

Oregon State Library
BOARD OF TRUSTEES MEETING
December 9, 2011
Oregon State Library, Salem, Oregon

Board Members Present: Chair, Sam Hall, Aletha Bonebrake, Richard Turner, Susan Hathaway-Marxer, Shannon Applegate, Sue Burkholder.

Guests Present: Alan Gustafson, Statesman Journal, Twyla Lawson, Department of Administrative Service (DAS), Sylvia Van Dyke, Department of Justice, Marlys Swalboski, Library Director of Silver Falls Library District, and Bob Brew, Secretary of State.

Staff Present: MaryKay Dahlgreen, Arlene Weible, Susan Westin, Jim Scheppke, Ferol Weyand, Shawn Range, Robin Speer, Diane Ballard, and Renata Pilotto.

EXECUTIVE SESSION

The Board held an executive session at 8:30 am for the purpose of discussing exempt public record pursuant to ORS 192.660(2)(f) and for considering employment of a public officer pursuant to ORS 192.660(2)(a) and ORS 192.660(7)(d).

PUBLIC SESSION

Chair Sam Hall called the meeting to order at 9:38 am.

APPROVAL OF MINUTES

Sue Burkholder moved to approve the minutes of the October 21, 2011 Board meeting. Applegate seconded. The motion passed unanimously.

REPORTS OF BOARD CHAIR AND TRUSTEES

Hall requested the Board discuss the topic of the Executive Session. Hathaway-Marxer made a motion to appoint MaryKay Dahlgreen as Interim State Librarian. Burkholder seconded. Motion passed unanimously. Hall asked MaryKay Dahlgreen if she would accept the appointment. Dahlgreen accepted.

The Board had a discussion about next steps in beginning the process to reopen the recruitment for the new State Librarian. Bonebrake moved to reopen the recruitment for the position of State Librarian immediately and to have it close on January 31, 2012. Applegate seconded. Motion passed unanimously. Twyla Lawson will make amendments to the job announcement and timeline. She will notify previous applicants and ask if they want to be considered for this recruitment. The revised documents will reflect the 1.5% cost of living increase. Hall and Lawson will discuss changes to the documents and submit a draft of each for final review. Burkholder moved to adopt the job announcement and timeline as amended. Turner seconded. Motion passed unanimously.

Burkholder inquired if the previous screening panel could be asked to serve on this recruitment. In addition to Hall, Burkholder and Bonebrake from the Board, the previous panel included Janet Webster representing the Oregon Library Association, Perrin Damon, representing the Government Research Services Advisory Council, Marsha Mee, representing the Talking Book and Braille Services Advisory Council, and Arlene Weible, representing the State Library staff. Following discussion the Board agreed they would like to utilize the same panel for this recruitment. Ballard will work on this and report back to the board.

Hall stated that he had sent an email to the Governor's Office inquiring about the status of appointing the seventh board member. He has not received any response. Scheppke commented the next round of Senate confirmations will happen in February. Pam Larson in the Governor's office is in charge of appointments to the State Library Board.

Scheppke reported that on Tuesday December 6, 2011, he appointed Arlene Weible as Acting Program Manager of the Government Research Services team. The Workgroup on Archives and Libraries in State Government that was created by a budget note in the Library's appropriations bill has developed a draft report of recommendations for presentation to the Legislature. Scheppke stated that as soon as the final report is completed the report will be shared with the Board.

Scheppke reported on the Early Learning Council (ELC), which is a new board in the Governor's Office. Library staff has been attending all the meetings to monitor the work of the ELC. An ELC report presenting their proposed plan of action came out on December 6th. The report indicates that the Library is seen as a partner in the work of the ELC. This appears to be a change from the earlier idea that the Ready to Read Grant program might be coordinated by the ELC.

Scheppke also reported that the State Library received the Award of Distinction for the Charitable Fund Drive, contributing the most per person for state agencies with 100 or fewer employees. Scheppke praised the Library staff for contributing and Susan Westin for spearheading the Drive at the State Library. He thanked Burkholder for participating and reminded the other Board members that if they are in the practice of giving to their local United Way that they can do that through the Library's Charitable Fund Drive.

