

OLA Executive Board Meeting

February 4, 2011

Siuslaw Library District

Florence, Oregon

10:00 am – 3:30 pm

Present: Rob Everett, Connie Anderson-Cohoon, Robert Hulshof-Schmidt, Garrett Trott, Jane Scott, Liisa Sjoblom, Janet Webster, Krist Obrist, Susan Bacina, Steve Skidmore, Philip Ratliff, Colleen Winters, Emily Papagni, Buzzy Nielsen, Shirley Roberts (phone), Lisa Todd (phone), Jim Scheppke (phone), Hannah Rempel (phone)

Welcome and Introductions

Rob called the meeting to order at 10:02.

Changes to the Agenda

None.

Approval of December 3, 2010 Minutes

Corrections were noted.

It was moved to approve the amended December 3 meeting minutes as corrected.

Motion: Robert Hulshof-Schmidt

Second: Connie Anderson-Cohoon

Motion carries unanimously.

OLA Legislative Day

Janet Webster, chair of the Library Development and Legislative Committee, attended the meeting in order to offer guidance and direction regarding legislative matters of the current session (February 1, 2011 – June 30, 2011). In December legislators met informally, in early January bills were drafted and submitted, and the Legislature reconvened on February 1.

On Legislative Day, February 7, new children's books will be on display in the Galleria of the State Capitol. Legislators will choose from the donated books on display and sign one book of their choice. Then the book will be sent to a library that the legislator selects. Nan Heim has personally delivered invitations to this event to the office of each legislator.

There will also be a panel discussion on county law libraries that are funded with court filing fees. A report on Oregon law libraries has been funded by an LSTA grant. The profile documents the current state of law libraries. Of 36 county law libraries, 19 have no staff and no services. 11 libraries have part-time staff. Only 6 have a dedicated library staff. This impacts judges, attorneys, litigants, and the public.

The panel will discuss the lack of equitable access to legal information. Speakers on the panel include the consultant for the report (Ruth Metz), two librarians from the Council

of County Law Libraries (Laura Orr and Martha Renick) and a State of Oregon Law Library librarian (Cathryn Bowie) who is working on some of the report recommendations.

The report has valuable information that librarians can use when speaking with legislators. It will be posted on the OLA web site.

An OLA Library Development and Legislation Committee (LDLC) meeting will take place in the afternoon.

The four issues that LDLC is currently monitoring closely include the Ready to Read grant, school libraries, county law libraries, and public records.

The Governor's proposed budget was released Tuesday, February 1st. SB 5521, the State Library's Budget, includes funding for the Ready to Read grant. The goal has been to increase the funding rate back to previous levels. This is the only grant that serves all children in the state. It has been severely reduced in the last biennium. The grant had been \$.94 per child and was reduced to \$.67 per child. The reduction has had a big impact on smaller libraries that rely on those funds for programming. The Governor's budget could bring the funding rate for Ready to Read back up to \$.94 per child.

The Governor is proposing to roll all funding targeted at early literacy into one Early Learning Council. Ready to Read funds could be moved from the State Library to the Early Learning Council's budget. Janet notes that funding of the Ready to Read grant recognizes the fact that libraries have a role in early childhood literacy.

Janet gave an overview of proposed library-related legislation.

Last year Representative Buckley led HB 2586 which requires school districts to plan for strong school library programs. This year OLA's Library Development and Legislation Committee has worked with Representative Buckley to draft HB 2649 which establishes a task force on school libraries to make recommendations for quality school libraries. This is an important step in recognizing the value and need for strong school libraries.

SB 560 Modifies the process for school district continuous improvement plans. Because it would modify the filing requirements for local school districts continuous improvement plans, work on quality school programs could be negatively impacted. OLA opposes SB 560.

HB 2367 allows counties with populations under 400,000 to offer law library services instead of operating a law library. There are concerns about how law library services might be provided if the bill is approved.

HB 2710 revises state court fees, including funding of county law libraries. A hearing will take place February 8, 2011.

SB 41 is a public records bill introduced at the request of Attorney General John Kroger. This is intended to address concerns from the public regarding access to information. The bill could impact exemptions of public records including patron library records.

