

OLA Board Meeting

February 5, 2016

10:00 a.m.

Portland State University Library, Portland, OR

Via GoToMeeting: Jane Corry; Elsa Loftis; Candice Watkins; Stephanie Lind; Fawn McGee; Sara Bystrom; Ian Duncanson; Bethany Grabow; Suzanne Sager; Uta Hussong-Christian; Shirley Roberts; Barratt Miller; Sue Ludington; Liisa Sjoblom; Robin Rolfe; MaryKay Dahlgreen

Housekeeping

- Suzanne said that the PSU Library Director was sponsoring the meeting.
- A quick check was done to ensure that we had a quorum.

Changes to Agenda

- The OLA Conference 2016 report was moved up on the agenda.
- Candice requested to add two items: updates for the nominations committee and the 2019 conference.
- Michele Burke emailed Jane an item for the Board to vote on.

Governor's Council on Educator Advancement

- Governor Brown signed an Executive Order to create the Governor's Council on Educator Advancement.
- Nominations are being accepted and Bryan Miyagishima has agreed to accept a nomination from ILAGO. ACRL is also endorsing him. The OLA Board was asked to consider endorsing him as well since OLA's support will strengthen his nomination.
- Candice mentioned that librarians need to be at the table of this council.
- Suzanne Sager moves to approve to endorse the nomination of Bryan Miyagishima to the Council of Educator Advancement.
- Ian Duncanson seconds.
- Motion passes.

Introductions

Approval of December Minutes: Fawn McGee

- Uta Hussong-Christian moves to accept the minutes as presented to the Board.
- Sara Bystram seconds.
- Motion passes.

Treasurer's Report: Stephanie Lind

- Stephanie reviewed the balance, profits, and losses documents.
- Income from grant administration is forth coming.
- Starting to see conference registration income.
- This is an exciting time because we are in great financial shape.
- Suzanne Sager moves to approve the Treasurer's report.

- Ian Duncanson seconds.
- Motion passes.

OLA Conference 2016: Liisa Sjoblom

- Registration for the conference is up and running.
- Liisa doesn't have registration numbers yet, but all is going well.
- There is a meals only registration form for those just coming for meals, awards, special events, etc.
- Sched.org will be used for program descriptions. The printed program will only have basic information; session descriptions will be on the mobile app. If people create an account and say which sessions they plan to attend, they can get individualized schedules, and the committee can schedule room sizes accordingly.
- The President's Party will be the 'must' attend event. There will be live music, and one of the members of the band is a librarian from COCC. The committee is working on getting door prizes donated from local gift basket companies. There will be a no-host bar and snacks. Uta asked about the ability to buy tickets outside of basic registration. Shirley said one can do this in the meals only registration form, however the title of that form should be changed to make that clear.
- Business meeting times have been re-arranged and if someone needs a business meeting, please email Michele Burke. If it's an off-site meeting, please share it with Liisa so that it can be added to the program.
- OLA unit table fee is \$65 and if you'd like one you need to contact Michele.

Conference 2019

- The Past President makes sure the contracts for upcoming conferences several years down the road is signed.
- 2019 is the joint conference with WLA. April in Portland has been the agreed upon time and location.
- WLA is transitioning between management companies and they probably won't be able to confirm much beyond that during the remainder of Candice's tenure. Jane will likely have to take that on.

Conference 2017

- The Salem Conference Center has been contacted about the 2017 addition of Saturday and we need to make a decision whether or not to confirm.
- In talks with Heather for holding the author event at the Salem Public Library.
- It was reported that the committee decided to have the OASL track at the Salem Public Library. The library has six rooms that are available and the committee felt that was adequate. Jane has concerns about this and will follow up with the committee. Robin will also contact Stephanie Thomas.
- It was also mentioned that many OLA members would like to attend the OASL track day.
- Traditional cost of the OASL conference is \$25-30, and moving to the library would help keep costs down.
- The committee was working on building bridges to integration, one step at a time.

