

**OLA Board meeting
October 7, 2016**

Location:

Columbia Gorge Community College, 400 East Scenic Drive, The Dalles, OR 97058-3434, 10am

In Attendance:

Elsa Loftis (President), Jenny Pedersen (Member-at-Large), Stephanie Lind (Treasurer), Danielle Jones (ALA Chapter Councilor), Abigail Elder (Legislative Committee (co-chair)), Shirley Roberts (Association Manager), Violeta Garza (OYAN Co-Chair), Margaret-Harmon-Myers (SSD Chair), Sue Ludington (Legal Reference), Michele Burke (Conference Committee), MaryKay Dahlgreen (State Librarian), Jennifer Cox (International Relations (IRRT)), Stephanie Debner, (ACRL President), Damon Campbell (Secretary)

- I. Welcome/Housekeeping (Elsa Loftis, Schoppert)
- II. Changes to the Agenda (Elsa Loftis)
 - a. Add retreat, dates/location
- III. Approval of August Minutes (Campbell)
 - a. Approved
- IV. Leadership Retreat for 2017 (Roberts)
 - a. Traditionally the last Monday and Tuesday in July
 - b. We received a quote from Silver Falls convention ctr – slightly over \$5,000.
 - c. Almost doubled in the last 3 years for that site
 - d. A group, including Shirley has been looking at new sites
 - i. OSU Cascades
 - ii. Lewis and Clark
 - iii. Menucha - \$2800 quote
 - e. We're committing to Menucha – August 14-15 are the dates they had available
 - i. 3 beds per room, each room has a private bath
 - ii. food selections need to be submitted prior to event
 - iii. Shirley is working on locking this in
 - f. We've penciled in same dates for 2018
 - g. The group wants to know how the board feels about these dates
 - i. a bit later than we usually hold the retreat
 - ii. could be a conflict for academic librarians, school librarians will be unable to attend
 - iii. Right thing to do based on cost
 - iv. No July 2017 dates available this year
 1. not good for SSD
 - v. No one has checked on June, but this could conflict with ALA and summer reading
 - vi. There is no ideal date – people will be busy, and some folks will find it difficult to attend, no matter when we hold the retreat
 - h. If we book in advance, can we get a better date at Menucha?
 - i. **They seem to have some long-standing dates set up for others already, so probably not**

- ii. they ARE aware that we would like an earlier date
 - i. Is it worth it to send a poll to divisions and board members to see what the best time of the year for the retreat is?
 - i. restrict the poll to July-August
 - ii. Good way to figure out what the best times are for different groups/types of librarians
 - j. We can create a webpage that contains information on the retreat
 - i. people running for board positions should be aware
- V. Treasurer's report – FY Runs September – August (Lind)
 - a. see the webpage, under the agenda
 - b. all the financials that accompany that are there
 - c. Our usual goal is to carry \$50k in cash on hand – we went down to \$13k in August, but this was a calculated move
 - d. Balance at the end of September was \$71,000
 - i. no recommendation to take any \$ from our investments
 - ii. profits and losses – ahead of where we expected to be by more than 10%. Doing quite well
 - iii. Investments – finance and investment committee met virtually last Friday.
 - iv. Shirley arranged to have reps from both investment companies join
 - 1. we assess investments yearly to see if changes need to be made
 - a. Connected wealth – return rate 3%. Newer investment company for us, approach is conservative and research based
 - i. went from 30% equity and 70% mutual funds. Put some \$ from equities and bonds into alternative mutual funds
 - b. LLP – long- term company
 - i. Also reconfigured, was formerly 50/50 equity and mutual funds
 - c. Detailed reports available on the website
 - 2. Alternative mutual funds –
 - a. allow for higher returns than fixed income bonds
 - b. risk is lower – more diverse investing = lessened risk
- VI. Association Manager Compensation (Loftis, Nielsen)
 - a. Elsa sent an MOU to get Shirley's compensation raised – hasn't been changed since 2010 other than a \$125 increase when OASL came in
 - b. Shirley is spending more time, so we want to pay her more money
 - c. The MOU hasn't change significantly, Elsa and Buzzy opted not to involve counsel – a couple of items and numbers were changed based on changes in her duties
 - d. Contractor fee = her recommendation + 2% - total 7% increase
 - i. Shirley was agreeable
 - ii. We consider this a competitive rate, especially considering that we don't pay her benefits
 - iii. Stephanie Lind recommends a cost of living adjustment (COLA) yearly for her with a minimum of 1%
 - 1. make this a standard part of our budgeting process

