

OREGON LIBRARY ASSOCIATION (OLA)  
EXECUTIVE BOARD MEETING

November 21, 2003

10:00 a.m. – 3:00 p.m.

Corvallis-Benton County Public Library  
Main Meeting Room  
Corvallis, OR

Voting Members Present: Sarah Beasley (Academic Division/ACRL-Oregon), Colleen Bell (Secretary), Faye Chadwell (President), Teresa Landers (Public Library Division), Sonja Patzer (Support Staff Division), Carol Reich (PNLA Representative and OYAN), Suzanne Sager (Treasurer), Jim Scheppke (State Librarian)

Other OLA Units, Members, and Guests Present: Remy Agudelo (International Relations Round Table), Anne Christie (Nominations Committee), Deidre Conkling (Legislative Network Coordinator and Social Responsibilities Round Table), MaryKay Dahlgreen (Honors, Awards and Scholarships Committee), Ed House (Parliamentarian), Cara List (Intellectual Freedom Committee), Loretta Reilly (Conference Committee), Alex Rolfe (Publications), Beverly Smith (Outreach Round Table)

Meeting convened at 10:16 a.m.

## 1. HOUSEKEEPING

It was established that a quorum was not present.

Teresa Landers provided local details, and discussed the lunch arrangements.

Introductions were made, and the agenda reviewed.

Corrections were made to the minutes from the September 19, 2003, but they could not be approved because no quorum was present.

## 2. OFFICER REPORTS

### a. President (Faye Chadwell)

- i. 2003-2004 Proposed Budget: A budget for 2003-2004 is still not available; we are still trying to settle financial issues with Metropolitan Group.

- ii. Committee Rosters: Committee members are still needed for the Resource Sharing, Legislation, and Publications committees. The Continuing Education Committee needs a new chair. Members are also needed for the OLA/OEMA Joint Committee; several divisions have been asked to recommend members.
- iii. Notes from the 2003-2004 OLA Retreat: Faye will make sure that minutes from the 2003-2004 OLA retreat are posted on the OLA web site, and will send a copy to the Board email list.
- iv. Charges from the 2003-2004 OLA Retreat: Faye distributed charges for OLA units based on recommendations from the retreat. Many of the charges are activities in which committees, divisions, and round tables are already engaged, or that take more than one year to accomplish. Faye will ask Rachel Mendez, OLA Web Editor, to create a president's page on the web site with links to notes from the retreat, committee charges, and other information related to her presidency. There was discussion surrounding several of the charges:
  - Charge #17, advocacy plan for legislative agenda: this charge will be particularly challenging; Faye suggested we look at how the New York Library Association is dealing with this issue.
  - Vision 2010, Statewide Library Card and Catalog: this is the one on which we've made little progress; where does it fit into the association's work?
  - Charge #7, online membership services: this involves three committees; is there the expectation that the chairs of these committees will meet and work together on it? Faye responded that that wasn't the expectation; she suggested that the charge could be broken down into specific tasks, and that each committee could take responsibility for certain of those tasks. The Conference Committee has been exploring companies to whom we can outsource online conference registration, and has discovered that most of these companies also provide a wide array of other services, including membership management. There is also interest in online balloting for elections..
  - Charge #2, business plan: Faye is looking for recommendations for task force members. Names that have already been put forward include past conference committee chairs, as well as current and past board members.
  - Charge #3, archives: Faye is looking for recommendations for task force members; she will make sure that the recommendations from the 2002-2003 Archives Task Force are posted on the web site.
  - Charge #6, increasing and maintaining membership: several ideas are already under investigation, including bookstore discounts for Academic division members. The division would like to put stickers on membership cards; this is something that in which the Membership Committee may need to be involved, although there was also a

suggestion that the Academic division send the stickers to their members with a thank you letter. Other OLA units are encouraged to bring their ideas and progress reports on this charge to the January meeting.

