OREGON LIBRARY ASSOCIATION (OLA)
EXECUTIVE BOARD MEETING
January 30, 2004
10:00 a.m. – 3:00 p.m.
Oregon State Library
   Room 103
   Salem, OR

Voting Members Present: Sarah Beasley (Academic Division/ACRL-Oregon), Colleen Bell (Secretary), Connie Bennett (Past President), Debra Bogart (Children’s Services Division), Faye Chadwell (President), Teresa Landers (Public Library Division), Melanie Lightbody (Vice-President/President-Elect), Sonja Patzer (Support Staff Division), Carol Reich (PNLA Representative and OYAN), Wyma Rogers (ALA Representative), Suzanne Sager (Treasurer), Jim Scheppke (State Librarian), Dale Vidmar (Member-at-Large)

Other OLA Units, Members, and Guests Present: Remy Agudelo (International Relations Round Table), Carolyn Avery (Outreach Round Table), 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 Rielly (Conference Committee), Beverly Smith (Outreach Round Table)

Meeting convened at 10:10 a.m.

1. HOUSEKEEPING

It was established that a quorum was present.

Jim Scheppke and MaryKay Dahlgreen provided local details and discussed the lunch arrangements.

Introductions were made, and the agenda reviewed.

Teresa Landers moved and Suzanne Sager seconded that the minutes of the September 19, 2003 meeting be approved. Motion passed by unanimous vote.

Jim Scheppke moved and Sonja Patzer seconded that the minutes of the November 21, 2003 meeting be approved. Motion passed by unanimous vote.

2. OFFICER REPORTS
a. President (Faye Chadwell)

i. 2003-2004 Budget: Faye presented a proposed budget for the 2003-2004 fiscal year. Board discussion centered around the following issues:
   - Association management increase: is this based on current price quotes? Faye explained that the Board had previously approved $1,340/month for management services; the total cost for 2002-2003 at that rate should have been $16,080, but we were actually paying only $1,190/month + reimbursable expenses ($14,280 for the year, plus $1,338 in reimbursable expenses). PAS had previously asked for an increase to $1800/month, but the Board felt that was too large an increase (34%). The Board feels that it is important to do a new RFP to test the market before agreeing to an increase; we have been approached by others providing association management services. It was also suggested that we look closely at the types of online services that might be available to us. The McCulleys will be invited to submit a bid in response to the RFP. Decisions: Faye will let the McCulleys (PAS) know that we have not approved a rate increase, but will be preparing an RFP. She will ask them for a list of the services they are currently performing so that we can prepare the RFP. The RFP will also include a list of services we would like to be able to provide online. The rate will stay at $1,340/month for 2003-2004, as previously approved by the Board.
   - Lobbyist rate increase: the contract Nan Heim proposed for lobbyist services quoted a rate of $1,900/month ($22,800/year). We are currently paying Nan Heim/Associates $1,760/month ($21,120). This represents an 8% increase. The Board expressed satisfaction with the work of our lobbyist, and appreciation for the increased amount of work they have done for us in the last 2-3 years. Decision: the Board approves the rate increase to $1,900/month ($22,800/year).
   - Interest earnings: Given the market returns over the past few years, perhaps we should be more conservative in our interest earnings estimates. Decision: the earnings expected from interest will be decreased from $5,000 to $1,000.
   - Hotline editor: the top two bids for this position came in at $6000/year and $3,600/year, respectively. This represents a significant increase over the $2,550 paid during the 2002-2003 fiscal year. The lowest bid is also higher than the $3,500 budgeted for our web editor; this reversed the past trend, where the web editor has been paid more to reflect the higher workload involved. It also changes the nature of the position, from a volunteer position with stipend, to a position paid at market rates. Decisions: The Board will budget $3,000 for this position. Alex Rolfe, chair of the Publications Committee, will go back to the top two bidders and offer them the opportunity to counter our offer. If neither is interested, we will re-advertise, this time treating it as a volunteer position with a stipend of $3,000 and a traditional application process, instead of treating is as a competitive bid process as we have in the past.
- Transfer from savings: the current transfer of $15,000 will leave us with a positive balance (instead of a completely balanced budget). We should not need to transfer from savings except to balance the budget. Faye noted several issues that have a potential fiscal impact: the debt from the Summer Reading Program; the possibility of hiring an intern to write our business plan; legal fees for dealing with the Summer Reading debt. However, the Board also noted that if we plan to deal with these in the regular budget, we should include them in the budget. It was also noted that we do not have to have a balanced budget, and that we could just leave an ending negative balance, with the anticipation that some budgeted amounts will not be spent. Decisions: Decrease the transfer from saving from $15,000 to $0. Add a line for Legal or Attorney fees under Other (expenses), with a targeted amount of $1,500.