- a. This way, she won't have to advocate for her own raise
 - b. She may have ideas on how to document this
 - 2. Buzzy and Shirley have been talking about a yearly review and an actual draft of a job description for her as well.
 - a. Job descriptions for each board member may be created later
 - iv. Robin
 - 1. Shirley is INVALUABLE
 - a. How does the financing work? When Shirley works on grants, is that a different funding stream? Yes. Buzzy has details on this.
 - b. Concerned about automatic COLA, as we don't have an automatic membership increase – not a concern in the next 3 years, but in 10 years, it can make a difference
 - i. can we put a recommendation in for a COLA and consider/approve it yearly? YES, subject to the OLA budget process
 - ii. make COLA subject to approval by the board
 - e. Shirley, once she submits her invoice, should be paid within 10 days of submission – MOU will be updated to reflect this
 - f. Amended MOU approved by the group**
- VII. Budget Revisions (Roberts)
 - a. Nothing major has changed since we last discussed this in August – first year we've not had to draw on investments
 - b. Credit card fees have been moved up, still looking at conference expenses – has been increased to \$62k
 - c. Retreat cost, since we've moved to Menucha, has decreased
 - d. virtual collaboration/gotomeeting cost – stable
 - e. Technology/equipment
 - i. the person setting up the virtual collaboration should be provided with a laptop
 - ii. We tend to prefer using site provided technology – we have a projector, and bigger libraries tend to have more tech than not
 - iii. Allocate \$1000 for a laptop – should be PC
 - f. Contingency at about \$3598
 - g. Budget adopted**
- VIII. Association report (Roberts)
 - a. Busy two months
 - i. Shirley has been working on Registrations and events
 - ii. Cutting checks for authors and presenters for the OASL Fall conference
 - iii. OBOB got an unexpected add of \$32k for books
 - 1. \$ came from LSTA
 - 2. Over 300 schools registered already
 - 3. PLD – fall directors meeting completed
 - b. Has been working on updating the website
 - i. if you see something that needs updating, let Shirley know
 - ii. Will add the newly approved budget

- IX. Conference committee report (Burke)
 - a. Budget – there’s a learning curve, and it’s coming together, but it’s incomplete as of yet
 - b. We got a big refund from Bend because of all the issues with construction and rooms
 - i. our budget looked good because of that refund
 - c. Shirley has set up a shared email account for the conference committee
 - i. docs from the 2014 conference have been digitized
 - d. Program proposals – 84 at last count, 9 were for preconference...6 at most will be accepted
 - e. Exhibits are underway
 - f. Pedco is no longer Pedco – now they’re Triumph Expo now
 - g. The Convention Center has extended our conference room rate to 3 days after the conference
 - h. We’ve two rooms at the conference center that could be used for Saturday – Auditorium, and a much smaller room --- they can split the auditorium, but this might be tricky overall
 - i. We want people to be supportive, but space constraints may mean not as many people will be able to support as we (or they) would like.
 - i. 2014, TSRT requested space for double the amount of people than they actually get attending
 - j. Convention center food tasting – went well!
 - i. How do we normally arrange PLD banquet?
 - k. How can OLA work with OASL (OASL usually has a spring conference, which it will not this year)
 - i. OLA conference would be the equivalent of the OASL spring conference
 - 1. combine/join the conferences
 - 2. on one hand, we want language that shows connectedness, but people also need to understand why the conferences are “joined”
 - ii. expand OLA options to include OASL?
 - iii. OASL track at conference?
 - l. Jane often worries about space in the State Library – they don’t own their building. There’s no charge, but they’re closed Saturdays.
- X. Open Forum (Loftis)
 - a. NA
- XI. Legislative Agenda (Elder)
 - a. 9 members
 - i. represent all different libraries, different areas of the state
 - b. 9 ex officio members, including;
 - i. state librarian
 - ii. state law librarian
 - iii. intellectual freedom chairs (two members of the Leg. committee are ex-officio on intellectual freedom)
 - c. The Legislative Committee does a very special kind of advocacy
 - i. behind the scenes
 - ii. build relationships with legislators before issues come up

