact temporary rules in January, and then have 6 months to complete the permanent rule making. State agency libraries include ODOT, State Hospital, prisons, OSHA.
- MaryKay had meetings with legislators during Legislative Days and all 3 of the legislators were really supportive of the State Library and they 'love libraries.'

- The Volunteer Coordinator retired on Wednesday and the position will be turned into a communications coordinator.
- There is a board meeting coming up October 16 and everyone is invited.
- Talking Books and Braille is unveiling a donor board.
- Endowment fund will be moved to a higher yield investment.
- MaryKay discussed the Edge Initiative – paying for public libraries to have access to a technology assessment tool.
- MaryKay suggests that everyone reads the Oregon Community Foundation Needs Assessment as it has great information about what’s going on in libraries and what’s needed. She also recommends that everyone also read the most recent PEW report which provides good information about how people feel about libraries. There are a growing number of people who want books to be removed in order to have more community spaces, which goes along with the recent *The Atlantic Monthly* article ‘Keep the Library, Lose the Books.’
- Halsey Linn County library opened in August. They were in an old book mobile and restored the old city hall as a library.
- MaryKay attended a meeting a couple of weeks ago at the Seattle Public Library. SPL will be celebrating Edward Curtis’ 150<sup>th</sup> birthday celebration in 2018. MaryKay recommends reading Tim Egan’s book *Short Nights of the Shadow Catcher* which is about Edward Curtis.
- MaryKay discussed changes to LSTA grant program. It is now a one step program. Grants will be due in April, requests will be reviewed in May, voted on in June, and will begin in July. This shortens amount of time that libraries have to wait for money. The Library Development staff will be looking at the timeline for grant proposals. MaryKay sees this as a good change. Candice asked about how the LSTA grant money gets apportioned, and it’s based on population. Oregon gets about \$2 million and it tends to be more competitive than other states.
- MaryKay attended the Heritage Commission meeting in The Dalles.
- LearningExpress had an upgrade. Signed another 2 year contract and added 2 additional modules to it. Online training will be coming up.
- MaryKay discussed the relationship of the State Library to the library community and OLA, and mentioned how the mutual support is very strong here in Oregon.

### **Making the Most of our Meetings: Jane Corry**

- Jane feels that it’s important to attend in person when one can.
- There was discussion of ground rules for these meeting, and how the Best Practices for OLA Hybrid Meetings is important for addressing many issues.
- Candice appreciates the rich conversations that occur at the meetings which leads to further productivity.
- Sue discussed the limitations of virtual attendance due to issues with sound and how it’s difficult to participate in such long meetings alone at one’s desk.
- Shirley has said that the virtual meeting technology is getting better and said that it works better to use GoToMeeting individually, rather than in groups.

- Stephanie said that doing a GoToMeeting test run in advance was very important to making the meeting successful.
- Jane asked what we want to get out of the board. Things mentioned were learning more about the organization, feeling the connection with professional community, service to profession, and giving to OLA.
- The best practices document is posted to the meeting page with every meeting, and everyone should review it before each meeting.

### **2017 Conference: OLA/OASL Taskforce**

- Last June a taskforce was appointed to work on integrating OASL with the rest of the organization. The task force is made up of past chairs of all the divisions (SSD didn't have a past chair).
- Hannah reported that the taskforce met last week and came up with a variety of ideas but continues to come back to the conference as a major way of integrating OASL. They've looked at the option for adding on a Saturday track that has OASL content with youth services overlap. Michele contacted the Salem conference center and the Saturday of OLA is available. Price estimate is based on 100 attendees, which comes to around \$3,500. The taskforce asked the board to provide feedback to see if this could happen.
- Robin asked whether OASL would pick up the extra cost. The divisions might be able to help out. Shirley mentioned that registration could cover the cost. Robin said that OASL needs income and a fund raiser. Aware that could gain some from OLA, but could lose some from OASL.
- Robin mentioned that OASL would not do a fall conference that year, and instead shift the conference to. Robin looking at what this would look like on an on-going basis.
- 50% of OASL is paraprofessional and the OASL conference is one of the few times that they get professional development. There was discussion of how to address the isolation of school library paraprofessionals and their particular needs.
- MaryKay mentioned that there are parallels here with rural library staff and MaryKay would like to see us expand overall to be more inclusive.
- OASL is struggling to fill positions and wouldn't be able to commit to 2 conferences in a year. Robin mentioned that OASL membership needs to see a structured conference schedule in order to make financial arrangements, especially with all the budget issues they face.
- The baseline idea is to expand the conference to a weekend to encourage attendance for those who couldn't come on a week day.
- Robin will present to the idea of the 2017 conference to the OASL board next week.
- MaryKay mentioned bringing in other divisions to this taskforce as well.
- Hannah will email Margaret who is the interim chair of SSD about having a taskforce member.

### **Unit Reporting Discussion: Everyone**

- None.

**Meeting Evaluation**

- None.

**Library Tour: Hillsboro Staff**

Meeting adjourned at 2:44p.m.