

**PLD Board Meeting
Driftwood Public Library
Friday, September 8, 2017
10:30 – 2:30**

Present: Karen Muller, Marianne Coalson, Margaret Alexander, Jimmy Pearson, Sarah Strahl, Kirsten Brodbeck-Kenney
Virtual: Jerianne Thompson, Susan Westin

General Expectations for PLD Members – Directors’ Meeting & Project Outcome Training

- Discussed history of who took on Directors Meeting (used to be library directors), now it’s under PLD’s responsibilities and it’s 2x/year.
- As PLD members, we handle set-up, arrangements and clean-up.
- Using a local caterer when meetings are in metro area.
- Arrive early for set-up and make sure there’s coffee and treats.
- Realize it’s difficult we are asking for 2 days of help due to Project Outcome Training as well.
- Marianne, Karen and Kirsten will be at both days. Sarah will look into the first day. Jerianne is available to help with all aspects. Margaret looking to see if she can be there on the 22nd. Jimmy will try and be there and let Kirsten know by end of next week.
- Director’s Meeting: 9/22 at Tigard Public Library from 9-2:30. Be there at 8 to help set up.
- Project Outcome Training: 9/21 at Tigard Public Library from 8:30-4. Be there at 8 to help set up.
- Coffee service – Karen will coordinate with Tigard contact and confirm details with caterer.
- Project Outcome – Trainer, Stephanie Gerding, is all set. Karen has the final contract.

Fall Directors’ Meeting and Project Outcome Training – Sept 21 and 22

- Sign-ups so far are low. 25 registered for POT (60 open slots) and 22 registered for Directors’ meeting.
- Kirsten will send out another email about the directors’ meeting.
- Project Outcome: Kirsten will open it up to Idaho and Washington librarians. Sarah suggested a tagline that explains it better – what does your data say about you?, helps you tell a better story, etc. Can help with planning your program assessments. Will also make clear that the project outcome training is geared for librarians, not just directors.
- Training is open to all staff at all levels and is relevant if you are involved with strategic planning and/or library programming. Learn how to tell your story inside and outside the library.
- Jerianne’s draft will be sent out later today after we review the draft.
- Once registration closes, Kirsten will send out homework to all the Project Outcome registrants.
- Approved Jerianne’s email promoting Project Outcome sign-ups. Jerianne posted to listservs during the meeting.

- Karen moved to allocate regular per diem rate up to 2 nights of hotel stay to allow Kirsten to attend both Project Outcome Training and Directors' Meeting. Kirsten abstained. Jimmy seconded. The motion passed.

Fall Directors' Meeting

- Karen has received some survey results from directors on topics. Karen will collate results and send out to the board. In the past, scheduled presentations. Last Spring it was opened it up to some discussions on various topics affecting libraries – fake news, homelessness, same sex bathrooms, etc. Directors really liked that format, so we will incorporate that again.
- Discussed offering attendees a chance to break into groups to discuss as table topics.
- Jimmy talked about presentations on self-care for directors and other topics of interest for new directors.
- Directors Meeting: directors mostly, but sometimes designees attend.
- Topics will be selected via email once Karen collates results from survey and emails board.
- Kirsten will contact Buzzy and Mary Kay about doing an update on OLA and the State Library at directors meeting. She will also touch base with division chairs to get their updates.
- Suggested leaving one agenda item for an open discussion/unconference item. Based on survey feedback, we will skip doing the sharing part at the fall meeting.
- Kirsten will send out an email reminder to the directors listserv about signing up.
- Kirsten will send out the agenda by 9/14.
- Jerianne mentioned a possible discussion topic – neutrality in libraries or not.

Project Outcome Scholarship Review

- One applicant so far. Kirsten will let applicant know she received the scholarship, so she can attend the training. Jerianne will ask Amber Bell (local hospitality person at Tigard) for hotel recommendations to pass on to recipients.
- Discussed sending out an email reminder to listservs letting everyone know there are still scholarships available. Kirsten will do.

OLA Programming Committee and Possible Conference Programs

- Programming Committee is looking for 2 PLD representatives to pick proposals.
- Commitment: proposal deadline is Sept 29. Commitment is reviewing submissions and 2 conference calls. Kirsten has been asked to represent as IFC member and PLD member and would like another member. Sarah Strahl agreed to be second member.
- A couple of virtual meetings in October (Sue Luddington leading committee). There are 94 proposals so time consuming. Done through Go2Meeting. Meeting dates are not set yet.
- Possible conference topics
 - So you want to be a manager? session: Karen, Jerianne, Jimmy and Margaret interested in doing.