v. Update on the Metropolitan Group Debt: The final bill, in the amount of \$28,000, has been received, but the situation remains unresolved. Faye has been corresponding with Bryan Markovitz regarding collection of the outstanding pledge, and has also talked to a development officer at the University of Oregon Libraries for advice. The Metropolitan Group received a verbal pledge only while in a meeting with another donor. Metropolitan Group offered advice to OLA on how we might pursue collection of the pledge: write a polite letter thanking him for his support and asking if we could work out a way to collect the pledge, perhaps by establishing a payment plan. If we can't collection the donation (and chances of this appear to be very slim), our only recourse seems to be to pay off the debt, although we don't currently have a plan for this. Several members of the Board still feel that we should discuss our options with a lawyer, even if there is a cost involved, and there was also concern that contacting the donor directly might be damaging to our position. The contract with Metropolitan Group provides for mediation; consulting a lawyer could protect us if we went to mediation, and there's a potential that we would not be held liable for the entire cost. Faye will contact a lawyer.

vi. Lobbyist Contract: We have not yet signed the new contract with our lobbyists; Faye is still reviewing it carefully, following the wishes of the OLA Board to make sure we approach all our contracts with caution and careful deliberation. The new contract would increase the monthly stipend from \$1,750 to \$1,900. Two years ago Janet Webster was charged with the task of reviewing the lobbyist contract regarding our satisfaction with their services. Specific points of discussion included:

- Revisions to the contract: Add an end date to the agreement, along with a renewal clause that automatically renews the contract unless timely notice is received.
- The Board discussed the quality of services we have received, and has decided that they are very happy with the work of the lobbyist.

The Board was unable to vote on the fee increase, but Faye will discuss the requested changes to the contract with Nan Heim.

vii. Liaison to ALA LAMA: The Council of LAM Affiliates (COLA) of the Library Administration and Management Association, a division of ALA, is looking for a local network contact to report on programming at local, state, and regional levels that is related to library administration and management. This appointment does not involve meetings; reports would be submitted via email. Teresa Landers expressed interest in the position. Faye will recruit both an academic and public library volunteer.

viii. Dates for ALA ACRL Conference in 2009: Seattle has been tentatively chosen as the location for the 2009 national conference of the Association of College and Research Libraries, a division of ALA. They have asked for input on potential dates: March 5-8 or March 12-15, 2009. The Board prefers the second option; Faye will let ACRL know. It was also noted that the Washington Library Association is co-hosting the next Public Library Association conference, and that OLA should watch for opportunities like this.

ix. Statewide Database Licensing Update: The Statewide Database Licensing Group is working on revisions to the Oregon Administrative Rules regarding cost sharing between academic, public, and school libraries. The current breakdown is Public libraries, 40%; Academic libraries, 35%; and School libraries, 25%. Faye is serving as the representative from the Oregon University System. The group will start evaluating RFPs in February. We can expect to see proposals from ProQuest, Ebsco, and Gale. There are concerns about differing needs for the various communities; the group will be undertaking a thorough evaluation, with wide input from each of the communities. Question: Is there any possibility of using different vendors for each community? Faye responded that it is not out of the question, although it will increase the costs for the products. The committee is also discussing the State Library's proposal to use BCR to negotiate and administer the contract. Faye will keep the OLA Board informed, and convey OLA's concerns and recommendations to the statewide group.

x. LSTA Advisory Council Nominations: OLA did not officially nominate members for the council, and the deadline has now passed, but suggested that we might want to consider doing so in the future. Jim Scheppke noted that they receive many nominations for the council.

b. Past President (Connie Bennett) – no report

c. Vice-President/President-Elect (Melanie Lightbody) – no report

d. Secretary (Colleen Bell) – no report

e. Treasurer (Suzanne Sager)

i. OLA Budget: Suzanne distributed balance sheets for August 31, 2003 and October 31, 2003, along with a document comparing OLA budgets from 1999-2000 to 2002-2003.

ii. Conference Expenses: Transfers for conference expenses on division and round table reports were labeled as “catering expenses;” Suzanne has asked the McCulleys to correct this, labeling them as “transfer for conference expenses.”

