

Oregon State Library
BOARD OF TRUSTEES MEETING
March 20, 2015
Salem Public Library, Salem

Board members present: Ebonee Bell, Aletha Bonebrake, Sam Hall, Susan Hathaway-Marxer, Leslie Hicks, Ann Malkin, Jennie Tucker.

Guests present: Vicki Jorgensen, Department of Administrative Services; Jessica Knieling, Department of Administrative Services.

Staff present: MaryKay Dahlgreen, Margie Harrison, Shawn Range, Jessica Rondema, Meagan Button, Dave Hegeman, Jennifer Maurer, Luis Navarrete, Heather Pitts.

Chair Aletha Bonebrake called the meeting to order at 9:07 a.m.

APPROVAL OF MINUTES

Bell moved to approve the minutes from the February 13, 2015, Board meeting. Tucker seconded. The motion passed unanimously.

REPORTS OF BOARD CHAIR AND TRUSTEES

Bonebrake reviewed the minutes from the Executive Committee Meeting on February 27, 2015.

Hall gave an update on the meeting about the public role of the State Library with regard to historical and cultural materials. The group agreed that the Envisioning Oregon report of 2009 created a good foundation for setting priorities, under the leadership of the State Historic Records Advisory Board (SHRAB). SHRAB is a governor-appointed board overseen by the state archivist. The next steps involve making plans to link knowledge and access to collections. The State Library will schedule another meeting for this group in the spring.

Library Support and Development Services is hosting a Digital Collections Summit on March 20th, which is being facilitated by consultant Danielle Plumer. The historic community has a large amount of overlap. The Institute of Museum and Library Services (IMLS) has increased its focus on funding digitization projects. The Envisioning Oregon report was paid for with Library Services and Technology Act funding, though IMLS. In addition, the Digital Public Library of America is looking for digital hubs, which are organizations that can serve as hubs for digitization. This united effort may assist in getting state funds from the legislature to fund this initiative. Dahlgreen's goal is for the partners to present legislation during the next legislative session regarding these valuable resources.

As the State Library, we need to understand our role to the public in terms of historical and cultural collections. Determining our role should help to solve the larger issue and allow the groups to make larger decisions.

Hicks reported that the Independence Public Library expressed its thanks to the State Library Board for the Ready to Read grant funds for the summer reading program, which is funding a part-time bilingual position.

Hathaway-Marxer gave an update on the Multnomah County Commissioners, the transfer of assets, and liability insurance.

Malkin reported on the successful events of Deschutes Public Library's Author!Author! literary series, which recently hosted Ann Patchett. The library is also having its twelfth community-wide reading program: A Novel Idea...Read Together. It may be the largest community reading program in Oregon.

Bell reported that Multnomah County Library's Everybody Reads guest Mitchell Jackson was very well received, reaching a different group of people than previous speakers. He also visited the Donald E. Long Detention Center.

Bonebrake reported that the Irrigon Public Library, part of the Oregon Trail Library District, just opened after a long struggle with building code issues between the library and the attached city hall building. Bonebrake praised director Marsha Richmond for seeing this through.

Libraries of Eastern Oregon (LEO) participants met with representatives from large foundations in Hood River with the idea to fund civic improvement. They are interested in the economic benefits that come from the presence of a library.

Our budget hearing at the Legislature was successful, including Dahlgreen's presentation and Bonebrake's testimony.

Bonebrake shared the Governor's Quarterly Report with the Board. There were no further comments. Bonebrake will submit this report.

The Board needs another member on the subcommittee to look at the Talking Book and Braille Endowment Fund. Hathaway-Marxer is currently in the group. Tucker expressed interest and was appointed to the subcommittee. Westin will bring this group together.

REPORTS OF THE STATE LIBRARIAN AND STAFF

Dahlgreen gave the State Librarian's report, highlighting aspects of the budget and our quarterly performance report. These statistics are based on our key performance measures. As we implement our strategic plan, we will revamp the way we measure our progress.

Our 2015-2017 Affirmative Action Plan was approved by the Governor's Office of Diversity and Inclusion. Rondema was instrumental in assuring our plan was updated and submitted.

Every year, the Institute of Museum and Library Services creates a compilation of public library statistics that we receive from every public library in the state to send to IMLS. They have begun to separate the report by state, in addition to long term analyses. Visits to Oregon public libraries are down slightly, as it is difficult to measure online visits, virtual transactions, and wireless sessions.

Overall, our public library statistic levels are very high, as Oregon is an incredibly active library state. This is in part due to the work of previous State Librarian Jim Schepke.

Dahlgreen presented the State Library's budget to the Legislature on March 2nd and had interesting discussions with legislators. On March 3rd, Dahlgreen presented the State Library's

strategic plan, which was followed by public testimony. Members of the Oregon Library Association (OLA) Abigail Elder, Candice Watkins, and Janet Webster each gave very substantive testimony. Talking Books patron Christy Joachim gave a valuable testimony as well.