- iii. build relationships with other groups that have similar goals
 - 1. league of Oregon city
 - 2. County association
 - 3. other advocacy groups
 - a. Every Library
 - b. Oregon Ask
 - iv. National advocacy
 - 1. Senator Ron Wyden
 - d. Things they've done in the last few years
 - i. correspond with attorney general
 - ii. support letter for the librarian of congress
 - iii. Monitoring law libraries
 - iv. Testifying in support of state library budgets, ready to read programs
 - e. Legislative Committee
 - i. **Nan Heim** is our **lobbyist**
 - ii. has an Agenda – available on the website, driven by Nan Heim's recommendations
 - iii. drafted in 2013 – looking for updates
 - iv. has a PAC (People for Oregon Libraries)
 - f. General principle
 - i. local control
 - 1. allow communities and libraries to make decisions, Leg Committee offers best practices
 - a. content filtering
 - b. Guns in libraries
 - g. "Contact your legislator" link is new: [http:// cqrcengage.com/alaor](http://cqrcengage.com/alaor)
 - h. How can you get involved? – Action items
 - i. **submit Legislative Agenda feedback by 2nd Wednesday in November**
 - ii. **National legislative day (5/1)**
 - iii. **State legislative day (5/1 – 5/2)**
 - iv. **When libraries benefit from measures passed by our legislators, we should write them thank you letters**
 - v. **Invite legislators to have town hall meetings in your library**
 - 1. Jane would like patrons, members of friends groups, etc lobby for libraries as well
 - 2. children's books are given away
 - vi. Primes people to interact with legislators
 - vii. gives us opportunities to meet with our legislators and form relationships
 - viii. divisions can send members to talk about issues in their libraries and communities
 - i. ODE (OR Dept. of Ed.) is in the process of working out schools and school improvement as a response to the Every Student Succeeds Act (ESSA)
 - i. Spring outreach efforts went well

- ii. involve school libraries in conversations about teacher professional development
 - iii. They're hoping to roll out the plan in January for feedback
 - iv. Desiree Kiesel has been invited to the next legislative committee meeting. ODE representative on the State Library Board
 - v. PSA Legislative committee (see Abigail Elder for the names and their affiliations) is involved
- XII. State librarian report (Dahlgreen)
 - a. Going to China as part of the Horner exchange - \$15k endowment – money is gone
 - i. international relations roundtable OLA
 - 1. 3 members go to China to visit libraries in the **Fujian?** province.
 - 2. In May, they send a group of librarians here
 - b. MaryKay wants to see this relationship continue – it's been ongoing since the 80's
 - i. MaryKay thinks OLA/international relations roundtable should be more involved
 - 1. fundraising efforts will need to happen
 - c. Janet Webster represented the OLA in a conversation on records vs documents at the Oregon Documents Summit. The Agenda included:
 - i. Define roles and terminology
 - ii. digitize all Oregon documents
 - d. Board meeting upcoming – 10/28, independence public library
 - i. Janet Webster will submit the **legislative agenda** to the state library board
 - 1. This is where the state library budget is decided
 - 2. Governor's budget recommendations are submitted in early December
 - a. OLAs testimony may be helpful
 - e. 2 new board members – board increased membership in 2015
- XIII. Situation in Douglas County (all)
 - a. OLA was notified a couple of weeks ago that the Douglas County Library webpage was taken down
 - i. they were told they needed to remove mention of a ballot from the page
 - b. OLA, with the direction of Every Library, wrote letters, made a petition, and the commissioner was upset about that
 - c. Some information was restored to the website, but not to the degree that we would have liked
 - i. **we will call this issue resolved**
 - 1. **We protested the removal of information, some info was added back, now we will thank the commissioner for working with us**
- XIV. Strategic Planning Next Steps (all)
 - a. year 1
 - i. website eval and redesign
 - ii. advocacy and leadership
 - iii. Eastern rural library and support
 - iv. member outreach
 - 1. people should talk to their units about how their work fits into the Strategic Plan and report back