iii. **Credit Cards:** There is no new information on the credit card issue. The Board will have to resolve issues surrounding the 2-signature rule; it was suggested that approval could be provided before the fact, rather than after, using our current procedures, but we would need to make sure that we have more than one person who is authorized to approve the charges.

iv. **Administrative Services Contract:** Is it time to review our administrative services contract? There was general agreement on the Board that it would be good practice to conduct an RFP process every 2 years, regardless of how satisfied we are with the contract and services.

f. **State Librarian (Jim Scheppke)**

i. **2005-2007 Planning:** The State Library Board will hold a retreat in December to start planning for the 2005-2007 biennium. The deadline for any statutory proposals is April, and in August the State Library will submit its proposed budget. Some of the statutory changes being discussed include:

- **Ready to Read Program:** based on recommendations from MaryKay Dahlgreen's evaluation of the program, the State Library is considering an application process for medium-sized grants (\$500 minimum request).
- **State Documents Depository Program:** this program was last changed in 1993, but now many state documents are "born digital," and there is no state law determining archiving and preservation of electronic documents. Requiring state agencies to preserve state documents in electronic format in perpetuity will require some fiscal trade-offs, which will affect the depository program. They have been conducting focus groups with librarians around the state to determine how this will affect local collections. Currently there are 15 libraries with full depository status, and another 15 libraries that receive core state documents (about 150 publications). If the State Library moves forward with this, they will look to OLA for support. Question: will there be provisions for consistent access (e.g., persistent URLs)? Response: Every agency would be required to deposit an electronic copy of every publication, which would be immediately available on a web site (analogous GPO Access); the State Library would continue to catalog every document and include URLs in the catalog records, then encourage libraries to load these records into their local catalogs. Another aspect of the program may include a fee-based "print on demand" service that would allow libraries wanting a paper copy of a state document to order a bound copy from State Printing Office. The Board charged DIGOR with providing recommendations to the OLA Board on this issue; Jim Scheppke and Faye Chadwell will write the charge.

g. ALA Representative (Wyma Rogers) – written report submitted

h. Parliamentarian (Ed House) – no report

i. PNLA Representative (Carol Reich)

i. OLA Support for PNLA Leadership Institute: The first PNLA leadership institute will take place October 24-29, 2004 at Dumas Bay (near Federal Way, Washington). Schreiber Shannon won the RFP process. The institute will comprise two presenters, six mentors, one facilitator, and 36 attendees; the institute is open to those with 5-15 years of library work. Four attendee slots will be reserved for members from each of the state and provincial associations in the region; an additional eight slots will be filled based on merit. The application form is currently under development, and should be available on the PNLA web site in January. The site was chosen because of its proximity to the airport, the quality of its meals, and the free meeting rooms; it is also where the PNLA Board holds their quarterly meetings. Applicants to the institute must be a member of their state or provincial association, but membership in PNLA is not required. The budget for the institute is \$38,000; each state and provincial association will be asked to contribute \$1,000, the PNLA Board is contributing \$5,000, and attendees will pay \$777, plus travel expenses. The attendee selection will take place in April, with payments due in September. Carol wasn't sure how mentors apply to participate, but will ask. The PNLA Board is pursuing sponsorship for the institute. State and provincial associations are encouraged to develop scholarships, matching grants, and other means to support members' attendance at the institute. Applications for the four reserved spaces must be accompanied by a letter of support from the state or provincial association. The application process is competitive, and attendees will be selected by PNLA, but at least four OLA members will be selected to attend. OLA divisions could offer to provide financial support, pending acceptance into the institute. The Board was unable to vote on financial support for the institute, but suggested to Carol that it is under discussion.

j. Member-at-Large (Dale Vidmar) – no report

### 3. DIVISION REPORTS

a. Academic/ACRL-OR (Sarah Beasley)

i. Tickets to the Michael Moore event did get used, and at least one person renewed their membership to OLA so they could receive one of the free tickets.