House Bill 2479, Reading for Success, is moving onto either the Education Subcommittee or the General Government subcommittee of the Joint Ways and Means Committee. OLA is promoting \$1 per child, which is an increase from the amount in our agency request budget. They will be creating informational materials for OLA Legislative Day on April 29th.

Answerland is moving from Multnomah County Library to the Oregon State Library by July. We are not able to use our current staff for the position that this service will require. The position is LSTA-funded. The process of adding a new librarian position to our agency has begun. Dahlgreen has submitted our request to the Legislative Fiscal Office, the Governor's Office, and our Policy Advisor. We also need to get a new hosted software solution. There were a few complications with the Request for Proposal (RFP). We will eventually want to look at cost sharing from other libraries.

Our staff are working on division priorities with regard to our strategic plan. The managers are also working with Jessica Knieling from the Department of Administrative Services to create a new performance management system. This involves ongoing conversations with staff regarding performance, rather than an annual review that is a single event. Dahlgreen is hoping to have the state librarian evaluation mirror the staff's performance review format.

Our Web Services Librarian position was open for two weeks in early March and is now closed. This position was vacated two years ago, but we were unable to fill it due to a hiring freeze and changes within the agency. We have a good number of qualified applicants.

The Douglas County Library System has been told to cut another 25% from its budget. They need to determine how to no longer operate using general funds in three years. They may try to create a library district.

Division Reports

Meagan Button of Talking Book and Braille Library gave a presentation on BARD (Braille Audio Reader Download). By logging into BARD, you can download audio books onto your own device.

Dave Hegeman of Government Information and Library Services presented the new Oregon State Library catalog through SirsiDynix. We migrated to a new Integrated Library System (ILS) with Chemeketa Cooperative Regional Library Service (CCRLS). This catalog can also access our photograph collection, many of which are digitized.

Jennifer Maurer of Library Support and Development Services gave a presentation on Oregon School Library Standards. A committee of members from the Oregon Association of School Libraries (OASL), a division of OLA, developed these standards a few years ago, which were approved and adopted by OASL, the Board, and finally the Oregon State Board of Education.

Luis Navarrete from the Information Technology group of the Operations Division presented *21 Things*, which is a staff training event put on by the Professional Development Committee at the State Library. Staff who participated learned about social media including Facebook, Twitter, and blogs.

OPEN FORUM

No one was present to comment.

PUBLIC HEARING ON PROPOSED CHANGES TO OAR 543

Bonebrake opened the public hearing on proposed changes to OAR 543-010-0034 at 1:07 pm. She explained that a report will be prepared and made available from the agency. There was no one present who wished to speak on this topic. The hearing was adjourned at 1:08 pm.

NEW BUSINESS

PROPOSED CHANGES TO OAR 543

The change to OAR 543-010-0034 will not specify the hours that the State Library is open, leaving it up to the State Librarian's discretion. This provides us with flexibility. A concerned citizen originally brought this issue to the Board's attention and a temporary rule was filed in October. We are now making the rule permanent. Our current open hours are listed on our website and in our brochures.

Hall moved that the Board authorize adoption of the proposed changes to OAR 543-010-0034. Malkin seconded. The motion passed unanimously.

LIBRARIES OF OREGON REPORT

Dahlgreen gave a brief history of the purpose of the *Libraries of Oregon* website. Serving the unserved (those without government-funded library services) and underserved (those with too few resources to effectively serve their population) has always been a focus of the Oregon State Library and the Board of Trustees. The State Library Board has been spending LSTA money on efforts to serve the unserved and underserved for many years. Jim Scheppke, the previous State Librarian, with Sam Hall and past State Library Board member Sue Burkholder, put together a task force to look for a way to provide at least some level of service for all Oregonians.

One result of this task force was the creation of a competitive grant program for the libraries that are contiguous with unserved communities. The other result was allowing Oregonians to use some of the resources that are paid for with federal funds. There was concern, however, about providing resources to those people who do not pay taxes for library service.

The idea was to create a website that would provide access to universal services that the State Library provides, but also to help Oregonians locate a local library. We worked with Oregon State University Libraries to create the *Libraries of Oregon* website.

The three services available on the *Libraries of Oregon* website are to help people find a library, allow them to view digital books and images through various digitization projects, and enable

them to do research. There was also an idea to provide information to people visiting the website about strategies for promoting tax-supported library service, but this has not happened yet.

The *Libraries of Oregon* website also connects people to Answerland virtual reference service and the Library Passport Program from the Oregon Library Association.

The Board needs to decide how to move forward with this project, answering questions about whether to provide more funding for this or how to expand it. There is also the question of whether services should be offered statewide or at the local level? Should this program have state and/or federal support? This website could be used for a portal which would connect historic and cultural collections in the state. The audience and the scope of this program need to be determined.

