

## Minutes: August 27, 1999

Oregon Library Association  
Executive Board Meeting  
Portland State University Library

Attending: Voting members: Andrew Bonamici (Treasurer), Sara Charlton (President), Jill Heffner (Children's Division), Linda Johnson (Support Staff Division), Terry Ann Rohe (Vice President), Jackie Rose (OYAN), Nancy Spaulding (PNLA rep.), Jey Wann (Secretary), Colleen Winters (Public Library Division). Others: Colleen Bell (webmaster, Publications Committee), Connie Bennett (Legislative Network), Anne Christie (Resource Sharing Committee), Cindy Gibbons (Resource Sharing Committee), Leah Griffith (Conference Committee), Bonnie Hirsch (International Relations Round Table), Ed House (Parliamentarian), Jan Griffin (Support Staff Division vice-chair), Mary Norman (Intellectual Freedom Committee), Carol Reich (Secretary-elect)

Charlton called the meeting to order at 10:05.

Moved and seconded to approve the minutes of the May and August meetings. PASSED

Charlton said she is getting ready to turn things over to Rohe (and get some rest!). Sue Plaisance (Public Relations Committee) has been working hard on the State Fair booth; there are only two slots left to fill. This may be something OLA wants to do every year.

VISION 2010. Rohe distributed the request for input to the Vision 2010 Committee, which was also distributed at the conference in April. The Committee is still looking for input. Please send ideas by email (as opposed to fax or snail mail). The Committee, with the help of a consultant, will be doing an environmental scan of the region. They will hold retreats: one in Portland, Nov. 1-2, and another, possibly Jan. or Feb. 2000, in Corvallis. Would OLA contribute toward travel and expenses for these? The new board will discuss this at the September meeting.

2000 CONFERENCE. Griffith said Hayden hasn't signed the contract with the Sheraton yet, but it looks like he will have everything worked out, and OLA should get the meetings rooms at no charge. Charlton

asked if it was o.k. to proceed with Seaside for the 2001 conference. Griffith said we really need to get conference site details nailed down as early as possible. Charlton will get something signed for Seaside.

PNLA REPORT. Spaulding said that 240 people attended the annual conference in Calgary. The Montana Library Association will hold a joint conference with PNLA in 2002.

Spaulding wasn't able to attend the PNLA conference this year. She asked if the fund thus not expended could be carried forward to the new fiscal year to off-set the PNLA expenses for OYAN and CSD. Moved and seconded.

House said that, while there wasn't anything wrong with the idea, we should probably see end-of-the-year financial reports before deciding. This issue was postponed until the September meeting.

INTERNATIONAL RELATIONS ROUND TABLE. Hirsch distributed a proposal for an OLA/Fujian Library Society exchange. This would build on Ernest Perez's visit to China, and subsequent visit of two librarians from the Fujian Provincial Library to Oregon last year. IRRT hopes this program could be used as a model for exchange programs with other countries.

The sponsoring association would choose the participant(s) and pay for air fair. The hosting association would arrange for a host institution, and pay for or arrange lodging, meals, local transportation, a stipend, and insurance.

Charlton asked if OLA would need insurance or a bond. Bonamici said we only have a bond for the Treasurer. Would we need liability insurance? Or could participants sign a "hold harmless" agreement? Hirsch will check with Jim Scheppke to see what the State Library did when the Chinese librarians visited. Hirsch suggested waiting until the September board meeting for final approval.

Griffith asked what part of the OLA budget the money would come from. Hirsch said that for the first year, it would be from the general budget. For the second year, IRRT is considering charging a fee for membership, and looking for funding from other sources.

Rose asked why the proposal is for one OLA person to visit China, but for two Fujian people to visit Oregon. Probably because the Chinese feel that they have more to learn from the U.S. than vice versa.

Moved and seconded to continue working on the exchange program. House asked if the motion just gives permission to continue working on the project, but not to spend any money. Yes, that's correct. PASSED.

TREASURER'S REPORT. Bonamici said he hasn't closed the budget out for 1998-99 yet, but will have by the September board meeting. He distributed the 7/31/99 budget report. He still needs more information on conference revenue from OLA units; he has the expenditure information, but not revenue information. Pre-conference revenues haven't been distributed back to sponsoring units yet. Bonamici will contact Sue Kopp to figure out the number of paying participants at the pre-conferences. Since the conference was so profitable, Bonamici doesn't think the additional conference items are going to change the bottom line much.

Rohe asked why dues are still so much lower than anticipated. Bonamici said that, in spite of the rolling membership year, most renewals are still in August and September, so it should catch up soon.

Griffin suggested developing a financial form for the Conference Committee to give to the Treasurer. Bonamici said he'd like to attend more conference planning meetings.

Bonamici said he still hasn't investigated the web-page and Hotline budget discrepancy (see minutes of previous meetings). Bell said she thinks it's because the Hotline didn't cease paper publication until December. The mailing costs were high the last three months of paper publications because there weren't enough to qualify for bulk mailing. Bonamici will check on this and discuss with McCulley's.

WEBSITE RFP. At the board meeting at the OLA retreat (and by subsequent email vote), we decided to offer a \$2,500 honorarium for a new website editor. Bell distributed this proposal by email. There have been no applicants so far. The deadline is Sept. 15.

Bell said that most of the web work now is routine maintenance. She emailed some suggestions, questions, and concerns to the board prior to the meeting. The important points:

1. Does the web editor still really need to be an OLA member?  
Could this function be included in a management services contract?
2. Could the Publications Committee oversee web development?

3. Could the OLA website begin to accept financial transactions, such as credit-card payments for membership renewal or conference registration? Our current ISP offers a secure server. Bonamici said this also has a management services component, since the information on those transactions would need to go to the management services organization. Charlton said the McCulley's contract expires next week. She hasn't talked to them about the possibility of having any responsibility for the web site.

