

# PLD Standards Committee Minutes

*March 20, 2017, 9:00 a.m.*

*Oregon State Library, Salem*

Present: Mo Cole and Ted Smith, co-chairs of the Standards Committee; Pam North, Kevin Barclay, Todd Dunkelberg, Buzzy Nielsen, Paul Lightcap, Darci Hanning, Karen Muller, Sami Pierson, Gayle Waiss, Margaret Alexander, Lorie Vik, MaryKay Dahlgreen, John Goodyear.

Absent: Kate Lasky, Perry Stokes, Kirsten Brodbeck-Kenney

## Meeting Goals

- Format and nomenclature: look at Darci's work, discuss adoption and what work that would require
- Glossary: What words and phrases need definition? Review suggested list and bring more suggestions; define and/or assign people to draft definitions
- Meeting a Standard: When is a standard met? Are all Essentials really essential?

## Baselines and Essentials

From the State Library's perspective, it would be helpful to determine the baseline – the bare minimum needed to be considered a library. After discussion, it was agreed that in addition to the Standards, we would add an introductory component called Establishment Requirements. If an entity does not meet these, there is no need to continue with the Standards checklist. This aligns with MaryKay's plan to propose new legislation for the 2019 legislative session to modify the statute for establishing a public library. The timeline is to shop this around in early 2018.

What essentials are really essential? Discussion about whether we should take population size or other factors into account where essentials would be different depending on those factors. We need options but we also need to be rigorous. WCCLS has a good model on how to bring in a library (e.g. Aloha). We'll look at that. Defining what a public library is also helps foundations such as OCF make decisions about who to fund. More about Essentials: if something is listed as essential does that mean you have to check every box? Yes. When looking at those keep in mind that every library should be able to meet all essentials.

## Integrating Standards with State Stats

Library Development has identified Staff, Materials, Services/Programs, and Technology as priorities. They will need a baseline for key performance measures which the Standards will help identify. This won't be in the state stats this for this year but will be a separate survey.

## Enhanced and Exemplary

Instead of having separate categories, we discussed having just one. If a library could check off a certain percentage of activities, then that would indicate Enhanced; a higher percentage would indicate Exemplary (percentages to be determined). The group was in favor of this approach.

## Revising the Standards

Darci reviewed how she edited the Technology section. She added indicators with activities so it is easier to determine when you have met a goal. The group agreed this is a good approach and although it means quite a bit more work on each section, it was worth it.

Sections were assigned to groups. Each group will make recommendations as to what qualifies as Essential. Groups are also encouraged to bring pros/cons to the table (e.g., if we don't consider property as an asset with regards to funding, then a system like Josephine County would be negatively impacted.)

#### Section assignments

- Establishment Requirements: MaryKay, Buzzy, John
- Governance/Ethics (these will be combined): MaryKay, Buzzy, John
- Staff: Ted, Sami, Gayle, Kirsten, Perry
- Materials: Kevin, Todd, Buzzy
- Services and Programs: Darci, Paul, Kate
- Technology: Darci, Lorie
- Advocacy: Janet, Abigail (we volunteered the legislative committee to take this one)
- Facilities: Mo, Pam, Karen, Margaret

#### Groups will focus on:

- What are truly essentials?
- Define terms
- Propose yes/no activities to address each indicator
- Groups have latitude to suggest what could be removed, added or edited in a section
- Make sure each standard is clear. Don't restate the previous paragraph.

#### Defining Terms

How do we disambiguate terms? Terms can be defined directly in a section. We'll also have a shared working document to contribute definitions as well as terms that need to be defined.

Some terms were decided:

Section

Standard – goal

Indicator – how you know you've met a goal

Activity – very specific yes/no

#### Questions to ponder

- Is there a place where we can or should state guidelines or best practices?
- What does "review" mean? By whom and how often? The intent of the Standards was for libraries to review annually (good timing is when compiling state stats).
- Do we want to create an at-a-glance scoresheet/summary?

#### Action Items

Mo – Send out a Doodle poll for the next meeting in mid to late May.

MaryKay – Research statutory changes and look at legislation from other states. Write up a first draft. Engage the legislative committee to help.

Darci – Set up a shared working Google Doc for terms and definitions

Pam – Get WCCLS's process information for bringing on a new library to the Governance group

All – Dig in to your assigned sections!