

**Oregon Library Association Public Library Division
Executive Board Meeting**

September 25, 2020, via Zoom

Present: Halsted Bernard, Amanda Bressler, Glenn Ferdman, Darci Hanning, Laura Kimberly, Haley Lagasse, Chris Myers, Will O’Hearn, Erin Wells

Absent: none

1. Call to order

The meeting was called to order by chair Laura Kimberly at 2:02 p.m.

2. Intros for new PLD Board

All in attendance gave a brief introduction of themselves.

3. Approval of past meeting minutes

The minutes of the meeting of August 14 were approved, with minor revisions. They are now posted on PLD’s website.

4. Mini OLA Orientation-Shirley Roberts

Shirley Roberts offered an introduction to the OLA, using the OLA’s webpage as a framework. Points of emphasis were the financials page, with reimbursement forms and the monthly statement of balances in the enterprise accounts of all of OLA’s divisions and units, including PLD; the resources page for board members, including video tutorials on OLA and Memberclicks; and the spreadsheet of new members of OLA. Shirley encouraged board members to spend some time looking around the OLA webpage. Laura asked whether we should have a budget, and she is going to discuss that with Shirley.

5. PLD Officer Duties

Erin Wells and Laura Kimberly met (virtually) to discuss duties of PLD officers, with the idea of taking some responsibilities off the chair and vice-chair and help everyone on the board feel they have a role and some tasks. Some of the ideas they generated for responsibilities, with the board member who volunteered to be responsible for that:

- Public Library Standards: Haley Lagasse
- Conference Liaison (Conference, PLD Dinner): Halsted Bernard
- Pearl Award: Glenn Ferdman
- Training (Fall/Spring Director's Meetings/other training)
- Public Library Directors’ Notebook: Will O’Hearn
- Budget: Erin Wells and Laura Kimberly
- Communication: Amanda Bressler

6. PLD Library Standards

ErinWells, Laura Kimberly, and Darci Hanning reported on the current status of the PLD Standards.

- Two years ago the minimum requirements were added. These fed into the minimum conditions.
- Model is Colorado's WordPress website for public-library standards—nice format and structure and layout
- Need a memorandum of understanding about who will maintain the website, who will pay for hosting, etc. Intended to be a partnership between State Library and PLD
- Governance, staff, and minimum conditions are foci in 2020
- Community engagement, technology and advocacy, staff and materials are foci in 2021
- Services and programs are foci in 2022
- Introduction is focus in 2023

7. Oregon Digital Library Consortium update

Michael Grutchfield of Jackson County Library Services, chair of the Oregon Digital Library Consortium (ODLC), gave a status report on the consortium. Governing board meeting will be on October 14. Representatives from all participating libraries or systems are invited. ODLC is now a fiscal agent of PLD. Michael shared the unfortunate news that ODLC did not receive the CARES Act funding that it applied for. Grant was to have added books to the Spanish -language collection to improve the representation there.

8. State Library Update

Darci Hanning provided the following report on the State Library of Oregon:

- The State Library building is currently closed to the public through the end of the calendar year (December 31, 2020). It's possible that this date will be extended yet again. Staff are either working at home or in the building as needed and continue to provide services remotely. Library Support staff have all been issued cell phones which will eventually replace our office phone numbers. Our contact information on the website should be updated soon.
- Buzzy Nielsen started as the Program Manager for Library Support and Development Services on August 31. Susan Westin transitioned to Chief Operating Officer on the same day.
- Annual Public Library Statistical Report opened last month and will close October 31. The survey includes new questions for both COVID-19 related items and in support of the Minimum Conditions. State Library staff will be using a specific set of questions from the survey to determine if a public library is meeting the Minimum Conditions or not. More details can be found on our LibGuide for [Minimum Conditions](#).
- The LSTA Council is meeting on October 7, the [agenda](#) has been posted to our website. Highlights include proposed changes to the LSTA Competitive Grants program for 2021 and a discussion about foregoing the selection of a Project of the Year given the impacts libraries have experienced from COVID-19 and the wildfires

- The [COVID-19](#) and [Continuing Education](#) LibGuides continue to be updated; the CE LibGuide in particular has been focusing on COVID-19 webinars and EDI learning resources. Related to this, Library Support will be hosting Topic Talks on monthly basis and recordings will be available via the CE LibGuide. September's Topic Talk will be a Virtual Meet and Greet with Library Support and upcoming topics include: virtual programming, cool/interesting things libraries have done in response to COVID-19, and seeking out grant opportunities. The previous weekly Topic Talks and recordings are now available on the CE LibGuide.
- Related to continuing education, the "[Library Staff Training Tutorials](#)" academy (on the Niche Academy platform) has been updated with numerous new tutorials, covering various aspects of COVID-19, EDI, staff development and learning resources of interest to directors and supervisors. Last but not least, the Trustees Resources has been migrated to a new platform (teachable.com) which is much more user-friendly. In addition, content from United for Libraries recent online conference and upcoming webinars are included for free. Stay tuned for additional details.
- The RFP process for the online testing and skills building resource has been completed and a decision should be announced soon.
- The Strategic Plan has been published on our [website](#). Priority initiatives include:
 - **Initiative 2:** Develop strategies and initiatives to assist libraries as they enhance and grow workforce development programming and activities.
 - **Initiative 14:** Work with state and regional workforce development agencies and organizations to identify collaborative opportunities with local libraries.
 - **Initiative 7:** Improve the State Library's continuing education program for library staff across Oregon through programming that is relevant and responsive to user needs.
 - **Initiative 26:** Develop and implement an equity lens for State Library use in reviewing and creating policies, programs, and services that remove barriers and address potential bias.

9. PLD Emails

Laura Kimberly mentioned that board members who want to use an OLA email may do so. She emailed the accounts and passwords to all members. Please let her and Chris know if you want to use the OLA email address for your position.

10. Meeting Dates for Remainder of 2020

- 10 a.m.-noon Friday, October 23: Directors' training by Buzzy Nielsen on library advocacy

[We will solicit input at this meeting about topics that people would like for future trainings. Haley suggested digital literacy as a possible topic. Darci suggested it might be worth exploring the idea of selecting a topic, have everyone watch a video (or use another learning resource) from WebJunction on that topic and then come together as a group to discuss. For webinars created explicitly by WebJunction, there are Learner's Guides so it's also possible we could do a

group viewing (each at our own computers) and discuss / review the learner's guide together. Glenn will create a survey instrument to give ideas and feedback.]

- PLD Board meeting: 10 a.m.-noon Friday, November 13
- PLD Board meeting: 10 a.m.-noon Friday, January 8, 2021
- Directors' training: 10 a.m.-noon Friday, January 22, 2021. Topic TBD
- Additional meeting times for the remainder of 2021 will be set at our November meeting.

11. Adjournment

The meeting was adjourned at 3:50 p.m.