SB 111 authorizes establishment of a statewide audio newspaper service for blind or print-disabled individuals. The bill was introduced by the Governor at the State Library's request. There is a need for a stable funding source for audio newspaper service. Until 3 years ago, print-disabled Oregonians had no way to read the Oregonian, The Register-Guard, and The Statesman Journal. Now the content of these newspapers is processed every night in text-to-speech software. The newspapers can now be accessed with a toll-free phone call or with a download of an MP3 file. The cost for this service is about \$35,000 per year and is currently paid for with donation funds from the Oregon State Library, The Oregon Commission for the Blind, and the National Federations for the Blind.

HB 2463 modifies the crime of failure to report child pornography by requiring computer technicians or photography processors to report findings of child pornography to law enforcement, National Center for Missing and Exploited Children, or local Department of Human Services office. The bill does not address libraries. The future of this bill is unclear, but OLA will continue to monitor it.

Janet reminded the Board that OLA has a legislative agenda that is reviewed every 2 years. The agenda areas of emphasis are intellectual freedom, lifelong learning and literacy, equitable access, and stewardship of public resources.

For librarians who cannot visit legislators in Salem, OLA has created a legislative alert page that makes it easy to send a legislator a message.

State Librarian's Report

Jim reported that the Governor's proposed budget restores the Ready to Read grant program to the funding level of the previous biennium. The funding of the grant is transferred to the Early Learning Council.

The budget includes a 6% reduction overall which will include significant cuts to Government Research Services and Talking Book and Braille Services. The materials budget will be cut, impacting licensed databases. The State Library will work with the Joint Ways and Means Committee to minimize the harm of the cuts. Jim noted that all agencies are taking cuts and the library is not being singled out. This is a difficult time for state government. The goal is to minimize the damage.

With the budget cuts to Talking Book and Braille Services it is especially critical to pass SB 111.

Treasurer's Report

Dues income is down from last year as had been expected. This is due to management of the HOLA scholarships. An increase in renewal rates is expected for the next few

months, especially July and August. There is no conference income because conference registration was just recently opened. Liisa gave an explanation of royalties and miscellaneous income received. Net income is over \$1600 and additional income from annual conference registrations is expected. Shirley noted that she had received almost \$1800 from OASL for joint membership.

Association Manager's Report

Shirley has completed OLA's 990 and 1099 forms. 1099 forms are sent to individuals who have contracted with OLA for costs such as speaker's fees. Notifications to the IRS are complete. Shirley has been working with the Past Presidents Round Table to create the OLA Just Say Yes survey which will gather data to be used in a conference presentation. Shirley also has worked with the Conference Committee to assist with forms and procedures. The call has gone out for photographs to update the banner on OLA's web site. Shirley discovered a major problem with the Memberclicks software. Members who renew and elect not to be a part of a group that they had previously selected may do so, but the cost is not deducted from the registration fee. A correction to the problem is in the works.

2011 Conference Report

Garrett reported on plans for the 2011 annual conference. Registrations have been received and the numbers look good for attendance projections. In order for pre-conferences to be self-sustaining, there must be a minimum attendance. Otherwise there is a cost to OLA for hosting the pre-conferences. A few pre-conferences have good registration numbers, but a couple need to increase registration. It is the responsibility of each pre-conference to publicize and generate registrations. Pre-conferences without adequate registration will be canceled. Early bird registration closes February 25, 2011.

Registration for showcases is open and closes February 14, 2011. The showcases were created for the 2008 OLA/WA joint conference as a means for libraries to highlight a library program. The Division or Round Table sponsoring a pre-conference is responsible for managing meals.

Technology costs (laptops, projectors, and microphones) are expensive. If libraries can loan equipment for the conference it would be appreciated and would provide a cost savings for OLA. Technology requests beyond the basics will not be covered by OLA, but will be billed to the individual program placing the request.

OLA Divisions and Round Tables that would like to hold a business meeting during the conference need to put in requests for a meeting space. Garrett will send Rob a schedule that lists times and places of meetings, awards, and other special events. Janet noted that on Wednesday, April 6, 2011 Legislative Afternoon is scheduled. It will include a walk-through tour of the Capitol. The OLA Executive Board will meet late afternoon on Wednesday, April 6, 2011.

