

Oregon State Library
BOARD OF TRUSTEES MEETING
June 19, 2015
Beaverton City Library, Beaverton

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

Guests present: None.

Staff present: MaryKay Dahlgreen, Margie Harrison, Shawn Range, Jessica Rondema, Susan Westin.

Chair Aletha Bonebrake called the meeting to order at 10:45 am.

APPROVAL OF MINUTES

Tucker moved to approve the minutes from the April 15, 2015, Board meeting. Malkin seconded. The motion passed unanimously. Bonebrake complimented Rondema on creating tactful and comprehensive minutes.

REPORTS OF BOARD CHAIR AND TRUSTEES

Executive Committee Report

Only one board member was present for the scheduled Executive Committee meeting. In lieu of minutes, the Board packet contained a document explaining that the Executive Committee may meet between Board meetings, but is not required to meet.

Nominating Committee Report

The Nominating Committee spoke with Ann Malkin about being nominated for Vice Chair and Aletha Bonebrake about continuing as Chair. This is the slate of candidates they presented. Tucker made a motion to accept the slate of Malkin and Bonebrake. Hicks seconded. The motion passed unanimously.

Other Board Reports

Bonebrake reported that our newest poet laureate, Peter Sears, visited Baker City and was very well-received.

Tucker is participating in a planning time for advanced end of life care. The team planned a workshop at La Grande that was incredibly well attended.

Hicks is excited about the start of summer reading. She also reported that Monmouth Public Library now has a seed library for people to check out seeds.

Malkin reported that Piper Kerman, author of *Orange is the New Black*, was the most recent author featured at Deschutes Public Library Foundation's Author! Author! series. There was a panel discussion with prison authorities as well as Kerman. This is the third year of the Author! Author! series, which has been improving every year.

Hall reported that Salem Public Library Administrator BJ Toewe as accelerated her retirement date to July 10th. The library is planning to hire a replacement immediately, but there is currently no Salem City Manager. Hall also reported that the Library Advisory Board has a new chair with proactive ideas about promotion and marketing. The Book Mobile is going to Saturday Markets in order to sign people up for library cards and serve as a billboard. Opening the library on Sunday afternoons may be added into the budget.

Bell reported that Multnomah County Library's fiscal budget 2015-2016 passed. Her office will be returning to their original building on NE Russell Street.

Hathaway-Marxer arrived at 11:09 am.

Hathaway-Marxer gave a report about Multnomah County Library's involvement in the summer free lunch program, along with many additional partners.

REPORTS OF THE STATE LIBRARIAN AND STAFF

Activities Since the Last Meeting

As we approach the end of the biennium, we are making final purchases.

Our quarterly performance report has not changed significantly. We are looking to develop a few new key performance measures to present to the legislature for the next session.

Dahlgreen talked about the Talking Book and Braille Library donor board, which will be placed on a blank wall above the Talking Books front desk. It will contain Plexiglas pieces with donor's names on them, placed in a patchwork pattern. Robin Speer has been working with the vendor to design this very affordable donor board.

Hall brought up the topic of legislation regarding the Talking Books Endowment fund. He asked if a future board can undo what a previous board has decided about issues such as whether or not to touch the principle. There is a workgroup being put together to discuss the endowment, looking at the intentions of the fund and bringing recommendations to the Board. Hall was also added to the group being put together by Joel Henderson and Susan Westin in Talking Books. Tucker will be part of this group as well.

Our budget bill, SB 5519, was passed and signed by the Governor, giving us a full two years of funding. It also authorizes us to have an Answerland position. Our State Library Specialist 1 position will continue to be funded with donation funds for one more year, before being fund-shifted next year to be paid from general fund.

The Government Services staff are determining which electronic resources to purchase with savings earned from no longer renting Tier 5 or the Reference Room.

The Willamette Valley Genealogy Society has moved to the Salem Public Library. Dahlgreen mentioned what phenomenal work the Government Services staff did to accomplish this large task.

We will be determining if there is a way to integrate this room back into our library services. It costs about \$50,000 per biennium. We plan to have discussions about the use of this room with some of our partners.

The Government Services staff have worked hard to vacate Tier 5 and have weeded a large amount of materials. We have made about \$600 from state surplus for our discarded collections.

House Bill 3523, the reorganization bill, has been passed by the Legislature and signed by the Governor. It passed by a larger margin in the House than the Senate. It will go into effect in January 2016.

There has been no movement on House Bill 2479, the Reading for Success bill. The budget for Ready to Read is part of our budget bill.

