

## **FINAL AMENDED MINUTES**

### **OLA Executive Board Meeting**

October 8, 2010

Oregon State Library, Salem

10:00 am – 3:00 pm

**Present:** Rob Everett, Connie Anderson-Cohoon, Robert Hulshof-Schmidt, Philip Ratliff, Jim Scheppke, Jessica Rondema, K'Lyn Hann, Emily Papagni, Susan Bacina, Jane Scott, Shirley Roberts, Liisa Sjoblom, Lisa Todd, Hannah Rempel, Anne-Marie Deitering, Isaac Gilman (phone), Colleen Winters (phone)

### **Welcome and Introductions**

Rob called the meeting to order at 10:05.

Reminder that up-to-date board roster and 2010-2011 meeting schedule has been sent to everyone via e-mail.

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

Jim met with the OLA Legislative Committee and discussed the state budget situation. A deficit of at least 3 billion dollars is expected. OLA's help will be needed like never before. Legislative day will be February 7, 2011.

Jim suggested revisiting the idea of a statewide library card. This could be a possible charge for the Resource Sharing Committee. It would be a good fit for Vision 2020 (bring our collaboration up to a new level in the next decade and look for opportunities to do so). This would not be a free library card for people who don't pay for public library service. Anyone who has either a public or public/academic card could use the card at any Oregon library. Colorado is a good model for this. This sends the message that Oregon libraries work together, it adds value to the library cards Oregonians already have, and is a marketing tool for Oregon libraries. This is already happening regionally (some Portland area, Corvallis, central Oregon, and Eastern Oregon libraries share resources). Libraries could choose to opt out. Policy and technical details would need to be worked out, but these details are not insurmountable.

### **Approval of August 27, 2010 Minutes**

One abstention during vote of approval of June 4, 2010 minutes will be corrected in final version of minutes.

It was moved to approve the amended August 27 meeting minutes.

Motion: Robert Hulshof-Schmidt

Second: Connie Anderson-Cohoon

Motion carries unanimously.

### **Distribution of Minutes**

There was clarification that draft of meeting minutes goes directly to President.

Following President's review of draft, minutes are sent to rest of board. At following board meeting minutes will be approved as submitted or approved as amended.

### **Photos on OLA Website**

At the August 27 OLA board meeting there had been discussion of the possibility of updating the photographs of libraries on OLA's web site. Emily Papagni shared photographs of Oregon libraries that have been in L-net's possession for a few years. They can't be used on the site because we don't know who took the photos. Robert Hulshof-Schmidt will try to determine who took the photos. If that information can be found, it may be appropriate for the Archives Committee to digitize the photos and then send them to the Association Manager. Shirley will use Memberclicks and Libs-Or to put out a call to Oregon libraries to submit new photographs for the web site.

Note: Later in the day Robert spoke with MaryKay Dahlgreen who confirmed that the photographs were taken by Pam Horan and OLA does have permission to use them.

### **Status of Inactive Round Tables**

The Business Reference Round Table (BIGOR) has not submitted a report for the last three years. Connie has contacted the round table members and let them know that if BIGOR becomes inactive and later decides to be active, there will be a process of again applying to be a committee. No one volunteered to be chair and be responsible for annual reports. The board can take action now to suspend BIGOR. If no members are active in the coming year, a year from now BIGOR will no longer be a round table. It was moved to suspend BIGOR as an active roundtable.

Motion: Robert Hulshof-Schmidt

Second: Hannah Rempel

Motion carries unanimously.

Other groups that have not submitted reports for three years or been active in any way include the Library Districts round table and the Social Responsibilities roundtable. Connie will contact the membership of those two groups.

LIRT has not submitted annual reports, but has been otherwise active. WART has not submitted an annual report, but has been in existence for less than three years. Rob will be in contact with WART.

Diedre Conkling has been acting as Network Coordinator feeding everyone information about statewide and national legislation affecting libraries. Rob will confirm with Diedre that she will continue as network coordinator. There may be a need to get her a trainee and have a succession plan in place.

