

Minutes: Sept. 24, 1999

Oregon Library Association
Executive Board Meeting
Salem Public Library

Present: VOTING MEMBERS: Ruth Allen (OYAN), Connie Bennett (Public Library Division), Andrew Bonamici (Treasurer), Deb Carver (ALA Rep), Sara Charlton (Past President), Diedre Conkling (Member at Large), Jan Griffin (Support Staff Division), Jill Heffner (Children's Division), Jey Wann (Secretary, substituting for Carol Reich), Terry Rohe (President), Nancy Spaulding (PNLA rep), Anne Van Sickle (Vice-President). **OTHERS:** Bonnie Hirsch (International Relations Round Table), Ed House (Parliamentarian), Elizabeth Mannarino (Reference Round Table), Mary Norman (Intellectual Freedom Committee), Carolyn Schell (Public Library Division Vice-Chair). Rohe called the meeting to order at 10:12. Rohe said she had proxy for Jim Scheppke (State Librarian)

MINUTES OF THE PREVIOUS MEETING. Moved and seconded to approve the minutes of the August meeting. PASSED.

TREASURER'S REPORT. Bonamici distributed the year-end financial report. He is still waiting for the final distribution of pre-conference revenue, and will distribute an amended financial statement when he gets it. There won't be an effect on the bottom line, but individual lines will change. Bonamici said that John McCulley pointed out that the membership income is still below the target. Bonamici hopes there will be more renewals in the next month or so. Carver asked if there are any special plans for the equity balance. Rohe said yes, that is in her draft budget proposal. We have more money in the balance than last year. Bonamici said he'll have the pre-conference revenue done before the next Board meeting. Rohe pointed out that the conference was profitable because we spent less, not because we made more than in previous years.

PRESIDENT'S REPORT. Rohe said the Public Library Association would like it have its 2004 conference in Seattle, Feb. 25-28. How does OLA react? Last time PLA was considering coming to the Pacific Northwest was for their 2002 conference, which OLA and the

Washington Library Association felt would have conflicted with their joint conference. Charlton said this is good timing, because we haven't chosen the site for the 2004 OLA conference yet. Bennett said it's better because PLA is earlier in the year than OLA usually is. The consensus of the Board is that it's fine for PLA to be in Seattle in 2004.

The McCulley's contract has been extended for six months (through Feb. 2000). The 2000 conference contract is still not signed. Jim Hayden said there are some small details missing. The Sheraton will send the revised contract to Rohe, who will sign it if the details have been fixed. Rohe distributed the list of committee members, with the new members noted. Moved and seconded to accept the list. PASSED. Rohe distributed her draft budget proposal and explained the format of the spreadsheet. The biggest income anomaly is dues income, which is low even though we have more members now than last year. Bonamici said it will be informative to see what happens with renewals in the next month. The proposed budget moves some money from savings (equity balance) because the 2000 conference won't be as profitable as the 1999. The budget for affiliations is the same as last year. There is some discrepancy with the PNLA/OEMA part; Spaulding will talk to Bonamici, and Bonamici will talk to McCulley. On the Association Management line, there's no money budgeted for the Hotline, as it's all electronic now, but the McCulley's contract rate is higher. House asked if the Association Management line included looking at the possibility of an executive director. Rohe said no, we'll wait until the Board approves the idea. Conference-related cost are higher because the Portland conference will be more expensive. Executive Board costs are higher because the retreat will probably be a little more expensive. Other: Rohe removed the "Seed Roundtable" amount because it was so small. The Web and Hotline have been separated. The web part includes an additional \$120 for a self-managed list, but the over-all cost of the internet service provider decreased. The International Relations Roundtable line is at \$0 because we haven't discussed it yet. Committees: there is more money for Honors, Awards and Scholarships because of the possibility of a matching-funds minority scholarship. Intellectual Freedom Committee includes \$1,000 for a conference speaker. The Membership Committee includes money for a gift for members when they join or renew. Vision 2010: Is \$1,000 enough? Carver said she doesn't know what the retreat costs will be. She will get more information to Rohe later. Rohe said she thought the Committee was supposed to have \$500 per year. Carver said yes, so \$1,500 would be good. Bonamici said this doesn't reflect the \$20,000 State Library grant for consulting. Rohe will transfer more money from savings to balance \$1,500 for Vision 2010. Re: gifts for members. Conkling asked

