

OREGON LIBRARY ASSOCIATION (OLA)
EXECUTIVE BOARD MEETING

March 12, 2004
10:00 a.m. – 3:00 p.m.
Eugene Public Library
Tykeson Room
Eugene, 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), Suzanne Sager (Treasurer), Jim Schepcke (State Librarian), Dale Vidmar (Member-at-Large)

Other OLA Units, Members, and Guests Present: Anne Christie (Nominations Committee), Deidre Conkling (Legislative Network Coordinator and Social Responsibilities Round Table), Ed House (Parliamentarian), Cara List (Intellectual Freedom Committee), Loretta Reilly (Conference Committee), Carol Resco (Nominations Committee), Beverly Smith (Outreach Round Table), Heidi Senior (Oregon Authors Committee)

Meeting convened at 10:15 a.m.

1. HOUSEKEEPING

It was established that a quorum was present.

Faye Chadwell provided local details, and discussed the lunch arrangements.

Introductions were made, and the agenda reviewed.

Teresa Landers moved, and Carol Reich seconded, that the minutes of the January 30, 2004 meeting be approved. Passed by unanimous vote.

2. OFFICER REPORTS

a. President (Faye Chadwell)

- i. Revision to 2003-2004 Proposed Budget: Faye revised the amount budgeted for administrative services provided by PAS (aka the McCulleys) to to reflect the \$1,390/

month approved by a previous Board. Faye distributed a list of services provided to OLA by PAS, as was requested in last Board meeting.

Connie Bennett moved, and Suzanne Sager seconded, to approve this amendment to the OLA budget. Passed by unanimous vote.

- ii. **Committee Appointments: Membership and Resource Sharing** committees are still looking for members, preferable from eastern or southern Oregon. If you have names to suggest, or know anyone who is interested, contact Faye.
- iii. **OLA Business Plan:** Faye is still waiting to hear from Career Services at the University of Oregon's Lundquist College of Business about an intern to help us write our business plan.
- iv. **Summer Reading Program (SRP) Update:** Debra Bogart talked to the City of Springfield's attorney, who used to be a librarian and who has agreed to take a look at the contract we signed with Metropolitan Group. If our case looks straightforward, this attorney has agreed to do the work for no fee. Metropolitan Group has signaled that they are ready to refer our account to a collection agency or attorney. Faye will contact Metropolitan Group next week, emphasizing that we are a volunteer organization, and requesting their patience while we work out a plan regarding the debt. Faye has also gone through OLA Board minutes back to 1998, compiling notes from all Board discussions; she would be happy to share this with anyone who is interested, and indicated that she may be calling upon current and past Board members for more information related to the SRP discussions. She also did some research and found that our lapsed donor is listed on at least one library foundation board, and as a donor to at least two other foundations. Faye wondered if we should try contacting him one more time about the donation, but members of the Board felt it would weaken our position that it was Metropolitan Group's duty to collect the donation – if they had collected the donation, or indicated that they were not confident they would be able to do so, we would have adjusted our budget (as we had many times) and would not be in this position. In every other case, Metropolitan Group collected the pledge and forwarded it to OLA. One Board member asked if compromise or settlement was one of our goals in contacting lawyer; the Board agrees that we would prefer to reach a settlement, rather than move to litigation. Connie: is part of the discussion with the lawyers about compromise/settlement? We would prefer not to litigate; our hope is that we'll reach some kind of settlement. The Board would like to get the association's name off the Metropolitan Group's list of clients on its web site; perhaps we can make that part of any negotiation for a settlement.
- v. **People for Oregon Libraries (OLA's Political Action Committee):** Nan Heim has

requested a candidate endorsement from People for Oregon Libraries, and contacted the former co-chairs of the PAC, but neither is able to continue as chair of the PAC. People for Oregon Libraries is now looking for a new chair. Faye suggested the PAC recruit library board member or trustee, and is looking for potential candidates. Several names were suggested, and Faye will approach each one about the opportunity. Jim Scheppke reminded Board members that we may contribute up to \$50 as a tax-deductible (state only) contribution to a PAC. The Board suggested that Nan Heim take advantage of the banquet at the OLA Conference to collect contributions from OLA members.

