

PLD Board Meeting
Virtual Meeting
Friday, January 19, 2018
10:00 – 2:00

Virtual: Karen Muller, Marianne Coalson, Jerianne Thompson, Margaret Alexander, Kirsten Brodbeck-Kenney, Darci Hanning, Sarah Strahl

State Library Update – Darci Hanning

- The LSTA grant application deadline is April 4th; draft applications can be sent in for review from now until February 15th, 1:00p. Email draft applications to ferol.weyand@state.or.us
- Libraries of Oregon has been redesigned and is looking great! Check it out at:
 - <http://librariesoforegon.org>
- The Statewide Database Licensing Program (SDLP) RFP has been released, the deadline for responses is January 30. The current contract will end on June 30th with the new contract starting on July 1st. Questions can be directed to either your SDLAC representative or to Arlene Weible at the State Library:
 - <http://bit.ly/2FWLtPE> (list of SDLAC members)
 - arlene.weible@state.or.us
- The CE needs assessment for Oregon library staff has been completed and initial planning has started; both the report and highlights of the State Library plan will be released next month. Contact Darci Hanning at the State Library for additional information.
 - darci.hanning@state.or.us
- The new Youth Services Consultant will start on January 31st (Wednesday); her name is Greta Bergquist and she comes from Washington State where she worked at the Kitsap Regional Library. She will be setting up face to face meetings with CSD and OYAN chairs as soon as possible.
- The 2018 Oregon Reference Summit is June 1 at OSU / LaSells Stewart Center. Proposals are being accepted until February 9. Questions can be sent to Tamara Ottum and more information about the summit is available at:
 - <https://answerland.org/news-events/summit/>
 - tamara.ottum@state.or.us

Legislative Committee Update – Karen Muller

- Standards – Mo, Karen and Hillary are getting together 1/30 to look at the technology and services/programming sections. Hoping to update those and look at others before sending out the final draft.
- Broadband coalition letter to go to Congressman Greg Walden. He's involved in a coalition to get broadband service to rural communities. At this time, this is not related to the PLD Standards, but Margaret suggested we revisit this once broadband is

available to rural communities in Oregon. Karen will add this to the list of things to look at in the future since the Standards are reviewed annually.

Project Outcome Regional Trainings - Jerianne

- Jerianne getting in touch with potential hosts.
 - Confirmed locations – Eastern Oregon and Deschutes County (Sara comfortable being a presenter)
 - Josephine and Coos Baby are interested in hosting. Jerianne can be a presenter for one or both trainings.
 - Lincoln City is interested. Kirsten will check with Newport to see about coordinating a regional training.
- Need to get all of these scheduled by April to have feedback and other information for the report that needs to be submitted for the grant.
- These will be 4 hour trainings. PLD will help with promotion, the registration form and provide a copy of the PowerPoint presentation that regional trainers can modify, as well as any handouts. Jerianne will check to see if they can make copies or if we need to. Jerianne has received questions on whether we can provide refreshments. Suggested offering collecting money for lunch or telling attendees to bring their own.
- Since we do have money left in the grant – can we pay a small stipend to those presenting who couldn't attend? Kirsten reported we can cover costs related to travel - mileage, etc.
- Our second virtual meeting is March 1.
- Kirsten has reports from Shirley for the next round of grant reporting. Kirsten will send those in.
- Once regional trainings are confirmed, Jerianne will send out an email to Project Outcome training attendees to check in to see how PO is going and ask if they are interested in presenting at a regional training or interested in sending staff from their libraries to a regional training.
- Jerianne will look through grant paperwork to see if there's anything else besides handouts we can help pay for and will send out an email with any other ideas.

Spring Directors Meeting

- Scheduled for Friday, March 9 at State Library
 - Darci scheduled rooms 102 & 103 and will set up GoTo access.
 - Includes Polycomm, projector and screen. We just need to provide a laptop for GoTo meeting attendees.
- Kirsten will send out a save the date email including a call for discussion topics to directors today.
- Kirsten will coordinate with Shirley to get a form on website to take payment.
- Karen will let Kirsten know who they used last time in Salem for lunch catering.
- Agenda items so far
 - Standards Update - Darci to give update on standards at meeting.
 - Library establishment procedures for Standards - MaryKay

- OLA Update - Buzzy

Pearl Award Procedure Updates for the Website

- The call for nominations should go out now with a March 1st deadline.
- Marianne will send out an email for Pearl Award nominations, including a link to the google form. Will post a draft on Slack first. Call for nominations will go out on OLA Hotline, LIBS-OR and OLA Memberclicks.
- Marianne waiting to hear back from Dan White or Buzzy to see if we need to have the membership vote on the Pearl Award changes we are making to the procedures (previously called the Olé award) since they are procedures and not bylaws.
 - Current procedures on the website are for the Olé award and need to be updated to reflect the Pearl Award.

