

OLA Executive Board Meeting  
Oct 2, 2009  
Salem Public Library

Present: Connie Anderson-Cohon, Mary Ginnane, Dana Campbell, Diedre Conkling, Robert Hulshof-Schmidt, Shirley Roberts, Isaac Gilman, Steve Skidmore, Jim Schepke, K'Lyn Hann, Lorie Vik, Rick Samuelson, Anne-Marie Deitering, Suzanne Sager, Ruth Murray, Leah Griffith, Rachel Bridgewater

Phone: Cathy Zraggen, Liisa Sjoblom (part of meeting)

### **Welcome & Introductions**

Connie called the meeting to order at 10:10 am.

### **Agenda Review and Minutes Approval**

Agenda: Added Treasurer's report before OLA Budget report

Minutes correction: Dana and Kristen never made phone conference connection. Strike from minutes. Motion to approve minutes as amended.

Motion: Mary Ginnane

Second: Suzanne Sager

Motion carries unanimously.

### **Meeting Ground Rules Review**

Connie discussed possible ground rules for agenda items. They can be informational, discussion, decision/vote, or consensus items. When putting forth an agenda item, include estimated time and type. Discussion about the facilitator's role and participants' role. It was decided to raise hands and recognize the speaker (especially for phone attendees). The facilitator scans for raised hands. Sometimes discussion just happens and that's expected. Facilitator is also time keeper.

### **Treasurer's Report**

Balance Sheet: Shirley reported on the financials through 8/31/09. Due to lack of clarity on the CIPA Fund, she will stop declaring it as an asset. The SELCO accounts were established years ago and have just been closed; they will not appear on the new fiscal year reports. Enterprise Funds are not accessible by the Board because they are managed and controlled by the divisions. The amount of our reserves establishes us as a healthy organization.

Budget Report: Dues are higher than budgeted. We're under budget a little for income, but expenses are less than income by \$18,000. Questions: Why are we under spent in lobby services? We may still owe or they ended up paying in advance one month the last fiscal year. Is it possible some reporting on Enterprise Fund is running behind? Amo Leer has paid some out but not for the material. For HOLA, are we paying dues for 2008 recipients of membership grants? If yes, we are behind. Jim suggested formally thanking McCully's with a letter from the President and/or resolution from the Board. Mary affirmed that would be good at a future meeting after our contract with them is officially over.

### **OLA Budget**

Shirley presented the FY09/10 draft budget going over budget estimates line by line with discussion. She will amend the draft, distribute it, and aim for approval in the November Board meeting.

### **State Librarian's Report**

1. HB 2586: It is not effective until Jan 1, but they are exploring what should be done and talking with OASL. The Bill provided for school libraries to apply for grants through the Oregon Dept of Education (ODE), but the legislature didn't fund that grant program. The Bill also requires every district to plan for a strong school library program. Those plans are due to ODE on Sept 15, 2010. Various meetings are planned and Jim is encouraged that ODE wants to engage about guidelines.
2. Tax Forms: Jim learned that the Oregon Dept of Revenue will no longer provide state tax forms to libraries. They will provide posters and brochures about where individuals can acquire forms.

Discussion ensued about how libraries can best manage the transition. Public Library directors are scheduled to discuss this.

3. The State Library Board will revisit the issue of charging for L-net. A rule was adopted that allows the State Library to recover L-Net costs, but there are problems with the rule. Details can be found in Letters to Libraries Online, Volume 19, Issue 10, October 2009.  
<http://www.oregon.gov/OSL/publications.shtml>

### **PNLA Leads**

Connie went over highlights from the PNLA Leads Final Performance Report distributed prior to the meeting.

### **PNLA Membership**

Dana distributed a handout outlining her thoughts about PNLA. It covered what PNLA does best, what PNLA offers, and what it costs OLA to belong to PNLA.

There was discussion about the Leads Institute, what it offers Oregon library staff, and other leadership training opportunities. The Institute has been funded by a grant until this year and it is unclear what the cost to libraries will be for the next Institute in 2010. It will likely be higher than in past years.

YRCA – How important is it to Oregon to be able to participate in YRCA? Rick stated that if we did a state award it would be a good opportunity for several state organizations to collaborate (CSD, OYAN, OASL, ORA). The Battle of the Books has been a blow to YRCA because libraries often must choose one or the other; it's hard to promote both, and that's why support to YRCA has dropped off. It's too early to know how much an Oregon award would cost. Suggested that PNLA Rep money become seed money for an Oregon children's award if OLA withdraws its membership in PNLA.

Membership – There are between 10-30 Oregon members of PNLA and many are academic institutional members. The OLA Board has a responsibility to use its resources to the best benefit of its membership. Our involvement in PNLA is questionable as to whether membership is gaining. If OLA opted out, individuals could still join.

Motion that OLA designate this year as its last year of membership in PNLA (through Aug 31, 2010) with participation at one more board meeting (November) and no assumed participation in PNLA Leads.

Motion: Mary Ginnane

Second: Suzanne Sager

Motion carries unanimously.

Shirley will amend the budget accordingly. Connie will notify the PNLA President well in advance of their November board meeting. Steve will amend the bylaws. Libraries may still participate in YRCA this year. Dana remains our OLA representative through August 2010.

### **Association Management Update**

The transition from McCully's to Roberts Business Services is going well. Mary prepared a Memorandum of Understanding for Roberts Business Services. Regarding Shirley's attendance at meetings this year, she will attend in person in October, April, and the retreat, and will attend others by conference call if possible. We can start sending reimbursement receipts to Shirley starting now. Her address will be on the forms.

Based on conversations with a pro-bono CPA, it does not look like there will be any penalties for the problem with the past 990 filings.

