

OLA Executive Board Meeting

August 26, 2011

Oregon State Library

Salem, Oregon

10:00 am – 2:00 pm

Present: Rob Everett (President), Connie Anderson-Cohoon (Past President), Robert Hulshof-Schmidt (V.P./President Elect), Jim Scheppke (State Librarian), Garrett Trott (Conference Committee), Steve Skidmore (Parliamentarian), Krist Obrist (Children's Services Division), K'Lyn Hann (Oregon Young Adult Network), Liisa Sjoblom (Treasurer), Susan Bacina (Support Staff Division), Emily Papagni (Secretary), Judy Anderson (Intellectual Freedom Committee), Jane Scott (ACRL-Oregon), Colleen Winters (Public Library Division), Hannah Gascho Rempel (ALA Representative), Anne-Marie Deitering (Member-at-Large), Abigail Elder (Incoming V.P./President Elect), Kris Lutsock (Incoming Oregon Young Adult Network), Ann Scheppke (Incoming Communications Committee)

Welcome & Housekeeping

Rob called the meeting to order at 10:03.

Changes to the Agenda

Connie requested that the Business Interest Group of Oregon (BIGOR) Round Table be added to the agenda.

Approval of June 3, 2011 Executive Board Meeting Minutes

It was moved to accept the June 3, 2011 minutes.

Motion: Liisa Sjoblom

Second: Connie Anderson-Cohoon

Abstention: Abigail Elder

The motion carries.

Treasurer's Report

Dues income is down slightly, but it is expected that the budgeted amount of \$47,000 will be reached. Because the Treasurer's report lists expenses through July 2011 there are three major expenses that are not listed in Liisa's report. These include the annual Retreat, the administrative fee for Association management, and the fee for Lobby services. These add up to about \$6000. Net income is \$9829.17. The expected profit for the year is about \$10,000. Reserves are good and it is expected that some Reserves may be used to meet next year's goals.

Proposed 2011-12 Budget

Liisa presented the proposed Budget for the coming year. There is a decrease for Interest Earned because it is anticipated that interest rates will remain low and income from the annual conference will be less than income from the previous year. A few items have \$1 placeholders because expenses are anticipated, but for unknown amounts. It is unclear whether OLA can anticipate income from OLAQ advertising sales. An ad was in the

most recent issue of the Quarterly. Liisa will confirm with Shirley that that the ad was billed and payment has been made. Liisa will also work with Shirley to determine the exact amount of conference related expenses.

The Association will need to draw on equity, of about \$7,692, unless membership increases or the conference income is greater than anticipated. Liisa anticipates that the cost for association management and lobby fees will remain the same. The potential OASL/OLA merger may also impact the budget.

This proposed budget will be ratified at the next OLA Executive Board meeting. The Board should review the draft budget and look for items that may need to be adjusted. Changes should be communicated to Liisa, Shirley, or Robert by September 16 so that the final budget can be voted upon at the September 30 meeting.

Branding Task Force

Connie reports that Thomas Osborne has provided a usage guide to accompany the logo he provided. The guide is fairly lengthy and has received an extensive review from the Branding Task Force. At the Board's request, a section of the guide addresses the question of accessibility. The Board had previously asked how screen readers used by people with visual impairments would read the new logo. Much of the guide includes samples and information about details such as placement size and margins. The next step is to receive the actual files.

The Board needs to put together guidelines and policies regarding how the new logo may be used by OLA units. The files can be made available via Memberclicks. The usage guidelines and procedures for accessing the logo will need to be shared with incoming Chairs at the annual Retreat. The usage policies may need to be developed by a new Task Force.

Virtual Collaboration Task Force

A product has been selected, but communication with the vendor has been difficult. The Task Force will continue its work and select another product. The product selected will be tested at the next Executive Board meeting. Based on the testing at that meeting, the Board will move forward with a recommendation to purchase a product. It may be possible to have a program and demonstration of the software at the next annual conference.

Membership Task Force / Letter to Directors

Rob has a draft of a letter to Oregon library leaders that expresses the value of participation in OLA, the need to support that participation in library budgets, and includes information about the things OLA is doing to facilitate participation in the organization. It is expected that the letter will be mailed to library leaders in early fall.