Rohe said that, before making any decisions, we need to wait & see if an OLA member will apply for the honorarium. Additional duties can always be added to the management services contract later if needed. Many people expressed some hesitance about the McCulley's ability to handle web maintenance.

Wann said that we need to deal with the management services issues, which the board has been discussing for years. Bell said we need to re-evaluate what we need from a management services firm.

Bonamici said we need to decide about extending the contract. Charlton said the new contract with the McCulley's is a \$10 per month increase.

Bell & Charlton said we need to investigate the possibility of an executive director. Rose asked if changing the dues structure, as we discussed at the retreat, would help. Charlton said it probably wouldn't provide enough extra money for an executive director.

Rohe said we need a committee to work on the management services & executive director issues - The Executive Services Review Committee. House, Charlton, and Bonamici will be members. Other possible members: Bonnie Allen, Donetta Sheffold. Moved and seconded to extend the McCulley's contract for six months. PASSED.

RESOURCE SHARING COMMITTEE. Christie and Gibbons distributed the Committee's draft action plan. It is based on input from selected members of the Oregon library community. They would like to know if they're going in the direction the Board wants them to go.

Gibbons said we should consider what endeavors are worthwhile, and what activities are appropriate for the Committee. Christie said some of the goals would take more than one year. We went through the action plan and deleted a few items that have been done or are already being done (an email offers list for Oregon libraries; identifying potential

databases for statewide licenses). The main categories of the plan are: (1) Monitor, evaluate and assess Oregon's current resource sharing programs; (2) Initiate projects and new programs to facilitate resource sharing; (3) Establish a clearinghouse of information on resource sharing in Oregon; (4) Communicate, report and publicize resource sharing; and (5) Monitor resource sharing in other states. The Committee will work to fine-tune this document. Charlton suggested putting it in the Hotline once it's complete.

**SLOGANS.** Charlton distributed the list of slogans submitted for OLA to use on bumper stickers (or the infamous window Klingons). We eliminated the ones we didn't like as well as others, and after having a lot of fun with our favorites, voted to accept "Cross-training for your mind. The library", which was submitted by Pam Ells of Cedar Mill Library.

Moved and seconded to award Ells free registration to the 2000 OLA conference. **PASSED.**

**PUBLIC LIBRARY DIVISION.** Winters said they are working on conference planning, and also have a committee that is updating the public library standards.

PLD is wondering if it's possible for a division to reimburse libraries for the time their staff spends on PLD work. House said the by-laws don't address this issue; each unit usually decides for itself. The by-laws cover travel reimbursement only, but don't say that it's not allowed to reimburse other charges. Rose wondered if we could issue a statement encouraging libraries to allow or encourage their staff to participate in OLA. This may not be the role of the organization. Another suggestion is to send letters acknowledging the work of individuals to their library directors and/or supervisors (SSD does this). The consensus of the board was that we shouldn't reimburse libraries for staff member's time.

House will draft a reimbursement procedure, working with Bonamici, for the next board meeting. They will look at revising the by-laws to expand reimbursement to items other than travel.

**SUPPORT STAFF DIVISION.** Johnson said the conference in Eugene had over 200 people attend. The 2000 conference will be July 14 in Bend. SSD held a planning retreat last week to come up with a five-year plan. Among the goals is convening a summit of west-coast library support staff organizations.

SSD now has 109 members - the first time membership has topped 100. Last Friday, SSD held an open house for members and interested other. The next SSD executive board meeting is Oct. 15 in Eugene.

**INTELLECTUAL FREEDOM COMMITTEE.** The Intellectual Freedom Toolkit is under construction for publication on the web.

The OCA has filed a petition that would ban materials sanctioning homosexuality from school and community college libraries. IF would like to have a "decline to sign" rally regarding this initiative during Banned Books Week, although they may not have time to organize it.

**PUBLICATIONS COMMITTEE.** Bell said Pam North, the new Hotline editor, will start with the Sept. 15 issue. The Hotline list is not a self-managing list, but we could get the use of majordomo software, which is self-managing, for \$5 per month. Rohe will put this in the budget. The majordomo would just be for the Hotline list; units would have to pay their own fee if they wanted to have a majordomo list with our ISP. If we ended up having lots of discussion lists, we should look at changing our account or our ISP. We can investigate having lists archived if we feel we need it.

The fall issue of the Quarterly is ready to go to press. The winter issue will be on staff development, edited by Anne Van Sickle. The spring and summer issues are up for grabs. The ad coordinator for the Quarterly resigned, so the committee is trying to get another one.

The Committee will probably do an RFP for graphic production of the Quarterly this fall.

**CONFERENCE COMMITTEE.** Griffith distributed a budget for the 2000 conference. They are planning on approximately \$12,000 profit. There will be seven to nine break-out session at each time slot. She asked units to be sure that their presenters are good speakers, and that they will speak on the topic as described in the program. The Committee wants to make the conference more attractive to academic and special libraries and to support staff.

Board members and candidates for office will have ribbons on their name tags.

Rose asked about the applications for program proposals. Griffith said they went out by email, and will also be on the web site.

NEW COMMITTEE MEMBERS. Rohe distributed the list of new committee members. Griffith said the Conference Committee needs someone to do public relations. (Secretary's note: We didn't vote on the committee members. Were we supposed to?)

PASSING OF THE GAVEL. Charlton thanked the board for all their work in the past year, and passed the president's gavel to Rohe. Rohe presented Charlton with a plaque acknowledging her work and leadership as OLA president.

Rohe adjourned the meeting. A reception with excellent food followed!

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