### **Status of Bylaws Review and Revision**

Connie reported that Buzzy Nielsen at North Bend Public Library in Coos County who assisted with questions about OLA's bylaws last year, has volunteered to assist this year, and is willing to review all of the Association's bylaws. The Elections bylaws need immediate attention. If changes are made, the membership would vote at the spring meeting and the changes would go into effect one year later.

Each division and each position should review its own bylaws. Rob will contact current roundtable chairs and ask them to conduct their own bylaws reviews.

At the February 2011 meeting the board should review all proposed changes to the bylaws. At that meeting a vote can be taken on bylaws that don't require a vote of the membership. The membership needs at least 10 days notice before a membership vote is taken.

### **FY 09-10 Budget Closeout / Treasurer's Report**

Liisa noted that income from the PLA conference was not received in time to be reflected in last year's budget so will be reflected in this year's budget. There was a net income of \$1548.31. The Association is in the black and there is no need to dip into reserves.

### **FY 10-11 Draft Budget Review / Adoption**

Shirley reviewed the draft budget. Unknown amounts in the budget include donations and administrative fees from grants. Income: \$135, 349. Expenses: \$133, 824. There may be a need for seed money for the 2013 OLA/WLA joint conference. \$1000 is being added to the budget for that purpose. OLA reserves are \$332,000 – the organization is very healthy.

Placeholders for items that may need funding, but for an unknown amount, include funding for the Branding Task Force, the Vision 2020 Committee, the Virtual Collaboration Meeting Task Force, OLA marketing materials, and ORCA.

It was moved to accept the 2010-11 budget as modified.

Motion: Liisa Sjoblom

Seconded: K'Lyn Hann

Motion carries unanimously.

### **Virtual Collaboration Meeting Software**

Shirley discussed different software options. GoToMeeting software allows 15 concurrent users and is available for \$468. The Board authorized Shirley to test the GoToMeeting software with other OLA groups able to participate during the test period.

### **Association Manager Report**

OLA received a free registration to the NW Council for Computer Education, March 1-4, 2011. Technology is the focus. OLA will need to make a decision regarding who should attend. As part of testing GoToMeeting Shirley needs names of the contact person for each OLA group. Shirley is working on taxes that have to be filed by mid-January. OLA's credit card merchant account prevents multiple registrations. Shirley is investigating other options.

### **Branding Task Force Update**

The group has had one meeting to review the charge. The initial focus will be on the issue of a logo for the organization, but may broaden in the future. The group is researching RFPs and may contact design schools. Connie has met with a marketing expert at SOU who gave insight into the process of re-branding.

### **OLA Board Advocacy**

OLA will be visiting libraries for meetings throughout the year and would like to reach out to those libraries. 10 minutes at each meeting may be designated for having a representative of the hosting library meet with the board and discuss issues and challenges that the host library has been struggling with as well as accomplishments. Also, OLA past-President, President, and vice-President will develop a letter to be sent to library leadership that will discuss the need to allow library staff to participate in OLA activities.

### **Virtual Collaboration Task Force**

A library assistant is doing research for the task force. The group expects to have a recommendation for the board by the February 2011 meeting. The hope is that there will be a software solution for libraries around the state. This would be ideal so that all users could have a common platform.

### **2011 OLA Conference Report**

Arrangements have been made for the keynote and evening banquet speakers. PLD is bringing Molly Raphael for the pre-conference day. 58 conference presentation proposals and 8 pre-conference proposals have been received. The theme is "Libraries build Communities build libraries". On Wednesday, April 6, in addition to the pre-conferences that will be scheduled, Nan Heim will host a session about the Oregon legislature.

### **2012 OLA Conference Report**

The conference will be held at the Riverhouse in Bend. Some members of the planning committee are in place and a chair will be selected soon. The expectation is that all key players will be in place by the 2011 conference.

### **2013 OLA/WLA Conference Report**

A new written agreement is being worked out between the two state associations. Oregon members of the committee include OLA board members Shirley Roberts, Liisa Sjoblom, Robert Hulshof-Schmidt, Garrett Trott, and Connie Anderson-Cphoon. An agreement should be ready by the December OLA board meeting. Negotiations are moving forward with the Hilton. The single site means an OLA business meeting may not be possible at the conference. We hope to find a venue for board candidates to be heard. A conference chair will be named soon.