Motion to present the November and December contract to McCully's without a statement about reserving the right to discuss cost-sharing if penalties occur.

Motion: Connie Anderson-Cohoon

Second: Suzanne Sager

Motion carries unanimously.

### **Update PLA conference**

We will have an \$8 registration fee per registrant. Mary learned that some comic book stores would like to hold a reception on Wednesday evening. Potential conflict with OLA banquet discussed. Also, PLA inquired of us whether Powell's is interested in the conference for bookstore purposes. The Board agreed that OLA does not need to be involved in either of these if the comic reception is not a preconference activity. Otherwise, Wednesday is a conflict. Mary recommends a meeting of the conference organizers.

### **Approve Grants, Contracts, and Partnerships Procedures for Bylaws**

Mary has been working on this document for the past year. Motion to approve the document.

Motion: Jim Scheppke

Second: Dana Campbell

Motion carries unanimously.

It will be posted on the website and should be integrated into the new officer orientation.

### **Appoint new Treasurer**

Due to Association Management changes, Shirley resigned as Treasurer. Liisa Sjoblom from Deschutes Public Library was asked to replace Shirley (through term ending August 2011). The role of Treasurer will be oversight of the Association Management Company and will remain as co-signer when appropriate. Based on procedures stated in the bylaws, Connie appointed Liisa as Treasurer. Motion to approve.

Motion: Jim Scheppke

Second: Mary Ginnane

Motion carries unanimously.

### **Vision 2020 Update**

Anne-Marie is in the process of drafting a written update. The group had a retreat on Aug 25-26 in Corvallis. They still need a school library representative. Dana provided a recommendation. Instead of strategic planning, they focused on crafting a vision statement with the idea of having toolkits designed to help different libraries carry out the vision. Four major themes were identified: collaboration, community, staffing issues, and library as place. The goal is to have a final draft ready for the January board meeting. Anne-Marie will give Shirley an estimate of expenses for the budget.

### **HOLA Update / Oregon Reads Update**

Leah Griffith distributed a memo about the HOLA project with a proposal for the last year of the grant. Part of the proposal is to offer stipends for library staff to attend PLA. The remaining fund balance is still being determined but an estimated \$10,000 is left for stipends. The committee will further discuss how to foster each cohort's involvement in OLA.

Monies will be transferred to OLA for administration of HOLA and Amo Leer.

Oregon Reads – Leah distributed the Oregon Reads 2009 Report to Oregon 150. It was the biggest program and was disappointing not to be mentioned by Oregon 150 in its summary of activities. It's possible every library will receive two copies of the official Oregon 150 bookazine. For more publicity, Jim suggested that George Bell may be interested in writing an op-ed piece. Mary will contact George.

### **CSD Proposed Bylaws Changes**

Rick proposed changes to the bylaws. The predominant changes concern composition of the Lampman committee. A procedural question was raised: Do divisions and committees ask membership to approve changes before bringing them to the Board or vice versa? Steve confirmed changes to bylaws are first approved by membership then the Board. Rick will pursue with CSD. (Note: Before this was confirmed, Dana moved that CSD bylaw updates be approved for voting. Second: K'Lyn. Unanimous approval.)

### **Libraries Connect Communities 3**

Connie received a copy of this book. Contact her if you would like to borrow it. The State Library also has one, and there is a web version.

### **OLA Work Plan Review**

There were positive comments about the work plan including how it incorporates details of division plans. Jim suggested it be put into wiki format so the OLA units can update it when applicable. It would become interactive and the reporting would be ongoing. We could link it from our website. Shirley will explore the wiki idea and post last year's on our website.

### **Other Updates**

Archives at the McCully's - They have about 20 boxes. Shirley will take five, and Robert will take the rest for archiving. Robert needs a committee and would like to hold two work parties this year. An archiving course may be offered soon by Emporia, and students may be recruited to assist Robert.

CSD – Rick asked about the process of offering contracts to performers/speakers who want them. Who takes responsibility and/or liability? Who signs the contracts? Steve noted there is nothing in the bylaws regarding who should sign. Shirley suggested we create and approve a standard speaker contract and then have division/committee chairs sign it since they are responsible for costs. Rick got boilerplate contract language from Robert used for conference speakers. Oregon Reads might also have a good model contract.

### **Announcements**

Connie reviewed the announcements listed on the agenda. Other announcements:

- There is a graphic novel themed OASL conference next week in Salem.
- Suzanne provided a handout with ALA Chapters reporting on state funding.

### **Legislative Committee**

Resolution on 2009 Reauthorization of the USA PATRIOT Act

Discussion to amend #5 to: "Communicates this resolution to Oregon's Congressional Delegation."

Motion to pass the resolution on the 2009 USA PATRIOT Act as amended.

Motion: Suzanne Sager

Second: Dana Campbell

Motion carries unanimously.

Tax Limitation Measure and Defend Oregon

Due to lack of quorum, no voting took place. Furthermore, we need to figure out how we can have quorum during meetings due to legal ramifications. One idea is to gather home emails from members in order to avoid discussion and voting on work time or using work resources.

Legislators of the Year

Motion to approve the legislative committee's recommendation to recognize Senator Margaret Carter and Representative Peter Buckley as Legislators of the Year.

Motion: Suzanne Sager

Second: Dana Campbell

Motion carries unanimously.

People for Oregon Libraries Webpage

The PAC is going to create a website and would like to link from the OLA site. Nan will be asked to find out what other associations do in order to confirm that is okay to have this link.

Public Records Law

The Assistant Attorney General is undergoing a review of public records law and found out that public libraries have some exemptions. Mary will work with the legislative committee to follow up with the Assistant AG by mid-October.

Meeting adjourned at 2:57.