PLD Banquet and Other Conference Matters

- Margaret – no update on banquet. Food decisions have been submitted.
- Margaret to check on price of dinner.
- Karen – we're good with our speaker, Marnie Webb from Caravan Studios.
- Need someone to write up an ad for the banquet since registration starts next week. Sarah will do the write-up for Libs-OR email including speaker bio.
- PLD Business meeting scheduled for Thursday, April 19 at 5:15pm.
- Roberta – doing Intellectual Freedom Training for staff at conference. Looking for others to help who've done this in their library. Interested in smaller, rural libraries. Pass on any contacts or handouts, etc. to Kirsten to send on to Roberta.

Slack, Discussion of DEI (Diversity, Equity and Inclusion) – Sarah Strahl

Slack

- Great tool for us to use. It replaces the back and forth of emails and threads the conversation. Has a tool for email integration and great integration with Google docs.
- We should start posting our agendas there and post when we've completed tasks.
- Sarah will resend the Slack invitation to anyone who needs it.
- We should continue to give it a try.
- Kirsten asked Buzzy about record retentions. Buzzy looking into what types of documents we should be saving. We can continue as normal until we hear otherwise.

Diversity, Equity and Inclusion

- Would like to see PLD take the lead on this. Discussed how to lead the charge at OLA and across Oregon, as this is an important topic for public libraries.
- Sarah working with OLA conference committee on tags to use for sched.
- Karen and Sarah attended a great training by Thomas Bruner on operationalizing equity.
- Is this something we would like to do as a training at a directors' meeting?
- Does it have any place in the Standards discussion? These are reviewed annually. We should look at changing some of the language in these. We need to do some training

before we add these into the Standards. Training at the directors meeting is a good way to lay the groundwork.

- Kirsten would like to bring this up at the next Executive Board Meeting.
- Sarah to find out how much Thomas Bruner would charge for a training at the fall directors meeting. She will also post handouts from the training on Slack.

Additions/Questions/Comments

Task and Meeting Schedule Review

Dates for Rest of Year

- March 16, 2018 – Hillsboro
- April 19, 2018 – Business Meeting at OLA in Eugene (TBD)
- May 18, 2018 – Crook County
- July 20, 2018 – Astoria (make hotel reservations soon if turning it into a long weekend)
- September 7, 2018 – Tualatin

Meeting adjourned at 11:09.

Next meeting: March 16, Hillsboro

Task Review

All

- Start using Slack – post agendas, drafts, task reviews and indicate when tasks are completed.

Darci

- Send State Library Report notes to Marianne.
- Provide update on Standards at Spring Directors Meeting.
- Let MaryKay know she'll provide information on library establishment procedures for the Standards at Spring Directors Meeting.

Karen

- Send Kirsten information on caterer in Salem for Spring Directors Meeting.

Kirsten

- Project Outcome Regional Trainings - check with Newport about coordinating a regional training.
- Spring Directors Meeting
 - Send out save the date email, including a call for discussion topics
 - Coordinate with Shirley to get a payment form on the website

- Ask Buzzy if he can provide an OLA update

Jerianne

- Send out an email to Project Outcome attendees to check in on how it's going and ask if they are interested in presenting at a regional training or interested in sending staff from their libraries to a regional training.
- Look through grant paperwork to see if there's anything else besides handouts we can help pay for – will send out an email with any other ideas.

Margaret

- Margaret to check on price of PLD dinner.

Sarah

- Draft email to promote PLD Banquet, including info on speaker.
- Resend Slack invitation.
- Find out cost to have Thomas Bruner do an operationalizing equity training at the fall directors meeting. Post handouts from the training she and Karen attended on Slack.

Marianne

- Send out an email for Pearl Award nominations, including a link to the google form. Will post a draft on Slack first. Call for nominations will go out on OLA Hotline, LIBS-OR and OLA Memberclicks.
- Follow up with Dan White or Buzzy on Olé award procedures – do we need to take to membership to vote on Pearl Award changes? Are these bylaws vs. procedures?