- Inactive budget lines: We should be removing inactive budget lines (such as Jim Hayden (conf. pre-planning) from Other (expenses), if they are no longer needed.

Summary of proposed changes:

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<th>New</th>
<th>Original</th>
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<tr>
<td><strong>Income</strong></td>
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<tr>
<th><strong>Flexible Expenses</strong></th>
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<tr>
<td><strong>Other</strong></td>
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<tr>
<td>Hotline Production</td>
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<td>Legal or Attorney Fees</td>
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<td>Lobby Services</td>
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<td><strong>Total Income minus Expenses</strong></td>
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Jim Scheppke moved, and Teresa Landers seconded, that the proposed budget be approved. Motion passed by unanimous vote.

Additional discussion: Jim Scheppke urged us to pay the ALA Legislative Day contribution immediately. Debra Bogart reminded us that $8,000 has already been put aside to pay the Summer Reading debt, bringing the total amount owing down to about $14,000.
ii. Committee chair appointments: Faye presented the roster of 2003-2004 OLA committee chairs for Board approval. She noted that the OLA/OEMA chair appointment does not require Board approval, and that she is still working on settling that issue.

*Teresa Landers moved, and Dale Vidmar seconded, that the roster of 2003-2004 OLA committee chairs be approved. Motion passed by unanimous vote.*

iii. OLA Retreat minutes: Faye reported that the minutes from the 2003 OLA Leadership Retreat are now available on the OLA web site.

iv. Unit and/or committee charges: Faye has made changes to some of the committee and division charges from the Retreat, and distributed a new version. The most notable change is the addition of #18, Cooperate and/or consult with Oregon State Library in establishing a policy and procedures for the electronic archiving of Oregon state documents, given to DIGOR.

v. ALA/OLA joint membership status report: Faye distributed a status report from the American Library Association on joint memberships between ALA and participating library associations. Oregon's joint student membership program began in September 2001; as of January 2004 we have a total of 134 joint ALA/OLA student members (33 new). Committees looking for student interns are encouraged to put the word out.

vi. Summer Reading Program (SRP) debt update: Faye talked informally with a lawyer about the situation; they looked at the most recent letter from Metropolitan Group about the debt. The lawyer urges the Board to come up with an overall decision about this issue. In order to talk frankly with a lawyer, we need to be able to state our position (for example, that we don’t believe we should pay the debt). We should look for a lawyer who will take on the case for free or for a reduced fee (such as a lawyer who works with non-profit associations). Faye needs to gather all relevant information about discussions at Board meetings and with Metropolitan Group. We need to examine both the strengths and weaknesses of our case: the 2001 pledge fell through, and the question of when this was known and what was done about it will be key to our case; is there an argument for earlier termination of the contract (especially given the most recent letter stating that Metropolitan Group recognized the importance of this pledge to us, even though it is their position they were not responsible for collecting the donation)?; what was stated in various meetings? (for example, Jim Scheppke recalls a meeting with Eric Friedenwald-Fishman of Metropolitan Group and several OLA representatives where Eric stated that he *will* get that money). The outcome of the meeting would have been very different if he had expressed concern about the ability to collect that pledge. Faye wondered if she is the best person to talk to a lawyer, given her late involvement in the issue. The Board agreed that we should
send someone who was involved at the time, such as Connie Bennett, with Faye to meet with a lawyer. Debra Bogart will ask Dana Campbell for any notes and records she has of meetings with Metropolitan Group. After talking to an attorney, Faye will bring the issue back to the Board to discuss next steps, including how much we are willing to compromise (if at all).

