

Oregon State Library
BOARD OF TRUSTEES MEETING
June 20, 2014
Monroe Community Library, Monroe

Board members present: Ebonee Bell, Aletha Bonebrake, Sam Hall, Susan Hathaway-Marxer, Ismoon Hunter-Morton, Ray Miao.

Guests present: None.

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

Chair Aletha Bonebrake called the meeting to order at 10:02 a.m.

APPROVAL OF MINUTES

Hathaway-Marxer moved to approve the minutes from the April 16, 2014, Board meeting. Miao seconded. The motion passed unanimously.

REPORTS OF BOARD CHAIR AND TRUSTEES

Executive Committee Report

Board members reviewed this report in the agenda packets.

Nominating Committee Report

Hall, Bell, and Miao recommend that the current officers continue for the year. **Hall moved that Bonebrake continue as Chair and Hathaway-Marxer continue as Vice Chair. Miao seconded. Motion passed unanimously.**

Budget Committee Report

Shawn Range reported that we received our second year of funding for the biennium. We have also submitted our legislative concept for the changes to the Ready to Read Grant program. As soon as we receive the draft from the legislative counsel, we will have 72 hours to pay the invoice and respond to the draft with any changes. This part of the budget process concerns statute changes, relating to the Reading for Success program. Range handed out a document illustrating our proposed changes for our key performance measures. These measures will focus more on outcomes rather than outputs. Some of the measures that we are proposing to remove will still be tracked internally.

At the Board Budget Committee meeting, the group discussed a few different policy option packages. We can only ask for 20% over our current service level, which is the amount we received last year, plus inflation. The first policy option package is a request to fund the TBABS SLS1 position with general funds. About one third of the 20% would go toward funding the SLS1. If this position is funded with general fund in our adopted budget, it will remain funded by general fund. The second policy option package is a request to move dollars from GRS to Library Administration for the three IT positions. Legislative Fiscal Office wanted to see this shift reflected in a policy option package rather than simply moving the IT positions in the base

budget and moving all Services and Supplies in a technical adjustment package. The changes associated with the new Reading for Success program are the third policy option package. These include raising the minimum grant from \$1,000 to \$1,200 and including teens ages 15- 17. This would reduce the amount per child to 85 cents, as opposed to 94 cents per child.

The Governor's Recommended Budget will be released in December. After we submit our budget request in August, the Governor's staff will work with the Governor to decide what to include in his recommended budget. That will be presented to the Legislature during the 2015 Session and they will adopt the final budget.

Our highest priority policy option package is the funding of the SLS1 position. Miao asked what will happen if the Legislature decides not to fund the SLS1 position. Range explained that there is money to continue the position for only one more year. Westin responded that they would need to look at services and reprioritize duties. Certain current functions may need to cease.

Dahlgreen and Westin have discussed and agreed to use donations funds to continue to fund the position through the end of the biennium, even though it will draw the funds down very low. We have until June of next year to see if we will receive the funds.

Hunter-Morton moved to approve the Oregon State Library budget. Bell seconded. The motion passed with an abstention from Miao and an abstention from Hall.

Other Board Reports

Miao reported that the Deschutes Public Library Foundation has been bringing in many non-fiction authors for their events. The foundation is finally in the black in terms of money. These topical, non-fiction authors tend to bring in larger audiences than the fiction authors.

Bell reported that Sharon Draper was phenomenal and the event at Multnomah County Library was very successful. The Foundation was pleased. Bell also talked about her new additional job duty of visiting teens in jail. She wants to bring local authors to visit them as well. The teachers have noted that the kids have started reading on their own since she has been visiting. There is a potential for a lot of positive change.

Hunter-Morton has a new supervisor, Ariel Yang, at the Forest Grove City Library, who previously managed a library in Queens. The Cascade AIDS project, an Oregon Heritage grant-funded program, is beginning to digitize its collection. Hunter-Morton has been transcribing many oral histories.

Bonebrake reported that she has been down to Salem twice since the last Board meeting. She and Dahlgreen attended a board training put on by the Department of Administrative Services. It was a very informative training about administrative excellence and managing boards. It also introduced them to resources that are available. Bonebrake also visited Salem to attend the E-Board subcommittee hearing. Dahlgreen and Bonebrake will be meeting with Senator Betsy Johnson in the near future to discuss the changes that have been made at the State Library to date.