- 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 enterprise funds from August 31, 2003 (showing corrections from conference) and January 31, 2004.
 - ii. Revised Deposit and Reimbursement Forms: The McCulleys would prefer a much simpler form that does not include much descriptive information, but the OLA Board has expressed concerns about needing to be able to track the sources of both income and expenses. Suzanne will continue to work with the McCulleys to revise the forms to meet both parties' needs.
- f. State Librarian (Jim Scheppke)
 - i. ALA Legislative Day: Jim reported that the Oregon delegation is still pretty small; he would like to see at least 1 or 2 additional members, including an academic librarian. Sarah Beasley noted that ACRL is working on it. A question was raised about whether or not state employees would be required to take vacation for this, but Jim stated that the state regulations on lobbying do not apply when seeking federal, and that one of Governor Kulongoski's priorities is to get more federal money for Oregon. Jim wondered if the reason academic libraries don't participate as much in legislative activities is because they think LSTA funding is only for public libraries; he noted that in the last competitive grant cycle, the State Library Board awarded 13 grants – 6 to public libraries, 4 to academic libraries, and 3 to agencies working with libraries, and that over 50% of the funding went to academic libraries. Other Board members noted that intellectual and academic freedom issues affect libraries of all types. Faye Chadwell reported on a recent University of Oregon

panel discussion on academic freedom and the USA PATRIOT Act, noting that international students and scholars have had difficulty returning to campus from other countries, and that trade embargoes are now interpreted to include editing papers contributed by scholars from countries like Cuba. The disappearance of information from government web sites is also an area of concern for academic libraries.

ii. Progress on State Library's Legislative Initiative. Jim distributed a draft of the proposed revisions to the Oregon Revised Statutes concerning the Depository program (ORS 357.001, 357.004, 357.090, 357.095, 357.100). He noted that the biggest challenge right now is the increasing number of digital documents produced by state agencies; many are in danger of disappearing, and others likely already have. The goals are to preserve these digital documents, and to reduce the cost of the program. The deadline to complete revisions is April 15. At the State Library Board meeting on April 14, the Board will decide whether or not to forward these amendments to the governor. Only the governor can introduce these revisions to the legislature. Jim met with staff from the governor's office, and received the impression that the governor will view these revisions favorably. One Board member asked how the 8 depository libraries would be selected; Jim responded that that will be detailed in the Oregon Administrative Rules. The Board also asked if all current depository libraries have been contacted about this; Jim responded that he will make sure that happens.

iii. Statewide Database License: The RFP for a new Statewide Database License was distributed 2 weeks ago. There was a pre-bidder's conference earlier this week; Proquest, Ebsco, Gale, and Newsbank attended, and it looks like all four of them will be submitting bids, which are due mid-April. The RFPs include both mandatory and desirable components. The Oregon Statewide Database Licensing Advisory Council includes representatives from Oregon University System, private academic institutions, community colleges, large and small public libraries, schools, and consortia and cooperative systems. Each of these groups will identify 3 professional reviewers from outside the Advisory Council, and will also solicit comments and reviews from individuals. The State Library is looking for nominations to fill vacancies on the council left by Greg Doyle and one other member. The evaluation period ends mid-May.

g. ALA Representative (Wyma Rogers) – no report

i. Faye Chadwell distributed information on ALA's electronic balloting, and noted that we will be trialing it ourselves this year.

h. Parliamentarian (Ed House)

i. Three proposed bylaws changes have been published; a minor grammatical change was proposed to one of them, which now reads (changes in bold italic):

"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 *his or her* Division."

i. PNLA Representative (Carol Reich)

i. The PNLA Conference will take place August 11-13, 2004 in Wenatchee; it is a joint conference with the Washington Library Association.