- There was discussion and debate on whether having it in a different location would work towards integration.
- The intent was to include ILAGO on this day, and there are cost concerns for ILAGO as well.

Conference 2018

- Conference chair for Eugene is Emily David at Springfield.
- Shirley can call Eugene and ask if Saturday is open and can ask to tentatively book it.
- Robin threw out the idea of the possibility of moving the Wednesday pre-conference to Saturday, the same day as the OASL track. Jane said that she'd considered that in the past. Shirley said that we should ask membership about their willingness to attend a post-conference, rather than a pre-conference.
- Robin mentioned that the original idea was integrating in 2020 and that we're actually ahead of schedule.
- Barratt said that using the next two years of semi-integration could provide good information for possible full integration in 2020.

Association Report: Shirley Roberts

- December and January has been busy with a lot of non-routine projects.
- New Member Round Table had an election.
- Conferred with OASL on establishing a fund in memory of Debra Alvarez.
- Updated communications webpage.
- Completed annual PCI compliance filing for credit card.
- Worked with Recruitment and Retention Committee to have a web presence for Resume Review Program.
- Worked with the Intellectual Freedom committee to redesign their webpages.
- Developed web pages for NMRT.
- Worked with OLA Conference committee to complete registration form.
- Filed OLA's 990 Annual Return to the IRS and 2015 1099's were mailed.
- Set up ACRL Oregon budget in Quickbooks.
- Prepared semi-annual financial grant reports for OSLIS15 OBOB15.
- Obtained certificates of insurance for the OBOB competition sites.
- Cut checks, made deposits, monthly statements.
- Worked with Connected Wealth and OLA Investment committee on final round consideration of investments.
- Started review process with Moolah to possibly change merchant vendor after the conference registration is over.

Fundraising at the Conference: Jane Corry

- Jane was approached by a board member of Every Library about fundraising at the President's Party, since we can't do what we did last year.

- Jane's idea for doing a fundraiser involves having collection jars out for various agencies, and whichever jar receives the most would also receive a bonus. Maureen Cole has raised \$200 from the Past Presidents to give to whomever is the winner.
- A few groups were identified: People for Oregon Libraries, Every Library, and the Leadership Development Scholarship.
- Jane is looking for someone to lead this, Elsa offered to do this and Fawn offered to help.
- Liisa said that it would be great for this to be included in the conference program.
- Sara asked about the possibility of making OASL/Debra Alvarez grant the third donation. Robin said that this would be much appreciated.

Special Committee on Strategic Planning: Jane Corry/Elsa Loftis

- Committee has been working for months trying to pre-plan the strategic plan.
- They received proposals from 7 different facilitators, and ranked them.
- It's been narrowed down to 3 contenders, and an overview was provided of the differences in proposals.
- The Board will review the proposal spreadsheet. Jane will check on references for the top 3 and inform the other facilitators that we're not going with them. The final voting can be done via email.
- As far as timeline, Elsa mentioned that having the facilitator have a presence at the OLA conference could be good, that they could run focus groups.

Future of Oregon Legal Research Website: Sue Ludington

- Sue is seeking feedback on the Oregon Legal Research website and blog and provided a background.
- The Oregon Legal Research site was initiated by Laura Orr back in 2005, and it drew the attention of Justia, a legal based website that aggregates different legal information blogs and portals. They offered to host and design the blog which they have been doing ever since. Laura owns the domain name and has an agreement with Justia. She has since retired and approached Sue with the future of the blog. Sue thinks that it's a worthwhile resource that should continue in some manner.
- Sue suggested that the Legal Reference Roundtable could spearhead it and become owners of the website/blog and maintain it. Sue would also like to make it broader, to be an Oregon-wide legal resource, rather than focused specifically on Washington County.
- Sue wanted to know where OLA stands on units creating or taking over blogs/websites, and the finance behind it. CSD uses Weebly and it costs \$100 a year and it comes out of the budget. Shirley said that Memberclicks has the ability to host at no extra cost, and that if units choose to go with external hosting of sites, the units have to take on the responsibility of tech support. Shirley also requests that there be a presence on the Memberclicks site, even if it's just a link to an external site. Shirley and Sue will need to do some further work together on this.
- SSD Chair said that they have a very active blog on Supportability. Ian said that OYAN uses Wordpress, and that it's free and really intuitive.