Secretary Bylaws

Emily provided a summary of the revisions to the Secretary bylaws. These include changes regarding letter-writing duties, annual conference duties, and posting of meeting

minutes. Responsibility for sending notification of the annual conference to organizations has been removed. The one notification that still needs to be done annually is the notification sent to ALA. The OLA ALA Representative will be responsible for making this notification. One year ago the procedure of sending draft minutes to the President for review before being sent to the entire Board was initiated and seems to be working well and will be continued. Emily suggests the development of a style manual for minutes. The way minutes are written varies from year to year and there should be better consistency because the minutes are the official, historical record of OLA's activities. Emily suggests that a possible item for a style manual would be the inclusion of the positions of members of the Board in the minutes so that in the future there will not be confusion about who holds each role. Emily will suggest to Arlene that she put items such as this into a Secretary's style manual.

It was moved to accept the proposed changes to the Secretary Bylaws beginning with Section 5.01

Motion: Connie Anderson-Cohoon

Second: Jane Scott

The motion carries unanimously.

Emily will send the changes to Shirley.

Round Table Chair Replacement

Previous co-chairs of the Reference Round Table stepped down without appointing replacements. The Round Table has been inactive, but Rob has someone to fill the role. However, the current Bylaws do not allow the President to appoint a Round Table Chair; the Chair must be appointed by the Round Table itself.

The Board will need to address this issue in the Bylaws at a future meeting. In order to reactivate the Reference Round Table now, Rob would like to send a message to the Round Table members asking for approval of the new Chair. Rob wants to send a clear message to the members of the Round Table that the Board does not want to usurp the authority of the membership, but does want to facilitate activity of the Round Table.

Chapter 3

The new Bylaws approved by the membership in April are now Chapter 2 (merged with the Constitution). Chapter 3 is still in place and includes the dues structure.

Chapters 3 – 50 are the Procedures Manual. The dues belong in the Procedures Manual. Chapter 3 can be renamed "Dues Structure".

It was moved to delete the outdated information in Chapter 3 and rename Chapter 3 as Dues Structure. It will be the first chapter of the Procedures Manual.

Motion: Colleen Winters

Second: Jim Schepke

The motion carries unanimously.

In the past there has been confusion regarding the difference between Bylaws and Procedures. It would be helpful if the OLA web site clearly designated Chapter 2 as Bylaws and Chapter 3 - 50 as Procedures.

There are nomenclature issues to be worked out and there may be further action from the Board. Rather than calling Chapter 3 – 50 a Procedures Manual, it may be more appropriate to call those chapters Board Policies. Further clean up may include sections such as Chapter 40, General Policy Statements.

Steve will pass the Board's comments on to Buzzy and ask Buzzy to give the Board a recommendation regarding how the Bylaws and Procedures Manual display on the web site.

State Librarian's Report

Ann Scheppke of Salem Public Library has volunteered to be the Editor of the Hotline. She is enthusiastic, has ideas for improvements to the Hotline, and wants to ask the Board for cooperation. She would like to make the Hotline more of a benefit of OLA membership.

Jim reported for the International Relations Round Table (IRRT) that a delegation of library directors from Fujian, our sister province in China, visited Oregon for two days. The IRRT hosted the directors in Portland. The group visited new library buildings including the Concordia University Library, Fort Vancouver Regional Library District (FVRL), and the Kenton branch of Multnomah County Library. One of the impressive innovations of FVRL is the lack of desks; staff rove and meet patrons at their point of need. Technology (Vocera) facilitates this service. The Early Learning Center serves children aged 0 – 5 and includes interactive exhibits, making the Library a destination for preschool children and their families. Day two of the visit included morning presentations from Caleb Tucker-Raymond (L-net), Terry Reese (the Oregon Digital Library Project), Karen Estlund (the Oregon Digital Newspaper Program), Doug Erickson (Oregon Poetic Voices), and others. Oregon's Chinese colleagues saw demonstrations of the innovative, cutting-edge programs happening in Oregon's public and academic libraries. The afternoon of day two included a meeting with library directors (Deb Carver from University of Oregon Libraries, Faye Chadwell from Oregon State University Libraries, Vailey Oehlke from Multnomah County Library, Connie Bennett from Eugene Public Library, and Nancy Hoover from the Shoen Library at Marylhurst University). The meeting with library directors was a highly interactive discussion of library management. IRRT did a great job managing the visit.

