

**PLD Board Meeting**  
**Virtual Meeting**  
**Friday, January 11, 2019**  
**10:00 – 1:00**

Virtual: Kirsten Brodbeck-Kenney, Sarah Strahl, Marianne Coalson, Jerianne Thompson, Margaret Alexander, Erin Wells, Darci Hanning, Jimmy Pearson

**Updates and Reports**

**State Library Update – Darci Hanning**

- OSLIS – Students should be able to get right into these databases through their public libraries (not needing their student login/password).
- State Library will have a booth at the joint WLA/OLA conference in Vancouver.
- EDGE has launched a new assessment. In process of collecting sample data from libraries across the US.
- Libraries have all received their 2019 awards. LSTA competitive grant requests due February 1, 5:00pm.
- Libraries should be receiving their Ready to Read grant funds. Contact Greta if you haven't received your funds in 2 weeks.
- State Librarian Recruitment – applications have been received and are being reviewed by the committee.
- Oregon's Reference Summit will be at OSU (Corvallis), May 31. Session proposals are now being accepted until 2/15.
- The North American Virtual Reference Online Conference (free) is happening on 2/12.

**OLA – Jerianne**

- Public library definition bill, House Bill 2243, has been filed and is sponsored by Representative Gomberg. Our lobbyist's recommendation for committee referral is the House Economic Development committee with subsequent referral to the General Government Subcommittee. The bill will be introduced officially on January 22 when the Legislature is sworn in. We are hoping Stephanie or Amanda can attend the spring directors meeting to provide an update.
- Esther has formed a group to work on core values. Still working to form a group on NW Central next steps.
- SWAT idea was discussed at the last OLA board meeting and is on agenda for next board meeting. Suggestion was made that this would be a great topic for an LSTA grant proposal. There was interest among the OLA board and they would like to see this for all types of libraries.

**OLA 2019 Conference**

- Registration opens next week. Cost is higher this year, as more meals are incorporated into the conference this year. Sessions have been posted. PLD is sponsoring 6 sessions.
- Need to set date and time for PLD business meeting. No banquet, but we need a business meeting. Thursday is lunch on your own. Decided to hold business meeting

Thursday, 4/18 after conference reception ends at 6pm. Jerianne will look into places we can hold meeting.

- Pearl Award – hoping to announce recipient at OLA business lunch on Friday, April 19. Jerianne will confirm.

### **Spring Directors Meeting and Legislative Day**

- Spring Directors Meeting – Monday, February 11, 2019
- Legislative Day – Tuesday, February 12, 2019
- Jerianne has been working on speakers and topics. Top rated topics from survey were encouraging leadership development, emotional labor and mental load in librarianship and putting DEI into practice. How to be effective on Legislative Day will also be included on the agenda.
- Encouraging leadership development – Jerianne will check with Leadership committee to see if someone can talk about LIOLA (Leadership Institute of Oregon Library Association) and leadership development - how we can encourage staff for that next generation of leaders. Jerianne will reach out to Penny Hummel as well. Let Jerianne know if there is anyone else we have in mind.
- Emotional labor and mental load – Kirsten and Sarah will present and need at least 20 minutes for overview, 15-20 minutes for discussion.
- Sara Charlton, Kate Lasky and maybe Buzzy – maybe a panel on advocating for libraries/how to be effective on Legislative Day. Jerianne will look into and ask if Amanda Dalton or Stephanie Lind can give a Legislative update.
- Standards – discussed how to integrate the Standards in strategic planning efforts as we would like to add this to the agenda. Darci could facilitate a discussion if it's scheduled in the morning on the agenda. Discussed having one or two of the libraries Darci has worked with as part of the discussion, such as Mo Cole. Darci will contact Mo Cole. Need no more than 1 hour for this topic.
- Sharing questions – can be done over lunch. Either structured or not structured.
- Kirsten – handling catering with Little Lois Café.
- Need to get registration out soon. As soon as Kirsten has menu planned, Jerianne will send info to Marianne to get emails out. Marianne will contact Shirley to create registration form and then send email to PLD membership and listservs.
- Legislative Committee – usually organizes activities for day with OLA membership. Most libraries wear their library nametags. Jerianne will be there at Legislative Day.

### **Pearl Award**

- Call for nominations should go out by the end of this month.
- Will follow same timeline as last year – call for nominations by end of month, with nominations due by March 1. Nominations will be reviewed and recipient selected at our March 15 PLD board meeting. Award recipient will be announced at OLA business lunch on Friday, April 19 (Jerianne confirming).
- Sarah will update last year's Pearl Award google nomination form and send link to Marianne.

- Marianne will send out email for nominations.

### **Bylaws Review**

- Decided no revisions at this time need to be put forward.

### **Public Library Standards - Next Steps**

- We have an updated list of people who want to work on committee. Now we need leadership to move the committee forward. Vice Chair and Past Chair are on Standards Committee for continuity. One of these positions should take on the leadership for the committee. Sarah recommended it should be the Vice Chair for continuity, since this position will then be Chair and Past Chair of PLD board. Jerianne will tell Erin she will take the lead.
- Committee members – need to convene to discuss review schedule, parking lot issues, etc.
- Question – how do we keep moving this forward to keep it fresh without having to do an entire revision like we've done in the past? There are eight sections in the Standards, maybe doing three sections a year or taking a look at sections by topics. For example, facilities may not need to be reviewed annually, but technology would. Group liked the idea of doing 2-3 per year, then discuss if anything else needs to be addressed in the year.
- Jerianne will suggest convening a virtual meeting to get things started, with direction they want to move forward on and next steps.
- Still concerns with smaller libraries in meeting the proposed minimum requirements. Jerianne waiting to see how legislation goes. Esther has been in touch with some libraries and Darci is going to talk to Halsey, Fossil and North Powder. Message is don't panic and State Library is there to help libraries as needed. Some issues will be taken care of in the administrative rules. There will probably be a grace period where libraries will work with State Library to meet minimum requirements.

