

PLD Meeting
January 29, 2016
Virtual Meeting, 10:00-12:00

Present: Kevin Barclay, Mo Cole, Lorie Vik, Karen Muller, Kirsten Brodbeck-Kenney, Jane Tucker, Hillary Ostlund, Krist Obrist

Minutes

Hillary – Dates for the directors meeting should be Sept. 23-24, 2016. Kirsten moved to approve the minutes from the Nov. 20 meeting as amended. Jane seconded. Motion passed.

Logo

The ones with the black background might not be as printer-friendly. We like the fonts. The ones without a border might be more flexible in a variety of contexts. We agreed to go with the top left. Mo will have Gina send it in the format(s) we need. Lorie will get it on the website and can upload to Google Drive.

OLA conference

Pre-conference – Anythink will provide marketing info. Kevin will start marketing it soon so those registering for OLA have info.

PLD meeting - Kevin has been looking at off-site locations for a PLD meeting. Looking at the schedule, we discussed options for staying at the hotel or going downtown. The business meetings this year are scheduled at 7:30 a.m. There is no banquet and the reception begins at 5:00 p.m. The President's event begins at 8:00 p.m. Kevin will book a room from 6:00-7:00 p.m. downtown.

PLD banquet – The chef said he'll make the Mardi Gras theme work for anyone with dietary restrictions. Mo thinks there will be a draw with our speakers. The price is \$49. We need to market the dinner. Kevin will introduce the speaker. Last year we tried to make it a little more fun by having stuff at the tables and a free raffle. We'll do a raffle again with some board members procuring items. Jane will look into beads for table decorations.

Sessions - One of us has to be at each PLD session. Kevin will send us the list of programs so we can sign up. OLA changed the format this year, so there are not as many PLD-assigned sessions to cover.

PLD volunteers / PLD structure

Kevin was approached by someone wanting to volunteer for PLD. The biggest project is the clearinghouse. We discussed how to organize the clearinghouse and options for the volunteer role. This turned into a bigger picture conversation of organizing the PLD board so each board member has responsibility for specific assignments. Breaking it out, we have: SWAT, clearinghouse, standards, director's meeting, training, OLA conference, and membership. We do a lot.

When we recruit, we can be specific about the jobs associated with being on the board. That

will help people understand expectations. Discussion included: Should responsibilities be tied to positions or people? What are the pros and cons of institutional memory vs cross-training? Should we review assignments at the beginning or end of each year? Kevin will send out a list of assignments and we'll talk about them at the next meeting.

SWAT

Eva wants to still be involved, just not the one spearheading it.

By-laws issues

Nothing more to add.

Standards

Karen recently sent out the latest draft. Lorie, Hillary and Kirsten will review for editing and give feedback to Karen. Jane has a staff member who is good at editing; she'll see if this person is willing to edit for brevity and parallel language. It would be good for someone with an objective view and new eye.

Should we put out a survey to see how people have been using the standards, if they have been effective, if there are ways to improve them?

We discussed whether the technology piece can just refer to Edge since most of it comes from there. But Edge includes a lot about community involvement that doesn't have a place in the standards. We decided to keep it integrated and still refer to Edge.

Clearinghouse (Policy, MOU, RFP)

We discussed how to manage this project. We could send an email from the sitting chair soliciting policies and letting everyone know we have someone assigned (the volunteer) to pull policies from websites. Once a year, we could send an email reminder that the clearinghouse exists and to check to see if any documents can be added and/or replaced with updated ones. We can occasionally send blurbs to promote the clearinghouse. The board member assigned to the clearinghouse can proceed in managing this. Lorie will set up sections for RFPs and MOUs.

Meetings

Feb 26 placeholder meeting is cancelled. Next meeting is scheduled for March 18 in Woodburn at 10:30. There will be an option for virtual attendance.

OLE award

Kevin will get nominations out with a deadline of March 11. We'll discuss them at our next meeting on March 18.

Directors meeting 2016

We continued discussing options. We got feedback that people want us to continue to do these trainings, but to have them free each time is a stretch. Eric Jensen would be a significant cost. Jane estimated having to charge \$60-70 to break even. He talks about the difference between visioning and strategic planning. Kevin suggested a version of the

Harwood Institute. He'll ask them about pricing options. We could also consider the in-house approach by leading with an intro as to what the Harwood approach is and then having trained staff lead smaller group sessions.

Other

Kevin commented on The Harwood Institute that took place in Bend in January. He liked how it focused on looking outward and not inward. The community assessment piece was interesting, too. It's very useful when needing to do a strategic planning. There was a big mix of people from different organizations. There will be a pre-conference at PLA, but instead of being a training, it will be informative about how libraries are using it.

Jane is retiring on May 31. She will finish out her term on PLD presuming it ends in Sept. 2016 and not 2017.

Assignments

Kevin

- Start marketing Anythink pre-conference (Libs-Or, etc.)
- Start marketing PLD Dinner (Libs-Or, etc.)
- Book room in downtown Bend for the off-site meeting
- Prepare PLD banquet speaker intro (with help from Mo)
- PLD banquet raffle – procure drink gift packs, DPL tote bag
- Send list of PLD conference sessions to group so we can claim them
- Send out a list of possible PLD board assignments to discuss at next meeting
- Confirm term end dates for board members
- Standards – see if square foot facilities number needs to be updated
- OLE award – send out request for nominations with deadline of March 11
- Contact Harwood trainer about pricing options for a session at the director's meeting
- Set up GoToMeeting for March 18
- (Tabled for now) SWAT – send solicitation to Director's list asking for interest: who wants help, who wants to be on the team. He'll include a questionnaire for those wanting to be on the team in order to make the best matches by location and skills.

Karen

- Contact Brenda about SWAT

Mo

- Send logo files to group
- Help Kevin prepare PLD banquet speaker introduction
- PLD banquet raffle – procure tote bag and David Bowie poster

Lorie

- Review standards for editing, formatting, parallel language before the next meeting
- Redo standards links on the website (one page with all standards related links on it)
- Upload standards scoring sheet
- Figure out if we can forward the Gmail address to a personal address for submittal of

standards, etc. If so, add that to the website

- Add a link to clearinghouse from the website when it's ready
- Upload logo files to PLD's Google Drive account
- Set up clearinghouse with sections for RFPs and MOUs
- List board member term limits on website
- Add new logo to website

Jane

- PLD banquet - look into cost of Mardi Gras beads for table decorations