ii. The PNLA Board is working on increasing communication and cooperation with its YRCA committee. YRCA has operated pretty independently in past, but the PNLA Board would like a closer relationship. The YRCA chair will attend the PNLA Board meeting once a year.

iii. Planning for the Leadership Institute is moving along. Application forms are available on the PNLA web site. The dates are October 24-29, 2004.

j. Member-at-Large (Dale Vidmar)

i. Dale discussed the possibility of a joint conference between OLA and Online Northwest with Emily Miller-Francisco of Southern Oregon University, and reports that responses from the committee ranged from hesitant to adamantly opposed. They are concerned that a change like this would dramatically affect the relatively smooth planning process that they have in place. Dale plans to talk to Online Northwest committee members individually to try to find out more about their opposition. The Board suggested that talking to someone who has worked on a joint OLA/WLA conference committee might help. One Board member reported that attendees of both conferences that she has talked to seem to be in favor of a joint conference, although not necessarily every year, because it means they don't have to choose between the two. One Board member suggested that we think about what the benefits would be for Online Northwest - greater attendance? more money? decreased workload for conference planning? cost savings? Another suggested we look at why we are not attracting people to our own conference; many suggest that it's the program. This year the conference committee made a special effort to offer academic programming, and the result is greater attendance from academic libraries.

3. DIVISION REPORTS

a. Academic/ACRL-OR (Sarah Beasley)

i. ACRL is working on planning for OLA conference programs and the ACRL Conference this fall, which will take place October 27-28, 2004. The theme will be crisis in scholarly communication.

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

i. The CSD Spring workshop took place last week, and included a summer reading showcase to share ideas for publicity and programming. About half the attendees were new faces, and most were members of OLA. The workshop, including the showcase, will be repeated in eastern Oregon in May.

ii. The division is having a difficult time recruiting candidates for office; to date, they have no nominations. Budget cuts and heavy workloads are making it difficult to attract volunteers willing to take on the challenging roles of President and Summer Reading Coordinator. They are appealing to Public Library directors to encourage and support OLA membership and service among their staff.

c. Oregon Young Adult Network (OYAN) (Carol Reich) – no report

d. Public Library Division (PLD) (Teresa Landers)

i. Teresa encouraged everyone to sign up for the PLD dinner, noting that \$5 of the cost goes to support their programs.

ii. A draft of the Revised Public Library Standards for technology are now available on the PLD web site; a meeting will be held at the conference to allow public comments, after which the Board will vote on them. Once approved, the final version will be posted to the web site.

iii. PLD is offering a \$500 scholarship to the PNLA Institute for one of its members; information is available on the PLD web site.

e. Support Staff Division (SSD) (Sonja Patzer)

i. The division is working on planning for the Gateways conference this summer.

ii. The nominations process has been difficult, but they have been able to find people to serve as candidates.

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

4. COMMITTEE REPORTS

a. 2004 Conference (Loretta Rielly)

i. Conference Update: The early registration period ends March 15. Registration counts are low, but Loretta expects that the bulk of early registrations will arrive over the weekend. Compared to numbers from last year, we are ahead in terms of income. Loretta noted the strength of the program. This year we have only 54 exhibitors; we are feeling the impact of the Public Library Association conference, which was held earlier this spring in Seattle. She expressed uneasiness over the number of hotel rooms that have been booked. We need to book 85% (300) of the 355 hotel rooms that have been set aside by March 14, but the count is still quite low – only 192 as of last week. We are responsible for the cost of any hotel rooms below the 300-room threshold (at \$104/night), unless the Hilton is able to fill them with unaffiliated guests. The difficulty is that state travel guidelines don't allow reimbursement for travel within easy driving distance, which includes Corvallis.

b. Library Legislation and Development (Connie Bennett)

i. Connie asked for guidance on what the award for Legislator of the Year has been in the past? Most awards the association gives are framed certificates.