Hall reported that the Salem Public Library Foundation has raised the money to renovate the children's room. However, the project is on hold because the city council is considering an idea to turn the library building into a police station, moving the library elsewhere. The current police

station building is too small and is not seismically sound. On Monday, the city council will decide whether to invest time and money to study this option. Salem Public Library's music program went very well, and they are planning for another year.

Hathaway-Marxer reported that Vailey Oehlke, the director of Multnomah County Libraries, was elected to be the next president of the Public Library Association, a division of the American Library Association. There was a large district meeting on Monday in Multnomah County. The voters have approved of the new district, making Multnomah County Libraries independent of the county. There are a number of difficult issues including liability issues regarding the transfer of physical assets.

REPORTS OF THE STATE LIBRARIAN

Activities Since the Last Meeting

The expenditures to date appear on page 23 of the agenda packet. The numbers appear different than usual, because this was before we received our second year of funding for the biennium. The next budget report will show two years of funding.

The quarterly performance report shows that Library Development's amounts are leveling out. TBABS has fewer volumes added, which is a result of promoting digital downloads. In GRS and TBABS, we are trying to determine how to use volunteers most effectively. In GRS, the amount of outreach and training presentations should be higher in the future. We will no longer be handling the Oregon.gov search box, so this measurement will not apply. We are still involved in the eGovernment process, but we will not be administering the search engine.

Harrison reported that we have a subscription to LibGuides, which is an out-of-the-box content management system that is easy to use, and we are working with agencies to develop resource pages. So far, it has not been tracked the same way as the formal outreach sessions. GRS will begin to track these activities, to be sure that their efforts are reflected in these statistics.

Miao asked if there is a way to track the value or outcome of the training. Harrison answered that we can survey the state employees to see if they have increased their use of resources after training or outreach.

Hunter-Morton wonders if there is a way to measure instruction, which is part of outreach.

GRS Advisory Council member Dan Postrel is the communications person at the Department of Forestry. He has been asked to be the State Library user on the Legislative Work Group. The other two people who have been appointed so far are Janet Webster from OLA and Eugene Newbill from SEIU. Dahlgreen has been regularly checking in with John Borden about the work group. There is no new information to report.

Dahlgreen attended ALA's National Library Legislative Day with members from OLA, including Sara Charlton, Jane Corry, Abigail Elder, Susan Stone, and Candice Watkins. The group met with legislative aides, in addition to with Representative Bonamici herself. Dahlgreen publicly thanked Rondema for scheduling these meetings, which can be difficult. The event went very smoothly. The group brought packets of information to distribute about how we use our LSTA funds in Oregon.

The Emergency Board meeting occurred on May 30th, following the Subcommittee on General Government hearing on May 29th. Dahlgreen shared a number of activities that the State Library has accomplished. She also spoke with Speaker of the House Representative Kotek and Representative Buckley, who is a co-chair of the subcommittee, prior to these meetings. They were both very receptive to the information Dahlgreen conveyed. Dahlgreen also shared the information with Representative Nathanson. At the hearing on May 30th, Representative Nathanson acknowledged the progress being made by the State Library. Three senators voted against restoring the second year of our budget.

The Board Executive Committee met after the E-Board Subcommittee Meeting and agreed to move forward with the strategic plan. We anticipate working on this parallel to the Legislative Work Group, since they will be looking at statutes and broader issues.

Oregon Humanities is not able to take on the Center for the Book. Dahlgreen is planning to work with Susan Westin and Katie Anderson to convene a meeting of literary organizations including Literary Arts, Oregon Humanities, and the Oregon Arts Commission, to look at the tasks, rather than the entire program. She will also talk with John Cole, director for the Center of the Book in the Library of Congress. Dahlgreen hopes to bring information back to the Board from this meeting with the literary organizations, for either the August or October meeting.

Dahlgreen is planning to attend the National Book Festival this year at the end of August. She is hoping to take Ferol Weyand, Consulting Assistant in Library Development, or Susan Westin.