2013 OLA/WLA Joint Conference

Connie reports that OLA has signed a contract with the Vancouver Hilton and has signed a smaller contract with the Red Lion which is booking OLA for overflow rooms. The Conference Committee is now working on the OLA/WLA joint conference agreement. The OLA Conference Committee is working with the WLA Executive Director, President, and others to finalize the agreement. The agreement is an update of the agreement between the two associations for the 2008 joint conference.

Pieces of the agreement that have been discussed include management and fees for pre-conferences, registration forms and record-keeping, and managing lodging, especially in terms of providing lodging for speakers. OLA and WLA will each have one member serving as conference coordinators, program coordinators, exhibits coordinators, and communications and publicity coordinators.

WLA now has an executive director, association management, and a paid program coordinator. The differences in the organization of the two associations impacts conference planning.

It is expected that WLA association staff will manage conference planning. The two groups are negotiating an administrative services fee to be included in the 2013 conference budget for planning and administration services. In order to complete the agreement, OLA needs to have a clear sense of the cost to the association for these services. OLA's Conference Committee will continue working with WLA to come to an agreement.

OLA's next August Retreat should include a discussion of the benefits of the joint conference and the impact on OLA's budget.

Robert reported that he is working on selecting a conference chair for the 2012 conference. The keynote speaker may have been selected.

Documents Interest Group (DIGOR) Bylaws

Steve presented the changes that DIGOR has requested be made to the group's bylaws. The changes include the elimination of the Treasurer position, enabling election of officers via email, and minor changes of wording and punctuation. DIGOR membership has approved the changes.

It was moved to accept the changes to the Documents Interest Group (DIGOR) bylaws sections (Chapter 18, Section 18.01 to 18.999999).

Motion: Connie Anderson-Cohoon

Second: Liisa Sjoblom

Motion carries unanimously.

Steve will send the revisions to Shirley.

Bylaws Revisions

Buzzy Nielsen has worked on combining the OLA constitution and bylaws into one document. The central purpose of the document is to lay out the structure of the organization. Buzzy merged the two documents and organized the combined document in the same way that the constitution had been organized.

There are few substantive changes. Buzzy answered many questions regarding changes such as the rolling year for membership, removal of dues from the bylaws, voting privileges, parliamentary authority, the impact of a possible merger of OLA and OASL, and presidential vacancies.

There was discussion of the revision which would change the requirement of 2 candidates for the positions of Vice-President/President-elect and Secretary to a requirement of up to 2 candidates. After discussion it was decided to retain the requirement of 2 candidates for each position in Section 2 and make a change to Section 4. The proposed change of Article VI, Section 4 will state, "Ballots shall be mailed or be made available by electronic means to each Active and Honorary Life member not later than 6 weeks after the Annual Meeting even if the Nominations Committee is unable to secure 2 candidates for each position".

It was moved to propose that the revised version of the bylaws amendments be voted upon by the general membership at the annual meeting in April.

Motion: Robert Hulshof-Schmidt

Second: Colleen Winters

Motion carries unanimously.

Steve will enter the numbers for each item in the proposed bylaws revision. Steve, Rob, Shirley, and Robert will receive copies of the final version of the proposed revisions of the bylaws.

Copies of the proposed changes need to be made available to OLA members at least 10 days prior to the annual conference at which the amendments will be voted upon. Due to the length of the document the proposed revisions will be sent to the membership 3 weeks prior, by March 16.

The Secretary Bylaws revisions will be discussed at the June meeting. Some Round Table bylaws are still in need of revision. Steve will send Rob something that he can send out to remind groups to review their bylaws.

Honors, Awards, Scholarships (HAS) Bylaws Revisions

Faye Chadwell, chair of the Honors, Awards, Scholarships Committee (HAS) has suggested some revisions to the criteria for OLA awards. Changes involve opening up the language and eliminating the requirement that Librarian of the Year candidates be employed in a library. A proposed change to the Distinguished Service Award inserts "library professional" in place of the requirement of employment in an Oregon library. A decision was made to strike the word "paid" from the language.

It was moved to accept the proposed changes to the criteria for OLA awards and insert the language “in Oregon as a library professional” for both the Librarian of the Year award and the Distinguished Service Award.

Motion: Connie Anderson-Cohoon

Second: Jane Scott

Motion carries unanimously.