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): Suzanne distributed the latest balance sheets, enterprise fund report, and comparison report. She reported that John McCulley will be revising all of the conference fund transfers so that they no longer indicate they were for catering (rather than conference expenses).

f. State Librarian (Jim Scheppke)

   i. Measure 30 impact: Jim published and article in the January LIBS-OR newsletter; the official advice from the Oregon Department of Administrative Services (DAS) is that all agencies with general funds should prepare for the possibility of a 5-10% reduction; however, this may actually be an overstatement. Legislation dictates the kinds of cuts that will be made, including an across-the-board cut. If the State Library does need to take a cut, it will have to focus on general fund programs - Talking Book & Braille, and Ready to Read - but the are hoping they won't have to.

   ii. Update on budget/legislative proposal process: Planning is underway, and is focusing on the proposal concerning the archiving of Oregon state documents that are "born digital," and the changes to the depository program that would be required to support this. The State Library will be meeting with Governor's office staff in about two weeks to gauge their support for the proposal. In order to be successful, the proposal must have no fiscal impact. Jim has discussed this with OLA's Library Development and Legislation Committee, asking for OLA's support. One Board member asked about the percentage of state documents currently being deposited. Jim responded that it is fairly comprehensive, and that the State Library generally discovers documents that are not being deposited and pursues this with the agency involved.

   iii. ALA Legislative Day will be May 4, 2004 in Washington, DC. The State Library will be coordinating the Oregon delegation. Oregon Educational Media Association (OEMA)
will be sending two representatives; Jim encourages OLA, including divisions, to send as many people as possible. Briefings will take place on May 3, with office visits taking place on May 4. OLA's Vice President/President-Elect typically represents OLA. Wyma Rogers has a foundation board member who would like to go, and wondered if OLA would be able to provide support.

iv. State Library Centennial: The State Library’s centennial will take place in 2005. OLA's Legislative Day is tentatively planned for January 27, 2005, and the State Library plans to have exhibits and other events on that day to commemorate its centennial. In preparing for this event, Jim dug up the first report of the State Library Commission, from 1905, and discovered a note about the formation of the Oregon Library Association, December 7, 1904 in Portland. It had 24 charter members. OLA's official history states that the association began in 1940.

v. Wordstock Book Fair: MaryKay Dahlgreen shared information about Wordstock, the first Oregon Book Festival, October 16-17, 2004 at the Portland Convention Center. Organizers of the event asked for assistance from the State Library Center for the Book; MaryKay will serve as the representative of the State Library. MaryKay has recommended that representatives from both OLA and OEMA be included on the Board, as well. Several suggestions for an OLA member were put forward - someone from the Oregon Authors Committee, a representative from Children's Services Division – and Wyma Rogers stepped forward as a volunteer.

g. ALA Representative (Wyma Rogers) – written report sent to LIBS-OR mailing list

i. ALA Health Insurance: ALA has been unable to offer basic health insurance for members, but is planning to offer special types of medical insurance (e.g., catastrophic, disability, dental, etc.) to members; more information will be available soon.

ii. ALA Elections: ALA expects to send out notices about online balloting before March; if you don't hear anything from them, contact ALA to make sure they have a valid email address for you. Wyma has requested statements from ALA Presidential candidates Barbara Stripling and Michael Gorman; she will publishing information about the candidates in the Hotline.

iii. Leadership development efforts: OLA has been asked to report to ALA on what it’s doing to support and develop leadership. Wyma requests that information about formal mentoring within OLA units be sent to her to include in her report.

h. Parliamentarian (Ed House)
i. Proposed bylaws change: "OLA Bylaws currently lack a procedure for the disbandment and elimination of divisions. I suggest using the same procedures that are used to address round tables that are inactive, and the same criteria for determining inactivity. This issue arises because the Trustee and Friends Division has been inactive for several years. I propose that the Board refer the following bylaws amendments to the OLA membership:

"3.0253 If no annual report is filed for two consecutive years, the OLA Executive Board will review the division's mission and activities. If warranted, the Executive Board may suspend the division for one year.

3.02531 If a petition containing a minimum of 25 signatures from OLA members requesting reinstatement is submitted to the Executive Board within one year of the division's suspension, the division will be reinstated.