if there would be a check-off on the renewal form for those who don't want the gift (which will probably be a key-ring). It's probably less work just to send them to all. We discussed whether there's a limit on the amount of money we can have in reserve. Evidently not, but there has been discussion in the past about setting a limit so that the money will be re-invested in the library field. Rohe will inquire about what amount is reasonable for a non-profit. Rohe will post a revised budget proposal on the web.

AD HOC EXECUTIVE SERVICES REVIEW COMMITTEE.

Charlton said the Committee (Charlton, House, Bonamici and Bonnie Allen) met and brain-stormed a list of possible duties for an executive director. They think it would require about 20 hours per week. It would be preferable to have the executive director work on contract rather than as an employee of OLA. The Committee has come up with a possible budget, and is contacting other state library associations regarding whether or not they have an executive director, and, if they do, how much they pay. The Committee could have the job description for the next Board meeting, and have an executive director hired by next June. Bonamici said that this could be the answer for getting more from management services, although there are other alternatives than having an executive director. House said the person would not be a decision-maker, and that the bookkeeping would be done elsewhere (i.e., McCulley's, etc.). Bennett asked which bookkeeping duties would remain with the McCulley's. Bonamici said that if the McCulley's could just stop dealing with membership stuff, it would cut down their time for OLA by 60 per cent. Charlton asked if the Board wants the committee to continue. Moved and seconded for them to do so. Wann asked if some of the executive director duties are ones that OLA is already paying someone to do. Charlton said yes. Van Sickle said she'd like to see the job description and budget at the next Executive Board meeting. Rohe asked at what point duties could move into the executive director position. At the end of the Hotline and Web contracts. Bonamici said that other duties would include being a liaison with OSL for the OLA archives, and grant-writing or coordinating. Other issues: would OLA have to buy any equipment? Rohe said she will look at the tax laws, as we don't want the person to end up as an employee of OLA. It will be important that the executive director have a separate phone line for OLA business only. Griffin asked if the bookkeeping will be RFPed as well. Charlton said that will be decided later. The motion PASSED.

PNLA REPORT. Spaulding said there is a new PNLA Quarterly

editor, and the Quarterly now has a contract with UnCover. The board will have a working retreat in October. The 2000 conference will be a joint conference with the British Columbia Library Association.

WEBSITE. Rohe (reporting for Bell) said that Kathryn Constant is the new web editor. She works at the Sylvania campus of Portland Community College, and is in the Emporia MLS program. The transition to the new editor will take place in October. There were 15 applicants for the position, including one from Sheffield, England.

POLITICAL ACTION COMMITTEE. Norman said that a goal from the August retreat was to defeat the OCA initiative. Having the PAC (People for Oregon Libraries) re-vitalized would help the Intellectual Freedom Community. The PAC currently has little money, as most was spent supporting candidates in the last election. There have already been some preliminary inquiries from future candidates. Money given to the PAC is not tax deductible. Nan Heim is considering an open house at her new office in Portland. The December Library Director's meeting might be a good opportunity. What's the best way to get the word out, since we can't use libs-or? The Hotline; also, there used to be PAC auction at the conference. There was discussion regarding how much political work OLA can do. House said using the Hotline is O.K. Could we also use the web page? Rohe will ask Heim to write an article for the Hotline, and also ask about linking to Heim's web site. There is a committee that runs the PAC. House will talk to Heim about having a auction at the conference. Ruth Allen will ask LINCC about doing a PAC promotion at the LINCC conference.