Nominations Committee

Positions that are open this year are Secretary, Treasurer, and Vice-President/President-Elect. This year the committee is looking for a Vice-President/President Elect from a public library because the goal is to alternate with representatives from public and academic libraries every year. Connie has been working with Ed House and Maureen Cole to ask librarians to participate in the election.

At this point the committee has confirmed 1 candidate for Treasurer, 1 candidate for Secretary, and 2 candidates for Vice-President/President Elect. The committee will continue to search for 1 additional Treasurer candidate and 1 additional Secretary candidate.

Branding Task Force

Two proposals have been received in response to the RFP. The Branding Task Force recommends acceptance of the proposal from Thomas Osborne Design, Inc.

Shirley will outline how the contract should be awarded and composed. It needs to include the time period, expectations, final agreement, 1/3 payment to begin, 1/3 for conceptual plan, and 1/3 upon completion of the work.

The work will include the design of a logo and a usage guide for the logo. The logo design will consist of a versatile logo, secondary logo, and a tagline.

It was moved to accept the recommendation of the Branding Committee to execute a contract with Thomas Osborne Design, Inc.

Motion: Colleen Winters

Second: Jane Scott

Motion carries unanimously.

Virtual Collaborations Task Force

The Task Force sent a survey of conferencing software options to the OLA Executive Board and compiled the results. The results indicate that the most important functions of the software include stable and flexible audio, archiving, ease-of-use, and approximately 30 seats available per meeting. Training facility and polling tools were also requested. Video was rated very low in importance. The Task Force selected 6 conferencing software tools. The software tools are Adobe Connect, GoToMeeting, MegaMeeting, Netviewer, SightSpeed, and WebEx. The Task Force will test the software by March 24, 2011 and bring a recommendation to the Board.

Membership Committee Status

Rob announced that the chair, Steph Miller, needs to resign for health reasons.

Reference Round Table Status

Rob has recruited two librarians, Mary Kontny and Susan DeBoer, who will co-chair the Round Table. Rob will determine how the new leadership for the Round Table should be announced after a period of inactivity. Rob will also forward this information to Jane. Rob has instructed Mary and Susan to plan on attending the annual retreat and to prepare for the coming year.

Division / Committee / Round Table Reports

Support Staff Division (SSD)

Susan reports that barriers to involvement in OLA are still an issue. Susan Gilmont, Past SSD chair, will research the literature on barriers to involvement in other professional organizations and how to resolve the problem. Shirley noted that the survey put together by Past Presidents for the OLA conference session will include a question about barriers. Susan Bacina will send Susan Gilmont's report to the Board and will post the report on the SSD blog.

The SSD Vice-chair/Chair-elect had to resign and the group needs a replacement. There is also a need for an at-large member, preferably from a public library.

The process of pulling the 2011 SSD conference together is beginning.

The group's Facebook presence has been increased.

SSD is partnering with the State Library to choose the recipients for ALA's Registration Assistance Awards which will pay for one half of the candidate's registration fee for the Library Support Staff Certification program. This is funded by IMLS.

ACRL

A letter about Legislative Day was sent to membership with a template created specifically to reflect the perspective of academic libraries as well as the position paper provided by OLA. This information was also posted on the ACRL Blog.

Information about Snapshot day was posted on the ACRL Blog.

Advertising is being prepared for the OLA pre-conference, Managing Vendor Relationships. This pre-conference workshop is for anyone who manages or helps to manage a relationship with a library vendor and anyone interested in the relationship of software to libraries. Online NW will have 1/2 sheet flyers on their sign-up table on Friday, Feb. 11th. Individual emails are being sent to Acquisition and Technical Services Librarians as well as Academic and Special Library Directors. Traditional venues for advertising are being used as well. It is necessary to have 10 attendees to break even and ACRL hopes to have 20 - 30 attendees.

Planning is being done for a Wednesday evening social at the OLA conference that is provided by ACRL for membership as well as OLA pre-conference attendees. It is possible that this may not be financially feasible this year. A decision will be made at the end of February and will be dependent on whether or not there is an ACRL pre-conference.