- b. Jane suggests we document what we do
 - i. Stephanie Debner recommends a shared document that we can all work on
- c. Elsa and Jane attended a meeting at PCC
 - i. they've \$50k left over from Portals
 - 1. to be used for training, continuing education
 - ii. could we use this \$ for a leadership institute?
 - iii. People that present on leadership at the conference could be "faculty" at the institute
- d. ACRL board has been talking about how to support the plan
 - i. there may be some activities that feed into larger strategic goals
- XV. Website Task Force (Members of the task force)
 - a. Has met twice.
 - b. First meeting
 - i. how often do we want to meet
 - ii. what info do we need?
 - c. Second Meeting
 - i. Mark Sedgely – CEO of memberclicks – demo of upgraded memberclicks
 - 1. looked really good, as per Elsa
 - 2. back-end features will make all of our lives easier
 - a. improved calendar
 - 3. website will be cheaper to maintain
 - ii. Mula is the merchant vendor that works with memberclicks for credit card transactions
 - 1. upgrades should allow for unit heads that make their own forms to work more easily
 - 2. will bring website over as it currently is
 - 3. \$5k cheaper per year than memberclicks
 - a. We don't know why they're cheaper
 - b. The \$ saved *could* go toward a design consultant
 - c. the savings *could* be passed on to divisions
 - d. General feel of the committee is that the upgrades will take care of the back end, and improve the front end
 - i. We're sticking to memberclicks (taking the upgrades) for the back end, considering a different vendor for the front
 - ii. Elsa would like to stick with memberclicks for both if they can meet our needs
 - iii. transition would take 60-90 days
 - 1. we'd have use of the our platform during the transition
 - e. Website needs to be up and running by 2/1, as conference registration will need to start
 - f. OLA should have
 - i. archives/institutional memory
 - ii. registration
 - iii. calendar
 - 1. We probably want to hire the design out to a consultant, but we need to decide whether or not to stick with memberclicks in the future.

- ii. [Mock Printz](#) in January
 - iii. At least 6 proposals from OYAN have been submitted to OLA
 - i. Elsa - Oregon Reads aloud SMART (Start Making A Reader Today) is putting out a book
 - i. Stories about the Chapman Swifts, first black man to participate in the Pendleton Roundup, Letters to Bigfoot, etc.
 - ii. Powell's next week – book release party, 10/11/16
 - 1. joined by students from Rosa Parks elementary
 - 2. Kate Brown, Joey Harrington, Blaze the Cat – will be attendance
 - iii. Jane and Elsa have a final meeting with Corragio
- XVII. Unit Report Discussion (all)
 - a. how do we want to do unit reports?
 - i. years ago, it was suggested that we submit reports online and read them on our own time
 - 1. This didn't go well – low readership
 - b. We'll continue to share, and folks that will not be present can submit reports to the president**
- XVIII. Adjourn (Loftis)