CHILDREN'S DIVISION. Heffner said the new Children's Division web editor is Rachel Mendez. The Summer Reading Committee met last week. Art work proposals ranged from \$12,000-\$19,000. The committee threw out the lowest and highest bids. The theme will be Ticket to Tomorrow, which is also Wisconsin's theme. The Wisconsin Library Association's artist only charged \$500; WLA owns the art work, and is willing to share. Angela Reynolds (Summer Reading chair) is working on this issue. Summer Reading may revert to hiring an artist and having a separate person do the printing. Summer reading information is on the Children's Division web site. The fall workshop will be November 6. Tom Birdseye will speak on past Caldecott winners and their competition. Children's Division is planning an all-day pre-conference at the OLA conference, with author-illustrator Molly Bang. Heffner distributed a memo from the Metropolitan Group. Rohe and Bonamici signed the contract with Metro after the August

board meeting. Heffner isn't sure if anyone in the Children's Division had actually seen it; Steven Engelfried may have. Metro is billing up to \$150/hour for some of their services. The contract says the spending cap is \$18,000, not \$10,000 as per the previous Board minutes. They have already spent \$5,000. Heffner asked the Board for guidance. There was considerable discussion. Many felt that Metro is not dealing fairly with OLA. Others were concerned that pulling out now would mean that the \$5,000 already spent is completely wasted. There was confusion over where the \$18,000 amount came from, and whether anyone had in fact read and approved the contract before it went to Rohe to sign. Heffner called Engelfried and Donna Zehner during the lunch break. Engelfried wasn't available. Zehner said she hadn't seen the contract until last week, and didn't think Engelfried had seen it before then either. She said the \$18,000 figure was from the previous report Metro had done from Children's Division (paid for from an OSL grant). Zehner said that the minutes of the May 2 meeting should be changed; it was Curtis Keiffer in Corvallis who was going to check with his city attorney about the contract, not Zehner. Part of the problem seems to be that OLA doesn't have a good procedure in place for dealing with contracts. Bonamici said the Executive Director Task Force is working on this. Hirsch suggested sending Metro a written summary of every conversation with them. Rohe suggested adding another check-in point at \$8,000. Heffner will get the committee together to discuss whether they want to go beyond the \$5,000. Rohe said it's o.k. to do that without Board approval.

OYAN. Allen said OYAN is submitting its conference proposals: Hot Teen Reads, and a teen panel on what teens want from libraries.

PUBLIC LIBRARY DIVISION. Bennett introduced Carolyn Schell, vice-chair of the Division. PLD's conference activities: a half-day pre-conference, the Public Library dinner, and four sessions, including Dave Frohnmeyer, speaking on library confidentiality. PLD shows a negative balance, but Bennett thinks that's an accounting error. A subcommittee is working on revising the public library standards. They are looking at other state's standards. Griffith asked who approves the standards? PLD does.

SUPPORT STAFF DIVISION. Griffin said the SSD Membership Committee is working on increasing membership, hoping to be able to triple it in five years. The 2000 SSD conference theme will be "From Vision to Action." SSD is proposing a full-day pre-conference on library security, and will probably be co-sponsoring an author talk

session with the Oregon Authors Committee. They are also planning some non-session activity, such as an internet suite or a graffiti board.

CONFERENCE COMMITTEE. Griffith said everything is going well, except that the contract hasn't been signed yet.

INTELLECTUAL FREEDOM COMMITTEE. Norman said the Committee met Monday to discuss how to carry out its goals from the retreat. They will be taking another look at OLA's position paper and internet access, and probably will compose a new draft. The Committee will do another internet survey. MaryKay Dahlgreen of the OSL Intellectual Freedom Clearinghouse would like more questions incorporated, and wonders if some libraries aren't reporting internet challenges to the Clearinghouse. Would it be useful to break the survey down by service area size? They will include academic libraries this time. The Committee is submitting five programs for the conference: A pre-conference on writing a policy on patron confidentiality, with Mary Ginnane from the State Library; "Intellectual Free: Alternative Voices in the Profession"; "Bookstore Politics in the Age of Mergers"; and building diverse collections. They also have another proposal: Leslie Newman, author of *Heather Has Two Mommies*. OYAN, CSD, PLD will co-sponsor, and it will cost \$2,700 or less. The Committee is looking for private donations to help with the cost; if there aren't enough, would OLA be willing to contribute? Moved and seconded for OLA to contribute up to \$1,500 of reserve money for this session if needed. Griffith asked if we were setting a precedent by doing this. House said the Conference Committee doesn't underwrite anything. Conkling suggested dealing with such requests on a case-by-case basis. Norman said some OLA units have no way of raising money, but are responsible for conference programs, so they should be able to come to the Executive Board for financing. The motion PASSED. The Intellectual Freedom Toolkit is on the web at <http://www.olaweb.org/iftoolkit/>. The supporting material isn't linked yet, but it will be.