A webcast will be provided to the membership of Embedded Librarians: Integrating Information Literacy Instruction at the Point of Need (April 26, 2011). University of Oregon will host the synchronous session and membership will receive a link to the archived copy. This is a bonus session that ACRL received for the package purchased in the Summer/Fall of the previous year. These e-learning packages are created by ACRL. In 2010 ACRL Oregon discontinued individual e-learning scholarships in favor of e-learning opportunities that could be accessed by the entire membership. This is still in the trial/evaluation phase, however most are pleased with the concept.

The group is investigating purchasing content from the ACRL Virtual Conference for the membership. The purchase would provide webcasts, slidecasts, and speaker handouts from the Virtual Conference which includes part of the in-person National Conference being held in March 2011 in Philadelphia.

The ACRL Oregon Handbook is currently on PB WIKI (there is no backup without a \$100.00 a year fee) and is migrating to a less expensive Google account. Google's sites work as a wiki. This really is a matter of housekeeping but is noteworthy because other Round Tables or Divisions might wish to use this methodology.

NW Central

The NW Central Advisory Group met in January.

The web site is functioning very well, and is ready to serve as a repository for handouts and presentations from the OLA conference in April. It would be best to coordinate this in advance with the OLA Conference Committee so that NW Central can provide appropriate information to presenters and attendees. This will work best if presenters are asked in advance to tag their title with "OLA 2011" (or whatever tag is selected), and attendees know where to look to find these resources.

NW Central is gearing up for more regular publicity. A publicity email was sent to Libs-OR and other mailing lists in the region in January and the group plans to send other publicity emails out every month or so.

NW Central would like to have a vendor table and a showcase display at the OLA conference. Lisa Todd has emailed Garrett Trott regarding this request and will follow up with him prior to the February 14 deadline.

Roberta Richards stepped down as NW Central Administrator last September, although she remains part of the Advisory Group. Leora Troper is now working as the

Administrator, although only for 3 -5 hours a week. This position is being funded by the remains of the budget left over from the PORTALS consortium, under the administration of Portland Community College.

The NW Central Advisory Group will meet again on February 24 and continue discussing how best to continue promoting NW Central. If there is any particular information which the OLA Board would like to convey to NW Central, feel free to email Lisa Todd and she will pass that information along at the upcoming meeting.

Action Items

Janet noted that the LSTA-funded report on Oregon law libraries has valuable information that librarians can use when speaking with legislators. Janet will post the report on the OLA web site.

Shirley will continue working on getting photographs of Oregon libraries for the OLA web site.

Garrett will send Rob a schedule that lists times and places of meetings, awards, and other special events at the annual conference.

Steve will send the revisions of the DIGOR bylaws to Shirley and Shirley will post the bylaws on the OLA web site.

Steve will enter the numbers for each item in the revisions of the Chapter 2 bylaws.

Steve, Rob, Shirley, and Robert will receive copies of the final version of the proposed revisions of the bylaws which the membership will be voting on at the annual conference. Copies of the proposed changes need to be made available to OLA members at least 10 days prior to the annual conference at which the amendments will be voted upon. Due to the length of the document the proposed revisions will be sent to the membership 3 weeks prior, by March 16.

Some Round Table bylaws are still in need of revision. Steve will send Rob something that he can send out to remind groups to review their bylaws.

Steve will send Shirley the changes to the HAS Bylaws Revisions.

Shirley will outline how the contract with Thomas Osborne Design, Inc. should be awarded and composed.

The Virtual Collaborations Task Force will test conferencing software by March 24 and bring a recommendation to the Board.

Rob will determine how the new leadership for the Reference Round Table should be announced after a period of inactivity. Rob will also forward this information to Jane.

Susan Bacina will send Susan Gilmont's report on barriers to involvement in professional organizations to the Board and will post the report on the SSD blog.

Colleen recently attended a virtual meeting that used software that was easy to access and use. She will find out the name of the software and send that information to the Virtual Collaboration Task Force.

Emily will send Robert additional information about virtual meeting software that the Virtual Collaboration Task Force may want to consider testing.

Next Meeting Wednesday April 6 – Salem Conference Center

Rob reminded everyone that the next Board meeting is Wednesday, April 6 at the Salem Conference Center at 4:00. The annual meeting of the membership will take place at lunch on Thursday, April 7.

The meeting adjourned at 3:05 p.m.