b. Children's Services Division (CSD) (Debra Bogart) – no report

- c. Oregon Young Adult Network (OYAN) (Carol Reich)
  - i. OLA Quarterly: Anne Guevara edited the OLA Quarterly issue on young adult issues; it was well received.
  - ii. Book Rave: OYAN plans to make this available to OLA members.
  - iii. YA Author for Conference: OYAN is pursuing Nancy Osa as a speaker for the OLA conference.
  - iv. Web Site: The OYAN web site is being updated and restructured.
- d. Public Library Division (PLD) (Teresa Landers)
  - i. Standards for Public Libraries: A task force is working on updates to the access and technology sections of the Standards; revisions are due to the PLD Board by February 19.
  - ii. Artists Showcase at Conference: Mary Ginnane is working on getting local Eugene artists to showcase their art at the PLD banquet.
  - iii. Summer Reading Program: Members are being asked for \$5 contributions to subsidize performers for the Summer Reading Program; these funds are not intended to go to debt relief.
  - iv. Security Workshops: The PLD security workshop was offered at four locations around the state, and was very successful. PLD spent \$4,000 on the workshops, and offered them in non-metropolitan areas. Board members expressed concern about non-members attending free workshops offered by OLA units, and suggested using these as an inducement to join OLA, or to charge a fee for non-OLA attendees. Some workshops are subsidized from outside OLA; for example, Portland State University subsidized costs for a LIRT workshop. PLD made membership forms available at the workshops, and encourage non-members to join.
  - v. Olé Award: PLD is currently seeking nominations for its Olé Award.
- e. Support Staff Division (SSD) (Sonja Patzer)
  - i. Goals and Budget: SSD has discussed its goals and budget for the current year.

ii. Programs: SSD will offer one pre-conference, and one program at OLA. They are also co-sponsoring four other conference programs. In addition, they offered a very successful HTML workshop at Portland State University, and will be repeating it in December. At the first workshop, there were no OLA or SSD members attending; the second workshop has 4-5 OLA or SSD members attending. SSD offered eight scholarships for the PLD security workshops, but no one used them.

iii. Name: SSD noted that their name is being reported as Support Services Division in some reports from the McCulleys, and in some literature, such as the Security workshops scholarships flier. They want to make sure that this situation is corrected.

f. Trustee and Friends Division (Rosemary McGreer) – no report

#### 4. COMMITTEE REPORTS

a. 2004 Conference (Loretta Rielly)

i. Online Conference Registration: The Conference Committee conducted an information RFP process; they received three proposals; all were relatively equal in terms of the services provided. Costs are difficult to anticipate because they are based on transaction fees. One company is quite aggressive, offering a 15% discount and developing a mock registration page for the committee to test, along with several reports. The committee plans to have everything in place by January 15, when conference registration opens. The Board was unable to vote on this issue, because it lacks a quorum. One change in accounting practices is payment of the credit card transaction fees; in the past, OLA has paid for it from central funds, but this year, it will come out of the conference budget. As a result, the costs will be higher than budgeted (\$4,000 instead of \$2,600). This will have no significant impact on the projected revenue, however; the committee still anticipates a profit of at least \$20,000. The Board agreed to pursue online registration as a pilot.

ii. Non-Banquet Seating: the banquet speaker is Ray Hanania, a stand-up comic and journalist specializing in Middle Eastern affairs, located in Chicago; his web site is located at <http://www.hanania.com/>. He has been interviewed on NPR several times. The Conference Committee has discussed whether to offer tickets for entertainment only. Concerns are that we have a minimum requirement for catering, and that it could be very close. The Board suggested that we offer banquet seating only on the registration form and sell non-banquet tickets separately. Must meet minimum on catering; might be really tight in terms of catering. Ray Hanania and Diana Abu Jabar have both agreed to do interviews with local media, and will also be doing book signings.

iii. Other Notes: The committee wants to invite Angel Jones, a Eugene local, as the Friday luncheon speaker. Divisions wanting a booth must register as an exhibitor, although they will not be charged for it. The early registration deadline for exhibitors is January; after this deadline, the registration costs will increase.

iv. Conference 2005: OLA has signed a contract with the Holiday Inn Portland.