- Sue will update folks in April on the Oregon Legal Research website.

Committee Membership: Jane Corry

- Jane brought forth an idea that might work to get more people involved in OLA.
- The Communication Committee has all the members listed on its site; what if all the other committees also listed membership. If one sees someone that they know on a list, perhaps they would be more willing to get involved themselves.
- Committee chairs can update their pages on Memberclicks.
- Shirley said that the committee rosters are constantly changing every month and it would be very difficult to keep the lists updated on the sites.
- It was suggested that this could be folded in with the strategic plan, especially when the website gets addressed.
- We'll continue to think about this. The question was raised of whether or not members would want their names listed.

Nominations Committee Update: Candice Watkins

- There are 3 members on the nominations committee: Candice (chair), Korie Buerkle, and Sue Ludington.
- The committee is seeking candidates for Vice President/President-Elect, Secretary and ALA Representative.
- The committee sent out a call for nominations and is actively collecting candidates. They've received quite a few so far.

LSTA Grant for Book Fair

- There was recently a conversation on Libs-Or about the Guadalajara International Book Fair.
- Barratt and Debra Gitlitz have been working on an LSTA grant. In order to improve library services to Oregon's Hispanic communities, especially those in rural areas, Libros for Oregon will: send a representative to the Feria Internacional del Libro (FIL) in Guadalajara to purchase high quality Spanish-language books for small, rural Oregon libraries; help libraries develop and implement outreach plans for working with their Hispanic communities; and create a "Best of FIL" booklist for all Oregon libraries to use in collection development.
- Barratt outlined an implementation plan, and if implementation goes well, then we would need to look at sustainability. Two volunteers are needed: one to go to the fair and one to coordinate.
- Many OLA units might have an interest in this, including OYAN, PLD, OASL, CSD, as well as the Outreach, International, and Social Responsibility roundtables. REFORMA is also very supportive of this.
- Long term funding is needed for this to work, about \$500. There was discussion of units chipping in to cover costs, or OLA funding this as a budget line.
- The consensus was that Barratt has OLA's emotional support, but a request for funding needs to be drawn out within a formal proposal.

Lunch

Open Forum

- None

State Librarian Report: MaryKay Dahlgreen

- The biggest thing going on is that the Legislature is in session for one month. MaryKay completed a report on the strategic plan and the changes that would affect the State Library.
- HB4050 was introduced which would create a Policy Advisory Council on Summer Learning at the legislative level. Katie Anderson testified how libraries participate in summer learning. The advisory council would look at all aspects of summer learning and figure out some ways to collaborate. Representative Smith Warner is the main sponsor of the bill. Jane asked if OLA would be one of the parties at the work session and MaryKay said that OLA was not named, but that libraries will be represented by the State Librarian.
- Jane asked about the State Library's use of Coraggio's for strategic planning in 2014 and the operational plan. MaryKay said that they were very pleased with their work, and that they would be highly recommended. Jane mentioned that OLA is an association which is very different than a library and has concerns about that. MaryKay said that they are quick learners. There was discussion of the difference between strategic planning and operational planning and the ways that the different proposals reflect this.