3.02532 If no activity is reported within the year's suspension, the OLA Executive Board may delete the division."

During the discussion a question was raised about the quorum: if a division is suspended, does it count toward the quorum? The bylaws amendment will be changed to note that a division in suspension does not count toward the quorum.

*Dale Vidmar moved, and Suzanne Sager seconded, that the proposed bylaws amendment be forwarded to the membership. Motion passed by unanimous vote.*

ii. Proposed bylaws change: The bylaws were amended several years ago to include email balloting, but not balloting by other electronic means. This amendment would add language allowing balloting by any electronic means. The proposed revision would read (additional language underlined):

"3.0331 Not later than two weeks after the annual meeting, a ballot shall be mailed, e-mailed or made available by other electronic means to each active member. These ballots shall be returned to the nominating committee within three weeks of the date they were mailed, e-mailed, or made available by other electronic means. The voting should be by mail, e-mail or other electronic means and the candidates receiving the highest number of votes shall be elected. Announcement of the results shall be made by the president at the first board meeting after the Annual Meeting and published in a timely and appropriate OLA publication."
Teresa Landers moved, and Carol Reich seconded, that the proposed bylaws amendment be forwarded to the membership. Motion passed by unanimous vote.

iii. Proposed bylaws change: Provision for proxy votes for OLA divisions at OLA Board meetings. Proxies are not prohibited by the OLA bylaws, but neither do the bylaws spell out how and when proxies are appropriate. Individual divisions may adopt a proxy provision in their bylaws. *Robert's Rules of Order* discourages proxies, but also notes that proxies may be useful for smaller organizations or ones where travel is required. The proposed change reads:

"3.0622 A chair of a division of OLA may appoint a proxy to represent the division at an Executive Board meeting. The appointment would be only for the meeting where the chair could not attend. The proxy must be a member of the division's board. The OLA President must be notified of the proxy appointment in advance of the meeting."

Discussion centered around the following issues:
- We should be making it easier for people who can’t get to meetings to participate through technology. We might also consider using a consent agenda to streamline the voting process.
- The Board would feel more comfortable if advance notice were provided about an upcoming proxy situation. One Board member noted that other state associations use a designated alternative; the Board suggested that the vice-chair of the division could be a designated proxy.

The following revision was proposed:

"3.0622 A chair of a division of OLA may designate a member of the Division's Board to serve as a proxy for that year in order to represent the division at an Executive Board meeting. The OLA President must be notified of proxy appointments prior to the first Board meeting of the year. The OLA President must be advised of a proxy's attendance in advance of the Board meeting where the proxy will represent their Division."

Sarah Beasley moved, and Wyma Rogers seconded, that the proposed bylaws amendment be forwarded to the membership. Vote was 10 in favor, 2 opposed. Motion passed.

i. PNLA Representative (Carol Reich) – no report

j. Member-at-Large (Dale Vidmar)

i. Collaboration between OLA and Online Northwest: Dale has broached this issue
informally with a member of the Online Northwest organizing committee. Possible benefits include: same conference dates, resulting in cost savings and increased attendance; possibility of reduced registration if you register for both; a wider variety of programs. Difficulties include: extending the OLA conference by one day; division of vendor revenue; differing structures and funding sources of the two organizations. A Board member asked for clarification on how this would benefit each group. Dale noted that using the same venue would allow us to share costs for the venue, provide better hotel rates, and give attendees a break on registration costs if they register for both. There was some discussion on when Online Northwest would be held: before the pre-conferences, on the same day as the pre-conferences, during the conference, the day after the conference; the goal would be to meet the professional development needs for employees; the logistical issues can be worked out. Not all Board members thought this was a viable or advantageous idea, but the Board asked Dale to explore the issue more formally with Online Northwest.