v. Conference 2006: OLA received an inquiry from Seaside. They are offering improved facilities, including a new HVAC system and wireless broadband Internet. The Board has discussed multi-year contracts in the past. There seems to be a lot of interest in Seaside as a conference location, and we always make money from the conferences. Problems in the past have included Internet access and a lack of meeting space. The new conference center in Salem is scheduled for completion by the end of 2004; it is downtown, and modeled after the Eugene Hilton, with a hotel connected to a conference facility. The center and hotel cover an entire city block. Portland State University will be acquiring the Doubletree Hotel and developing it as a conference site for non-profit organizations.

b. Nominations Committee (Anne Christie)

i. Members: Committee members were Anne Christie, Anne Guevara, and Shirley Roberts.

ii. Nominations: The committee is seeking nominations for three positions: Vice President/President-Elect, Secretary, and Member-at-Large. They will issue a call for nominations in the Hotline.

Online Balloting: The committee asked about provisions for online balloting in the OLA bylaws. It may require a bylaws change, since the language of the bylaws specifically allows for email balloting, but not other forms of electronic balloting. There are two main issues involved: authentication and anonymity. This issue is related to several other membership services: online registration for conference, membership renewals and new memberships, address changes, etc. The Board would like to move forward on a bylaws change to allow for electronic balloting of any kind. The Nominations Committee continue to investigate electronic voting.

c. Publications Committee (Alex Rolfe)

i. RFP for Hotline Editor: The RFP was published in the Hotline; two proposals have been received. It is anticipated that the new editor will start with the January issue. The Board wondered if it was time to re-visit the Hotline format, and to determine if there are still issues related to non-HTML-capable software being used by members.

- ii. OLA Quarterly: the Winter 2004 issue will be a double issue (Fall/Winter). The topic will be an update on Vision 2010, with guest editor Pam Horan, Oregon State Library.
- d. Legislative Committee (Colleen Bell for Connie Bennett)
  - i. Meetings: The committee will meet quarterly in 2004 from 1-3pm on January 22, 2004; April 22, 2004; July 22, 2004; and October 29, 2004. All meetings will be held in Room 202, Oregon State Library, Salem.
  - ii. Legislative Network: Deirdre Conkling sent an email via LIBS-OR reminding members about what we could and could not discuss on LIBS-OR, which is a state-sponsored email list. She urges members to join the Network email list: [ola-network@yahoogroups.com](mailto:ola-network@yahoogroups.com). She will post instructions on how to join on the OLA web site (linked from the Legislative Committee page).
- e. Oregon Authors (Heidi Senior) – written report submitted

## 5. ROUNDTABLE REPORTS

- a. Outreach Round Table (Beverly Smith)
  - i. Activities: The round table held a workshop on vital aging in America on November 7, in conjunction with their business meeting. They will offer scholarships to the OLA conference, and have submitted two program proposals: 1) rural libraries; and 2) accommodations for the vision impaired.
- b. International Relations (Remy Agudelo)
  - i. Activities: The round table submitted two conference program proposals: 1) libraries in conflict zones – they’re hoping for a speaker who can talk about the Middle East; and 2) supporting research from a diversity perspective (a joint program with ACRL).
  - ii. Other News: Julie Connelly, Deschutes Public Library, has just returned from her exchange with Fujian Province (a State Library program). Julie noted in her report to the State Library that in some areas of library automation, Chinese libraries are more advanced. In summer 2004, Fujian will send two librarians to Oregon, to be hosted by Deschutes Public Library; the librarians will visit several libraries throughout the state. Frances Lau, Blackwell North America, told the State Library that the National Library of China in Beijing wants to send two librarians to Oregon next year. The State Library will be

selecting another library for the exchange in 2005. The State Library provides a \$3,000 grant to the library, which agrees to use it to support the exchange. The library selects the librarian; the librarian and/or the library are responsible for travel costs, including lodging, food, and local transportation. The library then hosts two visiting librarians from Fujian province, and is responsible for all related costs, including lodging, food, transportation, and emergency health insurance.

Meeting adjourned at 2:10 p.m.