Hathaway-Marxer moved that the State Library Board reaffirm its commitment to the *Libraries of Oregon* website. Tucker seconded. The motion passed unanimously.

STATE LIBRARIAN EVALUATION PROCESS

Vicki Jorgensen, our Human Resources manager from the Department of Administrative Services (DAS), and Jessica Knieling from the policy side of DAS Human Resources joined the Board at the table. Knieling has been working with the State Library managers on a performance management system and management coaching. The State Librarian's evaluation should follow the same performance management system as the staff. The current process for Dahlgreen's evaluation is cumbersome and time-consuming.

The new performance management system emphasizes ongoing conversations with staff to be sure that employee performance moves the State Library forward. The result of these ongoing status discussions will be a summary to be compiled at the time of the evaluation.

The State Librarian's evaluation should be a model for staff. As the leader of the State Library, Dahlgreen's goals should line up with the agency's objectives.

The new State Librarian evaluation process needs to include the actual requirements in the DAS policy on agency head evaluations, including the need for an annual, written appraisal. The intention behind the policy is to clearly communicate intentions and have forward-looking conversations, rather than taking a retrospective look at performance, which is less useful.

Numerical scores are not as effective as a constructive conversation about what success looks like and how we contribute to moving the State Library forward.

The first part of the evaluation will look at how Dahlgreen is moving the agency forward, while the second portion will evaluate how she functions within and outside of the organization. The Board felt that receiving feedback from stakeholders is valuable. Gathering outside feedback about the State Library's progress toward certain goals or its demonstration of core values will be useful.

Jorgensen and Knieling will work with a Board subcommittee consisting of Hicks, Malkin, and Hathaway-Marxer. Jorgensen will organize the meetings. The subcommittee has agreed to bring a draft of the new State Librarian evaluation process to the June Board meeting.

BOARD ROLE IN STRATEGIC PLAN

Bonebrake and Hall worked with the notes from the brainstorming session at the Board's February meeting on the Board's role in the Oregon State Library's strategic plan. They added language, definitions, and developed action items and timelines for the Board to review.

There are roles for the Board Chair, the State Librarian, the vice-chair, Executive Committee, and the Executive Assistant. The Board was pleased with the thoroughness of the document. Hall volunteered to be the Executive Committee representative to create and facilitate one of the quizzes for Board members to take. The second quiz will be administered and completed in order for it to be discussed at the August Board meeting.

Dahlgreen will begin to post a brief summary of the events of Board meetings to Libs-or. Staff will create additional brochures and business cards. We will also print more strategic plan pamphlets for Board members to distribute.

The Board discussed the idea of having a shared space to post documents, such as Google Docs.

The Board members are all members of OLA through our agency membership. Some members have their own individual memberships.

The Board also discussed creating a talking points card for easy reference. They will also plan to attend two local library board meetings per year in each person's geographic area.

Board members are also encouraged to participate in library legislative day activities. OLA Library Legislative Day will be held on April 29th. Bonebrake will add some language to this spreadsheet encouraging interaction with local legislators and policy makers as often as possible.

NOMINATING COMMITTEE

At the June meeting, the Board will elect a new chair. Bell and Hathaway-Marxer will comprise the nominating committee.

PLANS FOR THE NEXT MEETING

The next Board meeting will be held on April 15th at the Eugene Hilton & Conference Center in Eugene from 1:00 to 3:00 pm in conjunction with the 2015 Oregon Library Association Conference.

Candace Watkins, President of OLA, will give an update to the State Library Board. Dahlgreen will give a progress report on strategic plan. The Board will also vote on new Government Information and Library Services Advisory Council members. Dahlgreen will also give an update on the situation in Douglas County.

The Board approved the agenda for the April 15, 2015 meeting.

Rondema can make appointments for the Board members if they want to visit legislators during OLA Legislative Day, April 29th. Please let Rondema know if you plan to attend. Legislators want visits to be by constituents.

The meeting adjourned at 3:07 p.m.

ACTION ITEMS

- Dahlgreen will send the Board members a link to the 2009 Envisioning Oregon Report.
- Dahlgreen will look into the use of LSTA grants for Oregon Battle of the Books (OBOB) in the past.
- Dahlgreen will mention to Library Support staff that the duplicate entry for La Grande Library in the Library Directory is misleading.
- Dahlgreen will collect data and statistics about the usage of Libraries of Oregon. She will incorporate this into her report at the April meeting.
- Dahlgreen will look into the situation in Douglas County to give an update at the next meeting; specifically, how much we have spent on unserved and underserved.
- Dahlgreen will send a link to the Board members so they can sign up for the Libs-or mailing list.
- Bonebrake will add language to the Board Role spreadsheet encouraging interaction with local legislators and policy makers as often as possible.
- Bonebrake will revise the Board Role spreadsheet and resend it to the Board.
- Board members please let Rondema know if you plan to attend OLA Legislative Day on April 29 and would like her to make an appointment with your legislator.