Jim reminded the Board of concerns about county law libraries. Ruth Metz conducted a study of Oregon county law libraries in 2010. The study documents the access to law libraries and the limited service that some counties provide. The study included recommendations for improvements. Each county collects filing fees and uses a portion of the fees to fund the county law library. The funding model is not adequate and results in a disparity of services. It is a poorly-designed system if the goal is a base level of access to legal information for every Oregonian. A bill (HB 2367) has been passed that

will collect the filing fees and will allocate funds to the Judicial Department. It will then be the responsibility of the Judicial Department to fund the 36 county law libraries for the next two years. The bill also requires a survey of county law libraries to determine the level of services provided. Rural libraries may still receive inadequate funding. Funding of all law libraries beyond two years is uncertain. Jim is urging OLA's Legislative Committee to get involved with this issue and Janet Webster intends to follow up on this at the next meeting of the Committee. OLA needs to take a leadership position on this issue. Ruth Metz's study recommends that county law libraries combine their money and provide a uniform level of service in all 36 counties. The options for doing so include creating Memorandums of Understanding between counties or having the Legislature pass a law that will make services equitable.

The Oregon State Library has been directed to participate in a workgroup on libraries and archives. This comes from Budget Note #1 that was included in SB 5521. The workgroup will consist of the State Library, the State Archives, the State of Oregon Law Library, and some external people. Jim shared the work plan document and says that by the end of the year a final report will be produced with recommendations for improvement. The Legislature has directed the group to consider consolidation. Recommendations will include some consolidation of services and collaborative work.

Proposed Library Students Round Table

Emily reported on the Library Students Round Table that Kate Schwab of Multnomah County Library would like to create. After the June Board meeting, Emily passed on to Kate the Board's feedback (concerns about the sustainability, duplication of support, and suggestions for gauging interest). Kate thanks the Board for the support and feedback provided. She intends to move forward with the creation of the Round Table and will report back to the Board at a later date.

Business Interest Group of Oregon (BIGOR) Round Table

A year ago the Board voted to suspend the BIGOR Round Table and inform the members that if there is no activity in the 12 months following suspension, the Round Table will be dissolved. Connie, with Kate McGann, was one of the founding members of BIGOR. Connie and Kate are recommending to the Board that the funds in BIGOR's account (about \$800) be transferred to the Scholarship fund rather than OLA's general fund. Rob suggests that at the next Board meeting the Board vote to allocate the funds to the Scholarship fund.

Connie reminds the Board that there is at least one other group that has been suspended for one year and the Board will need to take action to dissolve that group at the next meeting. Emily will find the groups that have been suspended and send the information to Robert for the next agenda.

Conference Planning Committee Reports

2012 Conference Budget & Report

Liisa reported on the annual conference, April 25 - 27 in Bend. The keynote speaker will be Robert Killen, Executive Director of the City Club of Central Oregon, presenting

“Building Dialogue in an Age of Demons”. The deadline for program proposals is October 7. A full committee meeting will take place September 9. There is still a need for a Fundraising Chair. The Fundraising Chair’s primary responsibility is to work with vendors to obtain sponsorships. The Program Chair is Camille Wood at Crook County Library.

Liisa shared a Draft Budget for the event. She noted that the Hotel and Conference Center Deposits have already been paid. The Technology fee is significantly less than the fee paid at the 2011 conference in Salem. The technology contract includes microphones, podiums, and ceiling mounted data projectors for every room. Notepads will be printed to advertise the joint OLA/WLA conference. It is expected that the program will have more local advertising than in past years. Bend is considered a resort destination and there will be an interest from businesses in advertising to invite visitors back. \$38,000 is budgeted for food because that amount is the minimum for the contract; the actual amount will probably be higher. The honoraria is low (\$3,000) because the keynote speaker is local and will not have travel or hotel expenses. A Banquet speaker has not been selected, but several options are being considered. Vendor space is exceptional and there will not be a conflict with WLA so vendor attendance is anticipated to be good. Lynne Mildenstein is working on a competitive bid for booths and tables. The Committee is hoping to get at least 415 attendees. The Board discussed the possibility of raising conference registration fees. It will be necessary to do so at some point due to inflation, but the Board feels that a significant increase should not be made this year. The Board asked Liisa to encourage the Planning Committee to consider a very modest increase in registration fees.