ii. The next meeting of the committee is April 22, 2004

c. Nominations Committee (Anne Christie)

i. Electronic Balloting: Carol Resco distributed a report showing examples of how this might work. She noted that ALA sent postcards to its members as a heads up that electronic voting would be taking place. Carol has been experimenting with online balloting using SurveyMonkey. A test was sent to 32 people. Within the first 1.5 hours, 1/3 of the people had voted. Within the first day, 50% had voted. A reminder message got 6 more people for a total 65% return. About 45-47 association members don't have email addresses and will still need a paper ballot. The Board suggested that the committee send a test email message to check for bounced messages, and post a notice in the Hotline reminding members to make sure their contact information is current and includes a valid email address. Carol discussed issues related to SurveyMonkey: 1) if we let SurveyMonkey send the email

message to members, we can prevent someone being counted twice, but anyone with administrative access to the account can see how each person voted. If we send an email message to members from outside SurveyMonkey that includes a password for access, we can't prevent anyone from voting more than once. There is also no sub-level authentication for surveys, which means that if we were to use the account for divisions and round tables, anyone from those units would have access to all of the voting results. The Board suggested that the committee investigate a variety of products, if we decide to adopt such a product for use by any unit within the association.

Dale Vidmar moved, and Melanie Lightbody seconded, that if the Bylaw change concerning electronic elections is approved at the 2004 annual conference, the Nominations Committee go ahead with their plans to use SurveyMonkey for the 2004 OLA elections using the non-passworded option. Passed by unanimous vote.

Connie Bennett moved, and Teresa Landers seconded, that each division interested in using SurveyMonkey for their 2004 election identify a division member to work with the OLA Nominating Committee to set it up. Passed by unanimous vote.

ii. The Board suggested that the Membership, Conference, and Nominations committees work together, starting right after the election, to explore options for electronic management of each of these functions.

iii. The Board thanked Carol Resco for all of the work she has done setting up OLA Elections.

iv. Nominations: The slate of candidates has been filled for the positions of Vice-President/President-Elect; Secretary, PNLA Representative, and ALA Representative.

d. Publications Committee (Faye Chadwell for Alex Rolfe)

i. Hotline Editor Position Update: The search has been re-opened and advertised in the Hotline as a position with a stated stipend. Five people have contacted OLA about the position, which will remain open until filled. Alex will continue to send out the Hotline until we hire someone.

ii. The fall/winter issue of the Quarterly has been distributed. Melanie Lightbody is the guest editor for the spring issue on local advocacy.

iii. The Publications Committee has been contact by Ebsco about including the full text of the OLA Quarterly in at least one of their databases. The Board suggested Alex read

through minutes from 1998 and 1999 to review Board discussions about Wilson and Library Literature; this will alert him to issues that were of concern to the Board at that time.

e. Continuing Education (Pam Horan and Susan Whyte)

i. The committee has been revived, and is back on track after a long hiatus.

f. Oregon Authors (Heidi Senior)

i. The committee is considering changing the residency requirements for inclusion in the bibliography; the current requirement is that the author was residing in Oregon at the time the work was published, but they had an inquiry from a former Oregon resident now living in the Philippines who published their work while in the Philippines, but is planning to return to Oregon. The committee would like to specify that authors must be a legal resident of Oregon at the time of publication. This would still exclude ex-patriate Oregonians, but allow a broader interpretation of the term "residence." The Board felt that changing the rule would not be a good idea, but encouraged the committee to interpret the term "resident" broadly, or perhaps change the criterion to "legal resident."

ii. Wordstock: Heidi will approach members of her committee about volunteering for the Steering Committee, or will volunteer herself.

5. ROUNDTABLE REPORTS

a. Outreach Round Table (Beverly Smith)

i. Outreach Round Table has selected the recipient of their second annual Scholarship to attend the OLA conference. There were six applicants. Rocío Espinoza, a Bilingual Library Assistant at the Cornelius Public Library, is the recipient. She plans to make librarianship a career.

ii. The round table is sponsoring 3 sessions at this year's OLA Conference and is currently working on the final conference details for these programs.

Meeting adjourned at 2:05 p.m.