On the second floor of the library is the Oregon Index, contained in the card catalog area. This was created by librarians at the State Library and around the state. It indexes information in newspapers and books about Oregon from the early part of the century until the 1980s. The biographical portion has already been digitized by Ancenstry.com. We are working with the Department of Revenue to digitize the index cards using a high-speed check scanner. Alice LaViolette spearheaded this project and arranged the opportunity. There will be no cost to us. Revenue's check scanners are not constantly in use, and they can use this opportunity to train their own staff on how to use the scanners. What would have taken about 120 days will now take about 80 hours. We are looking at a variety of ways to make the images accessible and searchable. This is a good example of interagency cooperation.

Until recently, the Oregon State Library was in a consortium with Willamette University and State of Oregon Law Library (SOLL) for our integrated library system (ILS). However, Orbis Cascade is now only serving academic libraries. Last year, SOLL selected EOS as their ILS. Since we were no longer associated with either Willamette or the Law Library we extended the existing license with III (Millenium), which will expire in October. Harrison has been working with John Goodyear of Chemeketa Cooperative Regional Library Service (CCRLS). They have put out an RFP and have selected SirsiDynix, on the basis of cost and features. Harrison has been working with Goodyear to investigate the idea of OSL joining the contract with SirsiDynix, and is also working with SOLL to look into the possibility of joining with them using EOS.

Dahlgreen has asked Kevin Barclay from Deschutes Public Library and Darci Hanning from the Oregon State Library to create an Answerland task group. The group will talk to library directors about the concept of Answerland and virtual reference. It is currently unsustainable at \$300,000 a year. It has been difficult to find a fiscal agent, since there has been no business model. Hanning

and Barclay will investigate options for providing and paying for statewide reference cooperative reference. They will provide Dahlgreen with options for her to bring to the Board discussion.

Hunter-Morton asked if there is a way to have two tiers of virtual reference, where there are lists of questions that others can answer as well as participate in live chat. Dahlgreen said that Answerland encompasses this in its software.

Arlene Weible and John Russell are putting together a group to look at the Digital Collections Report that was created last summer by Danielle Plumer using LSTA funds. They will be working with libraries from around the state to look at spending LSTA funds on digitization. Geoff Wexler of the Oregon Historical Society is convening a meeting to talk about digitization across institutions within the state with regard to prioritization and standardization.

Hunter-Morton asked if we connect to digital public library at the national level. Dahlgreen said that this is something we need to investigate.

Dahlgreen had the honor of attending Hermiston Public Library's 100th year anniversary celebration. Library director Marie Baldo found old letters that were exchanged between a prior library director and Cornelia Marvin, the first Oregon State Librarian, about which books to add to their collection. Marvin had suggested not including such books as *The Motor Boys*. Marie and her staff found a copy of *The Motor Boys* and presented it to the State Library.

Tomorrow, Dahlgreen is visiting Klamath Falls Library's opening of their new South Suburban Branch. She also recently visited Irrigon Branch of the Oregon Trail Library District. This new branch has been in the works for a long time. They used to operate out of a school bus. Now this building is attached to the city hall. They do not have their shelves in the library yet, so they have opened the cupboards in the meeting room to shelf the summer reading books.

Regarding the Plinkit Collaborative, we are still having discussions about how to move people onto other websites.

Every year, Ann Reed receives public library statistics from all over the state. The Institute of Museum and Library Services creates the Public Libraries in the United States Survey Report, FY 2011.

The research arm of the Institute of Museum and Library Services is increasing their focus on evaluations and has begun studying trends. Dahlgreen attended a meeting of the IMLS Statistics Working Group in Washington, D.C. earlier this week. IMLS researchers are investigating whether there is a relationship between loss of funding and decreases in circulation and other usage. Physical visitation is decreasing, but we need to find a way to measure virtual visitation.

Hall was surprised that internet use decreased. It might be because people are bringing their own devices. If there is a way to count wireless session, that would be valuable. Dahlgreen urged the Board members to read the entire statistics report to understand the full picture.

Dahlgreen has been having discussions with Liz Tice, president of the Willamette Valley Genealogical Society. They are considering shifting the reference room into more of a welcome center, since the room gets so little use. WVGS has provided us with a draft plan to staff the room with volunteers. Dahlgreen is envisioning having a genealogy volunteer at the desk during the room's open hours. We could also have other volunteers who could serve as docents, giving

information about the state library, the artwork, etc. They discussed the idea of having part of the GRS staff move their office into the microfilm room, so they could be easily called if a state agency employee needs reference assistance. We currently staff the desk five days a week, which is not the best use of our human resources. Dahlgreen feels that we can house the genealogical society's collection if they provide us with volunteers to staff the room. They would need to pay if they want to continue Saturday hours, because we need to have the heat or air conditioning on and pay for at least one staff member to be present.