House Bills 2650 and 2602 deal with Summer Libraries, Learning, and Lunch. We have been cooperating with Oregon Ask on this project which aims to keep school libraries open when summer lunch is occurring (in Woodburn, Salem, and Eugene). This bill requested state funds for this program. Early in the session there was a misunderstanding that the money would come out of Ready to read, which is incorrect. The Speaker of the House wanted to fund only one of these. An amendment was proposed that would create a workgroup to work on a plan over the summer that would combine the two bills.

Answerland statewide virtual reference service is moving to the State Library, although it took longer than anticipated. We are hiring a temporary staff person for the interim. Robin Speer and Darci Hanning have been helping with the transition. Cindy Gibbon from Multnomah County Library has been very helpful during this transition as well.

Harrison, manager of Government Information and Library Services, has hired a new Web Services Librarian, Claire Bolyard, who comes very highly recommended. She previously had a contract working with the State of Oregon Law Library.

Harrison has also opened a State Library Specialist 2, Digitization Specialist position. There is no MLS requirement for this position.

Dahlgreen recently attended a meeting of the Western Council of State Libraries in Bismarck, North Dakota. These meetings include a day of continuing education followed by a half-day business meeting. Our Youth Services Consultant, Katie Anderson, gave a virtual presentation to the group about Early Learning activities and collaborative projects. During the business meeting, the group had a very interesting discussion about national statistics and the idea that the Institute of Museum and Library Services (IMLS) should convene a data summit.

Dahlgreen was invited to a convening of state librarians, public librarians, and some partner agencies at the Los Angeles Public Library on June 2nd. The topic was building community and working with other communities. There are some very interesting partnerships at the national level.

Dahlgreen mentioned the recent project with Jessica Knieling through Enterprise Human Resource Services. Knieling helped us with our performance management process and coaching with the managers. She now works as the head of Human Resources for the Department of Corrections.

On May 5th, Dahlgreen attended American Library Association's National Library Legislative Day with several members of the Oregon Library Association. Rondema scheduled appointments for the members to meet with legislators or their staff. The group brought a handout about LSTA funds and another about school libraries. Dahlgreen then attended COSLA's business meeting. The organization is promoting state libraries and working with other organizations. It is also involved with ALA and net neutrality.

Operational Progress Update

Dahlgreen will present a written progress report on our Operational Plan progress at the August meeting. The Build Awareness of the State Library group is beginning to work on the reputation audit. Two groups have decided to work together in order to avoid sending too many surveys or holding too many focus groups. The Partnerships group has developed a partnership list. Even though timelines have been pushed back, there has been good progress moving through the operational plan.

OPEN FORUM

No one was present to speak at the open forum.

NEW BUSINESS

RECOMMENDATION OF THE LIBRARY SERVICES AND TECHNOLOGY ACT ADVISORY COUNCIL

Hall moved to approve the recommendation of the Library Services and Technology Act Advisory Council to add the following two products to the LearningExpress contract: Job and Career Accelerator and Computer and Internet Basics. Hicks seconded the motion.

A document was distributed to the Board members containing summaries of the 2014 LSTA Competitive Grants including the project name, summary, highlights, and issues. The Board appreciated this summary report and would like to continue seeing it, before the Board meetings.

We are currently spending down the 2014 LSTA monies. We will wait until grants are completed before determining what to do with the remaining \$37,000.

The Board discussed the idea of a discretionary fund. This can be discussed in October when the Board discusses the new grant guidelines.

In addition to the base package of LearningExpress Library, the LSTA Advisory Council is requesting the Job and Career Accelerator and Computer and Internet Basics. The civil service test resources are incredibly valuable. They are also useful for people's continuing education in order to remain licensed. This resource should be promoted at the point of need.

We need to have broad conversations with the library community about our programs and services. The General Government Subcommittee of the Joint Ways and Means Committee has also requested a timeline and deliverables from Dahlgreen.

Dahlgreen has agreed to create a list of the important conversations for the Board to have. She will give this list to Bonebrake.

Motion passed unanimously.

RECOMMENDATIONS OF THE TALKING BOOK AND BRAILLE LIBRARY ADVISORY COUNCIL

Westin reviewed the Talking Book and Braille Library Annual Donation Expenditure Plan for 2015-2016. The plan shows that the estimated costs for core services is no longer included for FY 2016/2017, because the State Library Specialist 1 position will be funded again with general fund.

We are doing a summer reading program for the first time and there are more participants than we anticipated. Dahlgreen recognized Erich Pepler's good work on the summer reading program. We are also looking into library cards for students.