LIBRARY DEVELOPMENT & LEGISLATION. Charlton said the Committee will meet in October. She complimented Heffner for the ground-breaking things CSD is doing with Metropolitan Group, and Sue Plaisance for the OLA booth at the State Fair.

PUBLIC RELATIONS. Rohe (reporting for Plaisance) said the OLA/OEMA booth at the fair was successful. It included a "Wheel of Fortune" that children could spin for prizes, and a eight-foot banner. They got positive comments from visitors, and only a few "Dr. Laura"

questions. The Committee is ordering the "clingy" signs. There will be an OLA presence at the Association of Oregon Counties and League of Oregon Cities conferences.

PUBLICATIONS COMMITTEE. Rohe (reporting for Bell) distributed information on what OLA spends on communications. **VISION 2010.** Carver said she met with the consultant in July. The Committee has begun to collect vision statements from OLA units, and is working on the environmental scan of the whole state. They are looking at where we are now in terms of libraries, services, staff, and money, and what the profession as a whole will be facing in 2010. There will be two retreats, to discuss and formulate a vision, and formulate goals and objectives for OLA. The environmental scans are due in early January. The retreats will be in late January. The vision statement draft will be completed in February and distributed for feedback, and the final draft will be presented at the conference. Carver will send another email asking for input from units.

INTERNATIONAL RELATIONS ROUND TABLE. Hirsch said they are proposing a conference session of a panel of librarians who have worked abroad. They are proposing a simulation-game pre-conference called Pamoja, which shows how cultures develop and share information. The Fujian Library Association is interested in continuing the exchange program with Oregon, and would like to have Chinese librarians come to Oregon next year rather than the year after. It is more expensive to host the exchange than to travel to the other country. To make it less expensive, there could be only one Chinese librarian rather than two, a sponsoring library, and OLA could pay \$1,200 towards the host library's expenses. Pre-conference revenue could also go towards this. Hirsch is still checking, but it looks like OLA would not need additional insurance. Rohe asked if the reduced cost was mostly because of the sponsoring library's responsibilities. Yes. Rohe said this is also a two-year commitment, because OLA would have to send someone to China the following year. House asked how this overlaps with what OSL and Multnomah County Library are doing. Hirsch said that that program ends next year, and is between OSL and the Fujian Provincial Library. This exchange would be between the two library associations. House asked if OLA can get any of the money that OSL has used. Hirsch said the Multnomah County money is from a foundation, not from OSL, but the exchange is in conjunction with OSL. Rohe read comments from Jim Schepke. He supports the concept, but isn't sure about the price, and would like to see IRRT look at alternate, creative funding sources. Hirsch said IRRT doesn't want to

depend on OLA for funds, but would need money if they are going to start the exchange now. Rohe asked why efforts are being concentrated on China. Hirsch said it's because there's already an existing exchange, but IRRT would also like to establish exchanges with South America and Europe. What is the schedule? Hirsch said that, when OLA was going to send someone to China, it would have been in the summer or fall, but she doesn't know the specific timeline for a Chinese librarian coming here. Rohe said we will table this issue until the next meeting. She will leave a blank line in the budget for the exchange.

REFERENCE ROUND TABLE. Mandarino said they are planning a half-day genealogy pre-conference. Other conference programs are in limbo.

SOCIAL RESPONSIBILITY ROUND TABLE. Conkling said there is an interest in keeping the round table going. She is working on a conference session idea on library services to the poor and homeless.

OTHER. Wann asked what the chances of any individual pre-conference being approved is, since there are so many proposals. Griffith said no one is guaranteed a pre-conference, but she thinks most will fit O.K. House asked if anyone had any "Dr. Laura" picketers last Saturday. Nobody knows of any.

Meeting adjourned at 2:00.