2013 OLA/WLA Conference

WLA will have a Board meeting in September and will consider the joint agreement at that meeting.

2014 Conference

Rob is continuing to work on finding a location and is considering several options.

Division Reports

Public Library Division (PLD)

The next meeting is September 16 and Ted Smith will be the new Chair. Conference planning is beginning. There was a very good response to the call for candidates for the election.

ACRL-Oregon

Anne-Marie Deitering will be the new President. The proposed Bylaws change has been sent to the membership and in three weeks results will address the procedure for vacancies. The fall conference will be in Washington State and the evening before the conference the Boards from both Oregon and Washington will meet. Some joint e-learning events may be planned.

Children's Services (CSD)

The new CSD Chair-Elect is Jane Corry from Multnomah County Library. The new Summer Reading Chair-Elect is Jessica Marie from Salem Public Library. There will be a Board meeting August 31. The fall workshop will be Saturday, October 15 at Monmouth Public Library.

OLA Hotline / Communications Committee Report

Ann Scheppke will be the new Hotline Editor. Ann came to the meeting in the afternoon and suggested new ways to use the Hotline. She suggested making announcements of librarians taking new roles in OLA or at Oregon libraries. This is an opportunity to present brief biographies. Ann plans to include more original content in the Hotline. Connie reminded everyone that it is possible to include photographs in the Hotline and the OLA Blog.

Silver Falls Retreat Report

The notes from the Retreat will be turned into an action plan at the next Board meeting. The main themes are the OASL/OLA merger, continuing the work of the Branding Task Force, and implementation of virtual collaboration software. New themes include engaging membership, engaging the larger library community, and formalizing the procedures for working with outside groups. In September the time frames for these themes will be put in place and individuals responsible for each item will be identified. Robert will take the themes discussed at the Retreat and flesh them out into actions.

There are three openings in critical Board positions. These are the Member-at-Large, Northwest Central Liaison, and Communications Committee Chair.

Farewells & Greetings

In his farewell remarks, Rob commented that serving as President has been an honor and pleasure and that it has been rewarding to be able to make a contribution to Oregon libraries. Rob said that whatever good things were achieved, it was because of the good will and skills of the people committed to OLA on the Board, the Conference Committee, the Branding Task Force, and the others who were willing to engage and contribute and make a difference. Rob said that the honor was in being a part of that. Rob also noted that he appreciated the opportunity to see Jim more often and that he intends to use Jim as his model for how to leave a legacy. Rob also commented that he treasured both his professional and personal friendship with departing Parliamentarian, Steve Skidmore.

Next Meeting

The next Board meeting will be September 30 in Hood River.

Action Items

Liisa will confirm with Shirley that that the ad in the last OLA Quarterly was billed and payment has been made.

Liisa will work with Shirley to determine the exact amount of conference related expenses.

All Board members should review the draft budget and look for items that may need to be adjusted. Changes should be communicated to Liisa, Shirley, or Robert by September 16 so that the final budget can be voted upon at the September 30 meeting.

Emily will suggest to Arlene that she put notes regarding how minutes should be written into a Secretary's style manual.

Emily will send the revised Secretary bylaws to Shirley to be posted online.

Steve will pass the Board's comments regarding the organization of the Bylaws and Procedures Manual on to Buzzy and ask Buzzy to give the Board a recommendation regarding how these items display on the web site.

Emily will find out which Round Tables have been suspended and send the information to Robert for the next agenda.

Liisa will tell the 2012 Planning Committee that the Board encourages the Committee to consider a very modest increase in conference registration fees.

Meeting adjourned at 1:52.