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?
   ii. restrict the poll to July-August
   i. 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
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 (Dahlgren)
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.
g. We’ll be upgrading to the newest version of memberclicks

XVI. Unit reports (all)

a. International relations
   i. Foreign exchange with China is going to happen next week
   ii. Making plans to have a roundtable meeting when the China delegation returns
      1. Talk about fundraising

b. OASL
   i. Conference is in Bend next weekend
   ii. 168 people signed up to date
   iii. OASL is creating an evaluation rubric for programs
      1. Working on standards for teaching as well
   iv. Scholarships for potential leaders ala OLA are being discussed

C. Legal Reference
   i. Proposal for OLA conference has been entered
   ii. Amy Blossom from Ashland public libraries contacted Sue 2 Fridays ago
      1. FastCase/Nolo training for Southern Oregon Library Federation?
      a. 14 attendees, hour-long program
      2. Coordinated effort by the OLA Legal Reference Round Table, Reference Round Table, and the State of OR Library

D. SSD
   i. Conference committee is working
      1. Several OLA proposals submitted
   ii. SSD is trying to forge connections with OASL
   iii. Wanda Daley is the paraprofessional rep for OASL

E. ACRL
   i. Fall conference, end of October
      1. 93 registrants – this is an increase
   ii. 8 scholarships awarded to first-time attendees
      1. 3 presenting posters
      2. 1 is on the board

F. PLD
   i. 62 people at latest director’s meeting
   ii. They want more than one meeting a year
      1. Meetings will not happen every 6 months – next one is February
   iii. Standards are being aligned with the state report
   iv. Pursuing the SWAT idea
      1. Groups of experts go to libraries and help them with projects
   v. Creating a policy, procedure, MOU, repository
   vi. Planning a training on Project Outcome

G. Member at Large
   i. Answerland – statewide virtual reference service - is relaunching 10/10/16

H. OYAN
   i. Outcome-based evaluations training coming up
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)**