Scheppke reviewed the first quarter July – September budget summary. OSL is slightly over target in personal services. Staff will watch that, but having some upcoming personnel changes may help with getting back on budget. Scheppke commented on the first quarter Library performance report. TBABS circulation is up 31% from two years ago thanks to the popularity of digital talking books. Scheppke reviewed the updated version of the LSTA budget plan in the Board packet. We still do not know what our allotment will be in FY 2012.

Shawn Range reported that the Governor and the Budget and Management Division are working on a new process for biennial budgeting. One of the innovations will be "buying teams" that hear budget requests and make recommendations to the Governor. Burkholder wondered if the process will just add an extra layer of work to the process. Hall inquired about the timeline for implementation. Range said there are no specifics yet. In the meantime our budget planning

process should go forward as usual. Scheppke suggested that the Board Budget Committee work through the agenda that was planned for the December 8th retreat in January.

OPEN FORUM

Marlys Swalboski, Library Director from the Silver Falls Library District, explained the reason their 2011-2012 Ready to Read Grant application did not meet the deadline for submission and subsequently was not approved by staff because of missing the deadline. She apologized to the Board on behalf of her staff member who failed to mail the application on time and requested that the Board allow the application to be funded.

NEW BUSINESS

Appeal of staff decisions on Ready to Read Grant Awards

MaryKay Dahlgreen presented the appeal of the staff decision on a Ready to Read Grant application from the Silver Falls Library District. Turner moved to grant the appeal and fund the application. Bonebrake seconded. Motion was unanimously approved.

Proposal for GRS Assessment in 2013-15

Scheppke presented a proposal for the Government Research Services assessment which is the first step in the budgeting process for the 2013-15 biennium. A deadline for the assessment proposal has not been set yet, but we are anticipating a deadline after the first of the year. The proposal is designed to cover DAS-approved inflation factors and be sufficient to fund an inflation exception request for electronic resources. Policy package #1 fund shifts IT personnel funding from Federal Funds to Assessments Funds. Policy package #2 is an exceptional inflation increase, requesting an additional \$15,480 to cover the inflation in the costs of subscription database licenses.

The total 2013-15 assessment proposal is \$5,349,662.

Burkholder moved to accept the proposal for the 2013-15 assessment for GRS. Turner seconded. Motion passed unanimously.

Hall requested for the Board to discuss the plans for the Budget Committee. Hall, Bonebrake and Burkholder will represent the Board on the Budget Committee with the first meeting on January 13, 2012. Management will make decisions about staff participation.

ELECTIONS TO BOARD ADVISORY COUNCILS

The Board was asked to cast their ballot for election of advisory council members to fill vacancies on the TBABS and LSTA Advisory Councils.

After the votes were tallied, to break a tie vote Burkholder nominated Christie Joachim for a seat on the TBABS Advisory Council. Turner seconded. Motion passed unanimously.

To break another tie on the LSTA Advisory Council for the Disadvantaged Persons Representative Bonebrake nominated Susan Lindauer. Hathaway-Marxer seconded. Motion passed unanimously.

The results of the Board balloting to fill a seat on the LSTA Advisory Council were announced: Library User Representative – Wyma Rogers; Public Library Representative – Linda Weight; School Library Representative – Carol Dinges.

Burkholder expressed her appreciation to Jim Scheppke for his work as State Librarian and his contributions to the Board. All members concurred. The Board will consider rescheduling a recognition luncheon for Jim and Cliff Trow at the February Board meeting.

PLANS FOR BOARD MEETINGS IN 2012

New meeting dates were decided for 2012: February 24 in Salem, April 25 in Bend (one of the Deschutes PL branches or community college library), June 22 (Concordia University Library in Portland), August 24 in Salem, October 26 in Salem or Hood River, December 14 in Salem (with the possibility of also meeting on the 13th).

Board meeting adjourned at 12:08 pm.