- Emotional labor and librarianship session: Kirsten and Sarah interested in doing. All the little things you do for others.
- Karen discussed having the PLD Business Meeting being a session at OLA in order to get a quorum for membership to vote on Bylaws revisions, etc. Maybe adjacent to exhibit time, etc.
- Failing Forward/Failure is an option (to carry forward the session done last year on teen programming failures).
- Pre-Conference Session Ideas: Public Speaking Training or How To Do a Great Presentation (incorporating both public speaking and putting together the presentation using PPT or Prezi). Maybe find someone who trains others on how to do a TED talk. Thinking a half day. Marianne will research costs and availability with Guila Muir (Training the Trainer workshop).
- Value of getting out of the library world for your inspiration in inexpensive ways: At Hillsboro, 6 drove to Zappos, went to Anythink, Deschutes PL, The Apple Way article for libraries (Sarah mentioned this article – will send out to group). Karen will ask Stephanie Chase if she’s interested in doing this session.
- Karen will look into TED talk trainer.
- Margaret will check in with Mo about PLD Standards presentation.
- Compassion Fatigue/Mindfulness session for managers – Evan Dumas
- Microaggressions Training. Sarah recommends Dr. Caprice Hollins for microaggressions. Sarah will look into costs/availability.
- Dinner – Ideas for Speakers (April 18 – Wednesday)
 - Past successful speakers: Laika, Philip Margolin
 - In the past, all speakers have done it for free.
 - Marnie Webb from TechSoup (Caravan Studios is an offshoot) was at Next Conference in Denmark. They are doing social programs – working with libraries in Brazil. Sarah will contact and see if they are interested in being a speaker at the PLD dinner.
 - EveryLibrary
- Dinner Logistics – someone is supposed to represent PLD on planning the PLD dinner. Margaret will be the contact for coordinating menu with Eugene Hilton.

Additions/Questions/Comments

Standards Update

- State Library will be proposing to state legislature on what makes a public library – a definition based on standards. What constitutes a library? A committee has been working on this over the summer rewriting the standards done a few years ago. Final meeting is on October 16. Maureen Cole is heading up the committee and Kirsten, Karen and Margaret are members.

Other Responsibilities of PLD Board

- OLA in April

- Spring Directors' Meeting in February: last year coincided with Legislative Day, would like to do it separate this year due to changes last year. Would be nice to move this meeting to somewhere else around the state.

Other Back Burner Projects

- Clearinghouse for library policies for directors. OLA Retreat they discussed having NW Central take this on.
- SWAT Team – people with specific areas of expertise that could be lent to other libraries. Ex: weeding, signage, setting up a teen room, etc. Willing to be able to go visit other libraries and offer their expertise. Another thing that could be tied in to NW Central. Idea is that there would be a formal application process.
- Discussed how to involve the membership in PLD and OLA. Holding meetings around the state and opening it for the membership will continue.

Task and Meeting Schedule Review

Dates for Rest of Year

- September 2017 – 9/8 in Lincoln City
- November 17, 2017 – Boardman (Kirsten will contact Kathy)
- January 19, 2018 – Virtual
- March 16, 2018 – Hillsboro (Karen will reserve room)
- April 19, 2018 – Business Meeting at OLA in Eugene (TBD)
- May 18, 2018 – Crook County (Kirsten will contact Buzzy)
- July 20, 2018 – Astoria (make hotel reservations soon if turning it into a long weekend)
- September 7, 2018 – Tualatin

Jimmy mentioned using TaskCam for recording our meetings. He purchased in Astoria for board meetings. Records audio of meetings and then downloads it. Might be helpful for these meetings.

Meeting adjourned at 1:30.

Next meeting: November 17, Boardman

Task Review

Karen

- Coordinate coffee service with Tigard contact and confirm details with caterer for Project Outcome Training and Directors' Meeting.
- Collate directors' meeting survey results and send out to board.
- Ask Stephanie Chase if she'd be interested in doing conference program on the value of going outside the library world for inspiration in inexpensive ways.
- Look into TED Talk trainer for conference program.
- Reserve meeting room at Hillsboro for March 16 PLD board meeting.

Kirsten

- Send out email reminder to directors' listserv about Fall Directors' Meeting.
- Send out Directors' Meeting agenda by 9/14.
- Invite Washington and Idaho librarians to Project Outcome Training.
- Once registration closes for Project Outcome, send out homework to registrants.
- Contact Buzzy and Mary Kay for doing updates on OLA and State Library at Directors' Meeting.
- Contact OLA Division Chairs for any updates to include at Directors' Meeting.
- Let Project Outcome scholarship applicant know they received the scholarship.
- Send out email reminder to listservs that scholarships are still available to attend the Project Outcome training.
- Serving on OLA Programming Committee to review conference proposals as PLD and IFC member.
- Contact Kathy Street to see if we can hold November 17 board meeting at Boardman Library.
- Contact Buzzy Nielsen about holding May 18 board meeting at Crook County Library.

Jerianne

- Ask Amber Bell for hotel recommendations to pass on to Project Outcome scholarship recipients.

Margaret

- Let Kirsten know about attending Directors' Meeting on 9/22.
- Check in with Mo Cole about doing PLD Standards conference session at OLA.
- Serving as PLD contact for coordinating menu with Eugene Hilton for PLD dinner.

Jimmy

- Let Kirsten know about attending Directors' Meeting and Project Outcome Training.

Sarah

- Serving as second PLD member on OLA Programming Committee to review conference proposals.
- Send out *The Apple Way* article to board.
- Look into costs and availability of Dr. Caprice Hollins for microaggressions training session at OLA.
- Contact Marnie Webb/TechSoup to see if they are interested in being a speaker at PLD dinner.

Marianne

- Research costs and availability for Guila Muir doing a Pre-Conference session on public speaking/presentation skills.