### **PLD Projects for 2019**

- Jerianne has had people reach out to PLD that want to get involved. What projects do we have? A couple are on hold. Policy Clearinghouse on hold until OLA determines NW Central next steps.
- New Directors Welcome Packet
  - Darci wants to create a New Directors Notebook. It would include information on what you need to know/do the first week, first month, first 3 months, first 6 months and first year of new director's job.
  - Darci receives notifications from Ferol about new library directors and she could send those on to Jerianne to send out a welcome letter re: PLD that also includes a list of some library directors in their area they can connect with.
  - There's a Public Library Directors 101 online tutorial originally developed by COSLA (state librarians group). Darci will share tutorial with PLD board once she's finished migrating it to Niche Academy. Once we have content for the New

Directors' Notebook, she will most likely create an additional section in that tutorial that is specific to Oregon.

- Notebook will be ready in about 6 months. Notebook sounds like something PLD could help with. Jerianne would be happy to review it. Darci will start working on in early March. Darci will create a google document to get feedback on timeline for directors and send out link.
- Content suggestions for notebook: key deadlines (statistics, competitive grants, grant schedules), conference information, online training piece (get done in first month), what are your training needs – leadership, accounting, etc.
- Buddy/State Library letter, list of who is in their area – what does process look like? Initial thoughts from Darci (from 1/11 email):

This process should be separate from whatever process the State Library uses; we primarily focus on what the State Library provides and who from the staff does what. I think PLD can do the same plus provide those specific contacts/ email introductions.

The steps that I thought of during the meeting went something like:

1. State Library staff notifies PLD president of the new directors and start dates (monthly)
2. State Library staff uses statistics to recommend possible directors for “peer” support (based on size, budget and/or location as appropriate)
3. PLD president sends out welcome letter (printed?) to new director
4. PLD president emails an introduction of new director to peer directors
5. Follow-up at some point?

Jimmy and Sarah will provide feedback on above process.

- Brainstormed on Oregon specific topics of relevance for new library directors: weapons in libraries, mandatory reporting, public meeting laws, service animals, and any Oregon related laws. Other topics: how local bonds and levies works, library boards – governing, advisory, support boards, budgeting/accounting, best practices for working with friends groups, local professional organizations and conferences, where to find local ordinances (city, county, district).
  - State library still does meetings for new library directors.
- Project Outcome
    - Jerianne would like a new champion for PO. We talked about an email newsletter, etc. Anyone interested? Jerianne will reach out to those who have contacted her about volunteering on PLD to see if they are interested in being a champion.

- Discussed having people who have volunteered to help attend a meeting to see how the committee works. We could ask them what skills they have that they can bring to the committee.
- Other Ideas on what we should be working on this year? Anything with orienting a new state librarian? Any coordination would be done in conjunction with our chair.

### **Meeting Schedule**

- January 18, 2019 - Virtual
- March 15, 2019 – Eugene Public Library
- May 17, 2019 – maybe one of the libraries opening in southern Oregon/Douglas County – Drain? (Jerianne working on this)
- July 12, 2019 - Cedar Mill Library
- September 13, 2019 – Milton-Freewater

Meeting adjourned at 11:40am

Next meeting: March 15, Eugene Public Library

### **Task Review**

#### **OLA 2019 Conference**

- Jerianne
  - PLD Business Meeting on Thursday, April 18: look into places we can hold meeting.
  - Pearl Award – confirm we can announce recipient at OLA business lunch on Friday, April 19.

#### **Spring Directors Meeting and Legislative Day**

- Jerianne
  - Check with Leadership committee to see if someone can talk about LIOLA (Leadership Institute of Oregon Library Association). Reach out to Penny Hummel to see if she could talk about leadership development.
  - Look into getting someone to talk at directors meeting about advocating for libraries (Buzzy, Sara Charlton, Kate Lasky) and getting an Legislative update from Amanda Dalton or Stephanie Lind.
- Darci
  - Contact Mo Cole to see if she's interested in joining discussion on how to integrate the Standards into strategic planning.
- Kirsten
  - Finalize menu with Little Lois Café and send to Marianne.
- Marianne
  - Contact Shirley Roberts to create registration form and send email to PLD membership and listservs.

### **Pearl Award**

- Sarah - update last year's Pearl Award google nomination form and send link to Marianne.
- Marianne – send out email for nominations.

### **Public Library Standards**

- Jerianne
  - Let Erin know she will take on leadership role of the Standards Committee.
  - Suggest committee convene a virtual meeting to get things started.

### **PLD Projects for 2019**

- **New Directors Welcome Packet**
  - Darci
    - Share Public Library Directors 101 online tutorial with PLD board once she's finished migrating it to Niche Academy.
    - Create google document to get feedback on timeline for directors and send out link.
  - Jimmy & Sarah – provide feedback on PLD welcome letter process Darci outlined.
- **Project Outcome**
  - Jerianne - reach out to those who have contacted her about volunteering on PLD to see if they are interested in being our next PO champion.

### **Meeting Schedule**

- Jerianne – confirm May 17 meeting location.