3. DIVISION REPORTS

a. Academic/ACRL-OR (Sarah Beasley)
   i. Members of the division will participate in a career fair at University of Portland in early March.
   ii. The division has recovered their ACRL flag.

b. Children’s Services Division (CSD) (Debra Bogart)
   i. The Summer Reading Program has $17,000 in its account, from the grant provided by the Ford Family Foundation. $9,000 is for programming, and $8,000 is earmarked for the Summer Reading Program debt.
   ii. The division held a mock Caldecott workshop in December; 31 people attended, and MaryKay Dahlgreen led the workshop.
   iii. The spring workshop will be held in March, and offered free to attendees. Last year almost 100 people attended.

c. Oregon Young Adult Network (OYAN) (Carol Reich)
   i. The division held a Mock Printz Awards (ALA's young adult novel award) workshop on December 6; 44 people attended, and Ruth Allen from Multnomah County Library led the workshop.
   ii. Carol Reich will be attending the Summer Reading Collaborative meeting in Madison; the program will have a separate young adult component starting next year.
iii. The OYAN Book Rave is in process and will be available at the OLA annual conference.
iv. OYAN is sending one scholarship recipient to the PLA conference.
v. OYAN is send a representative to the CSD spring workshop to talk about the teen summer programs.
vi. The division has begun discussions about a statewide Teen Read program.

d. Public Library Division (PLD) (Teresa Landers)
i. Revisions to the Oregon Public Library Standards will be completed on February 19.
ii. The Olé award recipient will be selected on February 9; several nominations were received.
iii. The PLD Board approved a scholarship for the PNLA Leadership Institute.
iv. PLD has started contacting new and dropped members each month.

e. Support Staff Division (SSD) (Sonja Patzer)
i. The Education committee has been working on OLA conference programs.
ii. The division offered 2 HTML workshops. The Eastern Oregon Library Association has requested an HTML workshop for eastern Oregon, and is looking for grant funding to support it.
iii. The 2004 Gateways conference will be held at Holiday Inn in Wilsonville; the theme will be “Gateway 2004: Celebrating a Decade of Conference.” Details are available on the web site.
iv. The SSD nominating committee is seeking candidates for office.
v. SSD is working on revising their scholarship application form.
vi. The new SSD logo is almost finalized.

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

4. COMMITTEE REPORTS

a. 2004 Conference (Loretta Rielly)
i. Online registration: The committee received 3 bids, all of them fairly equal. For several reasons, the committee decided not to pursue it this year: timing, uncertainty about attendance, the Metropolitan Group issue. The committee decided that waiting until next year will allow us to try it out at a Portland conference, where attendance is usually higher, and to carefully work out all of the details.
ii. Angel Jones will be the luncheon speaker on Friday.
iii. The program is almost complete; the committee is waiting for information from sponsoring units regarding equipment needed beyond the standard setup – electricity, podium, microphone, overhead, screen, and projection cart.

iv. There are a total of 31 paid and 3 complimentary exhibitors; the early registration deadline is tomorrow.

v. There are already 3 people registered for the conference.

vi. The committee has received $700 in donations; one donor gave $500 to sponsor the Technical Services Round Table pre-conference.

vii. There will be 3 book signings at the conference; any unit hosting or featuring authors, the UO Bookstore will host a book signing and/or offer the books for sale.

viii. During the conference, a bus converted into a bookmobile will be selling books written in Spanish.

ix. The Friends of Eugene Public Library will be holding their annual book sale immediately following the conference.

x. Sandy Tilcock from Knight Library Press, will offer a tour of her press facilities.

b. Honors, Awards, and Scholarships Committee (MaryKay Dahlgreen)

i. The committee is soliciting nominations for four OLA awards: OLA Library Supporter of the Year, OLA Library Employee of the Year, OLA Librarian of the Year, and the new OLA Distinguished Service Award. Nominations are due March 12; send them to MaryKay Dahlgreen via email or U.S. mail. Include letters of support when possible.

ii. Honorary Life Memberships: These awards are offered to those who are retired or nearing retirement and who have shown leadership in librarianship and made a notable contribution to library service in Oregon. Nominations are currently being solicited. A list of past honorees is available on the OLA web site: http://www.olaweb.org/awards.shtml#life

iii. Scholarships: the committee plans to put together a task force to develop a scholarship clearinghouse for the association and make the various scholarships more visible on the web site. They would like representatives from each of the divisions who offer scholarships, as well as the Southern Oregon Library Federation (SOLF).