Investment Committee: Shirley Roberts

- Shirley provided some background. Based on the OLA investment policy, the committee approached LPL and received a proposal. Shirley posted on the finance and investment webpage documents for the Board to look at, with 2 documents in particular. Shirley then reviewed the aspects of the proposal with the Board.
- Stephanie provided a report on the work that the committee has done. The committee met and received a presentation from Brent Gunderson of Connected Wealth Solutions, LLC, and then convened again to work out a proposal to present to the Board. The committee appreciated the responsiveness of Connected Wealth.
- The committee proposes that OLA hire Connected Wealth Solutions, LLC and their proposed portfolio allocation. They also recommend moving forward as quickly as possible as it's a good time for investment. We need to look at this as a long term commitment.
- Uta asked about the scholarship fund. Connected Wealth is aware that this fund might not get moved, or might get used within a year. The proposal is very liquid and we can sell at any time. Jane is working with the Leadership Committee on the scholarship fund and they plan to have a proposal by June.
- Robin asked about the scholarship fund and the fees. There is an investment advisor fee of 1.2% and a rebalancing plan. Robin also asked about Oregon Community Foundation.

- Candice Watkins moves to approve the hiring of Connected Wealth and moving forward with the investment plan as presented with the exception of the OLA scholarship fund, until the Leadership Committee has a proposal.
- Uta Hussong-Christian seconded.
- Motion passes.
- Stephanie said that the director of the Scappoose library has just joined the Investment Committee.

Unit Reports: Everyone

- OASL just passed a commendations form similar to what AASL does. Goal is to get name out there and get recognition from organizations that are supporting school libraries. OASL is interested in pursuing a LSTA grant looking at the Oregon State Library standards adopted by ODE last January. OASL is funding a committee to examine the need to have the state library standards aligned by grade level. Jane asked Robin about the OASL leadership scholarship. It doesn't currently have a firm structure yet.
- New Member Round Table has a new Chair. Bethany shared what she's done so far. NMRT has its own section on the OLA website. There is now a Facebook page for NMRT for events. Bethany put out a survey asking members what they're interested in, where they live, if they are students, etc. 10 people responded which is pretty good and there's still another week to go. Bethany says they plan to have meetings where they tour different types of libraries. In the survey people expressed interested in an informal meeting at a bar or restaurant. First one will be held the Thursday evening of the conference.
- OYAN - Katie Anderson will provide an outcomes based evaluation presentation for teens at the fall OYAN workshop. Nominations for the OYEA award. Looking for new ORCA representative. Working on Book Rave voting. Bobby and Violetta have been gathering prize donations for the OYAN raffle. The Mock Printz went really well.
- ACRL is working on finding keynote speakers for the conference. New feature of the blog: library director interviews on what advocacy looks like at academic libraries. There are two new scholarships coming: one for academic and school librarians and one for new professional development scholarship.
- Jane mentioned the CSD Mock Pura Belpré was super successful.
- SSD unit report: they still don't have a chair-elect. If anyone knows a support staff person please contact Margaret. Co-chairs are possible. For the OLA conference, SSD is sponsoring a pre-conference and a session. Deep in planning for fall conference.
- Shirley will add late unit reports to the OLA site.
- Oregon Authors Committee met with State Library and decided to proceed with looking at Literary Arts as the host. Katie is setting up a meeting with Literary Arts.
- ORCA has a new chair.

- Candice gave an update for ILAGO. It's planning its annual IL summit for May 21st in Bend. Currently has a call out for proposals. The theme this year is Collaboration. It's a great small, friendly, accessible conference.
- Jane asked about OLA email addresses and wondered how they are working. ACRL, CSD, SSD and the President all currently use them. Shirley is ready to proceed with others' email addresses if they are ready. It's working well for those who have been using it. The issue to keep in mind is that for your OLA Memberclicks profile there is a primary email address, and you need to update it there. Every year we need to switch people out. OLA Listserv is another way to email. You would have to choose between personal email account and position email account and the listservs. Let Shirley know when you're ready to go.

Meeting Evaluation: Everyone

- Discussed how the meeting went and made suggestions for doing it better.

Meeting adjourned at 2:34 p.m.