Harrison explained that half of GRS would move to the microfilm room, while those on the third floor would most likely move to the then-vacated second floor office. In that case, there would be savings and efficiencies. The team would all be on the same floor as well. We expect that a move will go forward, whether or not WVGS decides to go forward with their part of the plan.

The GRS Advisory Council met yesterday, and had a very energetic meeting. The new candidates whom the Board will vote on today include the public information officer from Forestry, the public information officer from State Lands, an archeologist from ODOT, and a strategic initiatives person from DAS. They discussed the resources that we have available to share with the citizens of Oregon. We have a beautiful library, the Forestry Department has a resource center, and the State Hospital has a museum. How do we work together to use these resources for Oregonians?

The Poetry Collection will be moving. University of Oregon is negotiating whether or not they will take it. Hunter-Morton requested that we have a list of the books that are in the Poetry Collection, so librarians can point people to it.

OPEN FORUM

No one was present to comment.

NEW BUSINESS

GRS Advisory Council Membership

Harrison reviewed the list of state employees who are being recommended to fill the Government Research Services Advisory Council positions. It is a very diverse group, with no duplication of representation from agencies. Hathaway-Marxer moved to approve the appointment of these state employees to the GRS Advisory Council. Hunter-Morton seconded. The motion passed unanimously.

Recommendations of the LSTA Advisory Council

The LSTA Advisory Council recommended inviting the five returning and nine out of the sixteen new FFY 2014 proposals to be fully developed for review in the fall. The Council also recommended funding two of the three FFY2013 Extending Services to the Unserved proposals. The third recommendation from the Council was to explore changing the LSTA grant cycle from a two-step process to a one-step process, to reduce lag time and allow the Council more time to evaluate and review projects. Wyma Rogers from the LSTA Advisory Council explained that many libraries did not have the skills to write grants years ago, so the extra time was necessary. Now libraries can partner with another library if they lack the expertise. A subcommittee of the LSTA Council has been created to develop and propose a one-step grant process. The Council

might also propose to have some specifications that the libraries would follow, such as a certain focus for each grant cycle, based on the five-year plan. The Board would need to approve the Council's idea for a focus. The last recommendation was the Ebsco/Orbis Cascade subsidy proposal. With savings from the Gale/Cengage database contract, there were funds to apply to a product of interest to the academic libraries. The SDLAC recommended subsidizing academic libraries access to Ebsco's Academic Search Premier via the Orbis Cascade Alliance.

Hall moved to approve the four recommendations from the LSTA Advisory Council.

Hunter-Morton seconded. The motion passed unanimously. It was also suggested that the Board have a member on the LSTA Council subcommittee that is exploring changes to the grant process. Bonebrake agreed to attend the first meeting.

Recommendations of the TBABS Advisory Council

Westin discussed the Talking Book and Braille Donation Fund Expenditure Plan for 2014-2015. Although we are requesting that the State Library Specialist 1 position be moved back to general fund in our 2015-2017 Budget request, we are asking for one more year of funding from the donation fund for this position for now. We are also requesting funds to pay for providing the League of Women Voter's Guide for our patrons, which was previously paid for with a grant from the Secretary of State. Westin reviewed the Expenditure Fund Cash Flow Analysis with the Board.

Hunter- Morton moved to approve the TBABS budget. Hathaway-Marxer seconded. The motion passed unanimously.

Hathaway-Marxer suggested that each Board member contribute \$100 (or a portion thereof) to TBABS. She will match the funds.

Strategic Planning

At the Executive Committee meeting at the end of May, the group decided to continue to develop a strategic plan. Bonebrake feels that we need a professional strategic planner. We have the skill set in the library, but someone with an outside point of view would be best equipped to lead us through this task and help us develop a useful, credible product.

Hunter-Morton agreed that having a professional would be very beneficial.

The state has five or six contracts with consulting companies. We can develop an RFP. Dahlgreen's estimate for the cost is between \$20,000 and \$30,000.