iv. The LSTA Board has expressed interest in offering a planning grant to develop an MLS scholarship program in Oregon; the Honors, Awards, and Scholarships (HAS) committee has been approached about applying for the grant. The committee discussed two options for developing a scholarship program: 1) create a task force; or 2) separate HAS into two standing committees: Scholarships; and Awards. If the scholarship piece of the committee's responsibilities continues to grow, it will become too much for one committee,
as it will entail fundraising, managing the scholarships themselves (selecting recipients, management disbursements, etc.), and maintaining a scholarship clearinghouse on the web site. This kind of change will require amending the bylaws. If OLA decides to pursue a planning grant, the Board would likely appoint a task force to carry out the grant and make recommendations for the future of this committee. Jim Scheppke clarified that the grant money has not been designated, but that a request from OLA would be favorably viewed by the Board. The Board directed the OLA president to discuss the issue with past president Janet Webster, since it was her idea to begin with. If Faye determines that appointing a task force is the direction in which OLA should move, she can go ahead with it and report back to the Board at its next meeting.

c. Library Development and Legislation Committee (Connie Bennett)

i. Connie distributed a report listing the committee members and minutes from their first meeting. She presented two recommendations to the Board: 1) to approve the list of committee members; and 2) to approve the recommendation for Legislator of the Year.

The OLA Board approved the Library Development and Legislation Committee’s recommendation for Legislator of the Year.

d. Publications Committee (Faye Chadwell for Alex Rolfe)

i. Alex has recruited two new committee members: Stephanie Michel, University of Portland, and Paul Frantz, University of Oregon. Hotline should begin publication again soon, and the fall/winter issue of OLA Quarterly will be appearing soon.

e. Resource Sharing Committee (Faye Chadwell for Paula Hamilton)

i. The committee plans to seek an additional $5,000 LSTA grant to: 1) continue to raise awareness about the statewide courier system; 2) approach selected libraries to join the statewide courier system; and 3) approach selected public libraries to become drop sites. The Board wondered if this was not within the regular scope of the committee's charge, and that perhaps it was a bit premature to make a request for LSTA funding. The consultant's report from the previous LSTA grant does not spell out a clear action plan to deliver ground courier service in Oregon. The Board will discuss an application for the next grant cycle.

f. Intellectual Freedom Committee (Cara List)

i. Cara met with the Library Development and Legislation committee last week; they plan to complete a new survey of Internet filtering in public libraries before the start of the
next legislative session.

5. ROUNDTABLE REPORTS

a. Outreach Round Table (Carolyn Avery for Beverly Smith)
   
i. The round table is sponsoring 3 programs at OLA, as well as a scholarship to the OLA Conference.

6. OTHER BUSINESS

a. OLA support for PNLA Leadership Institute: PNLA is putting up $5,000 for Leadership Institute, and is requesting $1,000 from each of the state/provincial library associations.

   Teresa Landers moved, and Connie Bennett seconded, that OLA give $1,000 to support the PNLA Leadership Institute as a line item under Other (Expenses). Passed by unanimous vote.

b. OLA business plan intern: Faye Chadwell talked to the Lundquist College of Business (LCB) at University of Oregon about hiring an MBA student to serve as a consultant in developing a business plan for Oregon; they have an interest in non-profit organizations. OLA would determine how long the student would work with us, and Faye would appoint a task force to work with the consultant. There are four board members in the Eugene/Springfield area who could work closely with the intern. The timing is good; if we were to start in the spring, we could have a plan in place by the next leadership retreat. We need to make the most of the resources that we have, decide what we need to stop doing, and consolidate services. We have budgeted $1,000 for this. Faye will lead the task force, and is seeking names of other task force members, including representation from different types of libraries, as well as from OLA divisions.

c. Constitutionality of filtering in Oregon: Faye Chadwell and Cara List attended a panel presentation at the University of Oregon on intellectual freedom law in Oregon. After the discussion they had a conversation with David Fidanque, Executive Director, ACLU of Oregon, who asked what the association's response would be if ACLU raised an issue about Oregon libraries who filter the Internet violating Oregon’s constitution. Faye would like to share some information with the ACLU, in order to create a shared understanding of this issues relating to Oregon libraries and CIPA. The Board is reluctant to initiate any discussions with ACLU unless our lobbyist is present – we don't want to negatively impact our ability to influence a legislative vote to require Internet filters in libraries. The Board asked the Library Development and Legislation committee to discuss the issue with Nan, then talk to Dave Fidanque about it.
Meeting adjourned at 2:42 p.m.