### **Communications and Publications Committees Proposal**

Diane Sotak gave an overview of the proposal. The two primary publications of OLA, OLA Quarterly and the Hotline, used to be under the Publications Committee, but have been split into two separate committees. The bylaws need to be updated to accurately reflect the duties of each committee. This is also an opportunity to meld the two committees into one committee. This would provide a unified voice for the publications. One designated coordinator would facilitate managing the work that is deadline sensitive. This option is worded as:

Merge the two committees into one Communications Committee and update the Bylaws. The merged committee would have at least four members:

Chair

OLA Hotline Coordinator

OLA Quarterly Coordinator

Advertising Coordinator (remove ex-officio status)

Web Member Manager (ex-officio)

Diane will get guidance from Steve Skidmore regarding inserting the changes into the bylaws. The changes will be brought to the board for a vote on Dec. 3 or Feb 4. Liisa raised a question regarding the Web Member Manager. Shirley is listed as Web Member Manager, but Association Manager is her title. Shirley supports getting the Committee's publications out, and is listed as Ex officio for the Communications and Publications Committees. The board should clarify what Shirley's job title is.

### **Division and Committee Reports**

Connie noted that OLA's resolution regarding the closure of the Hood River Library was published in the local newspaper, The Hood River News.

#### **OYAN**

Fall meeting will be on Friday, October 22 at Tualatin Public Library. The group is planning another workshop and the meeting will follow the workshop. The workshop, Geek Out!: Using Technology with Teens @ Your Library, will be similar to a technology petting zoo and include a presentation from Ian Duncanson and Susan Smallsreed on teen brain development and technology. An OYAN representative, April Witteveen, is presenting at the OASL annual conference. Susan Smallsreed has opened registration for Mock Printz.

#### **Oregon Authors**

Philip is managing newspaper clippings about Oregon authors. Four people will be presenting 2-minute reviews at the OLA conference in April. Philip would like to get some assistance managing the technology side of the web site. Wordstock is taking place the second weekend in October.

#### **SSD**

ALA had 100 applicants for the certification program. Susan and the continuing ed. Chair will be attending a WALE conference (the Washington State counterpart to SSD) in October. The two groups hope to establish a regional relationship. SSD is discussing opening their blog to allow all members to post rather than just executive members. This is still under discussion. The committee hopes to continue using youtube to promote membership in SSD. The SSD conference was successful and had good attendance. Susan Bacina and Susan Gilmont did a presentation about SSD at OSU's in-service day. They may be able to give the same presentation at other libraries. There are still barriers to involvement in SSD for many library staff and the library advocacy work of Robert, Rob, and Connie may help to address some of those barriers.

#### ALA Representative

Hannah is preparing to attend the ALA Midwinter meeting in January.

#### ACRL

Jane reports that October 19 will be the last of the group of e-learning seminars. It will take place at Chemeketa Community College and the ACRL blog will have details. The conference at Menucha on October 28 and 29 is in the final planning stages and should be an excellent conference. The national conference this year will be in Philadelphia. One pre-conference and 5 conference proposals were submitted to OLA for the spring conference.

#### PLD

PLD has had one meeting which was entirely devoted to conference planning. 8 conferences proposals were submitted to OLA for the spring conference. PLD and WCCLS would like a presentation about Vision 2020. Colleen will contact Ann-Marie about scheduling a presentation.

#### Member-at-large, Anne-Marie Deitering

Anne Marie is giving a Vision 2020 presentation at the ACRL-Oregon Fall Conference at Menucha.

#### **OLA/OASL Joint Committee Proposal**

The committee met in September and has a proposal. The proposal will be presented to the OLA board at the December meeting.

#### **Other Business**

The contract between OLA and the Association Manager was written with deadlines in terms of performance review. The contract also includes individual names of the President and Past-President. It's an opportunity to renegotiate the contract annually. Rob and Connie will discuss the annual review and contract clause.

Meeting adjourned at 2:58

After the meeting Robert Hulshof-Schmidt graciously led a few board members on a tour of the Oregon State Library.