Tucker moved to approve the recommendations of the Talking Book and Braille Library Advisory Council to accept the Annual Donation Expenditure Plan for 2015-2016. Malkin seconded. The motion passed unanimously.

HB3523 IMPLEMENTATION

House bill 3523 was presented to us in April of this year and it was passed by the legislature and signed by the Governor. The Board is required to adopt administrative rules, which need to be in place by January when the law takes effect.

We need to be sure we follow the appropriate process with advisory groups, board oversight, and public hearings. Westin will be the project manager for this project. There will be a large amount of participation from State Library Staff, the Board, and the library community.

Dahlgreen went through the timeline for administrative rulemaking that Westin has created.

We need to create advisory committees for input. Dahlgreen and Harrison will be putting together groups with staff, other agency libraries, other agencies, and members of the Board. These meetings will discuss the language and substance of the rule, fiscal impact for state agencies, local governments, the public, and small businesses. These meetings will take place during July, August, and September. Hopefully drafts will be completed by the end of October.

Drafts will be distributed, notices will be sent to interested parties, and announcements will be posted of public hearings.

Dahlgreen will serve as the point person for defining reasonable access to the State Library and its resources, as well as defining State Library resources and reference services. Harrison will serve as the point person for establishing processes and procedures related to state agency use of the library, selecting and purchasing statewide subscriptions, and certifying state agency libraries that are maintained separate from the State Library. The goal of this is to reduce duplication and using our resources wisely.

If the Reading for Success bill passes, we will need to change the existing Ready to Read Administrative Rule.

Julie Yamaka from the Secretary of State's office is also on our Government Information and Library Services and she can serve as a resource for Administrative Rule creation.

The House Bill also mentions the State Reference Coordinating Council. A leader has not been identified for this group. Dahlgreen will be contacting her colleagues at the Archives and the Law Library.

Dahlgreen will talk with Judge Kemp from the Governor's Office about which category on the Board to fill our upcoming Board vacancy. We may recommend a state agency employee.

STATE LIBRARIAN PERFORMANCE MANAGEMENT PROCESS

Jessica Knieling helped us create a new performance management process, which allows us to monitor performance while engaging the staff in working toward the strategic imperatives. This is a circular process in which each employee participates in planning, goal setting, and identifying how the goals relate to the strategic imperatives.

We are beginning with the planning portion of the process. Managers and employees will have discussions throughout the year. At the end of the year, a staff member will do a self-evaluation, in addition to a 360 evaluation from a few people that the employee works with. These will also be tied to our core values.

Dahlgreen is proposing to follow this same process for her evaluation by the Board. Feedback and discussions about plans for the upcoming year would be very valuable. This review will still incorporate feedback from the library community and the State Library staff.

The Board discussed whether or not conducting a performance review of the State Librarian is still a responsibility of the Board. Because Dahlgreen will be governor-appointed, there may be another process to follow. Dahlgreen will find out how other governor-appointed agency heads are evaluated. She will add this information and her plan to the August Board packet.

BOARD SELF EVALUATION

Bonebrake reviewed the document of the Board roles. Some of these roles and responsibilities are already incorporated in the current work of the State Library. Bonebrake asked the Board members to look over this document, noting the individual responsibilities, and make notes or email Bonebrake any thoughts. It is important for the Board to relate their roles to the strategic imperatives.

Hall will assist Bonebrake with adjusting the timelines. This updated document will be included in the August packet.

Bonebrake went over the results of the Board Self Evaluation. There were many good scores of "Agree" and "Strongly Agree" in response to whether or not the Board is fulfilling its duties. The Board went over the questions that had an answer of "Not Sure." There were no additional comments in the survey.

PLANS FOR THE NEXT MEETING

The next Board meeting is scheduled for August 21, 2015 at the Downtown Bend Library.

The Board decided to hold the October 16th meeting at the State Library in Salem, rather than the Portland Community College South Campus.

The December Board meeting that was previously scheduled for December 10th and 11th is now scheduled for December 3rd and 4th. The first day will most likely be hearings for Oregon Revised Statutes.

The meeting adjourned at 2:34 p.m.

ACTION ITEMS

- The Board will discuss the idea of a discretionary fund in October when the Board discusses the new grant guidelines.
- Dahlgreen will create a list of the important conversations for the Board to have and give to Bonebrake.
- Dahlgreen will look into who evaluates governor-appointed agency directors. She will include this information with a plan in the next Board packet.
- Board members will look over the document of Board roles and make notes or email Bonebrake any thoughts. Hall will work with Bonebrake to adjust the timeline.