Dahlgreen listed the materials and documents that have been developed during the reorganization/transformation process. We need the professional expertise to consider these documents and help us determine our mission, vision, goals, and objectives.

There is a large disconnect between the State Library's statute, our mission, and our current practice. Dahlgreen has developed a matrix to show these discrepancies. We should be able to consult our mission before taking on a new project, to see if it is appropriate for the State Library.

Bonebrake said this will take a full day commitment with a facilitator. She asked the Board members if they are willing to commit to this.

Hall asked about the time schedule and when we want to have this reorganization finished. He is afraid that looking for someone to assist us will take too much time. He feels that we need to report to the Governor's staff in September or October the progress we are making.

Dahlgreen said that the Legislative Work Group is an unknown at this point. There are common themes in all the work that has been done. She is hoping we can develop this plan in tandem, where the strategic plan comes from the Board and the statutory changes come from the work group. Dahlgreen suggested that the August meeting of the Board be a strategic planning session.

Bonebrake said that we have been asked by Legislators about our plan. It will be great to have something started in August. We are now engaging ourselves in this conversation.

Hunter-Morton would like to see us act now. We do not need more processing time.

Dahlgreen feels that she and the managers know what they want the State Library to look like. A number of staff are bought into that vision. We are moving to online trainings, establishing relationships with other agencies, and we are moving forward. Dahlgreen proposes that we find someone who will look at all the work we have done, help us develop a plan, and create a draft. We can have the Board look at the plan in October. Dahlgreen and Bonebrake can take that plan to the Legislature to show them our progress.

Dahlgreen needs the Board to tell her what direction they want her to move in. Do they want us to be a library for state government, for local libraries, for talking book and Braille, or a public library?

Dahlgreen envisions the following for the State Library: GRS (Government Research Services) will have a new name. It will consist of a cadre of people who provide information services for state agency staff in a variety of ways. They train people to use the material. It will be very straight-forward. She wants the State Library to provide good library service to as many state employees as need it. She wants the State Library to provide Talking Book and Braille services to as many Oregonians as are eligible. She wants the State Library to provide support, grants, and other assistance to local libraries.

Hall agrees with this in principle, and fully agrees that we have done the background work. He agrees to spend money to get a professional to assist us. He thinks we should do this for our August meeting.

Bonebrake mentioned the comment from one of our staff that encouraged us to think of ourselves as a 21st century state agency that leads libraries to the 21st century. Bonebrake is talking about getting a streamlined document that defines us. Some of the decisions we have made resulted from brainstorming sessions, as opposed to a refined definition of a strategic plan.

Dahlgreen asked that the Board get together with a facilitator to talk about the vision and mission of the State Library. The Board should be able to say to Dahlgreen and the staff what the State Library is about, and the staff will make it a reality. She wants to see the Board work with a facilitator, with the managers present, to help us move through the steps to create a vision and a mission. She thinks we could hire someone to assist the Board during their meeting in August.

The Board would need to be very familiar with the statutes. The Board usually has very little business for the August meeting. Therefore, we can spend the day focusing on this work.

Hunter-Morton commented that creating a vision and a mission is what policy boards do. She hopes everyone will be willing to be creative and ready to create a next-generation, cutting-edge, libraries-are-essential-in-a-democracy policy.

Bonebrake expressed appreciation for each of the Board members, the time they put in, and the work they do. She wants to see this reorganization through and show our commitment. Bonebrake requested that everyone commit to doing their homework to prepare for the August 15th meeting. Dahlgreen and Rondema will send out material to the Board a week and a half prior to the meeting.

Miao announced that he will not be continuing on the Oregon State Library Board of Trustees. Bonebrake thanked Miao for his service.

PLANS FOR NEXT MEETING

The next Board meeting is scheduled for Friday, August 15th at the Driftwood Public Library in Lincoln City.

Remaining 2014 Board meetings:

- August 15th at the Driftwood Public Library in Lincoln City
- October 17th in the Oregon State Library in Salem
- December 11th and 12th at the University of Portland

The meeting adjourned at 3:04 p.m.

ACTION ITEMS

- Dahlgreen will work with Range to develop an RFP for a professional facilitator/strategic planner.
- Rondema and Dahlgreen will send materials to the Board members in preparation for the August 15th Board meeting.