

## **CSD Board Meeting**

### **Wednesday, October 5, 2022 1:00 to 2:30 pm**

In attendance:

Emily West, Holly Campbell-Polivka, Tara Morissette, Susan Cackler, Jaime Thoreson, Jennifer Knight, Jane Corry, Monica Hoffman, Deborah VanDetta, Greta Bergquist, Jennifer Gaetan, Alec Chunn

#### **Icebreaker (Emily)**

Why are you involved in children's services or what drew you to children's services?

#### **CSD Purpose (Emily)**

From OLA website: "The defining goal of the Children's Services Division is to champion children's literacy by supporting and providing continuing education for Oregon's children's librarians and support staff who work in children's services."

#### **Old items 1:20 pm-1:35**

- Review and approve August 2022 minutes (Alec)
  - Action: Jaime motioned to approve, Monica seconded; **approved by majority vote**
- Oregon Library Presenter Directory Update (Jaime)
  - Has been a work in progress for a year and is close to going live
    - Test drive & feedback from presenters completed.
    - Will be available year-round
    - Anna Bruce working on direct link filters that sort database by audience
  - Draft link of website page (currently not public)
    - Created in Airtable but will be embedded into the CSD website
    - Approx. 21 performers entered so far, sample letter to invite more presenters will go out via kids-lib
    - Possible links with each entry: letters of recommendation, program samples (YouTube links)
    - Submit your program link on page for presenters
  - Can reach out to Jaime with questions/suggestions: [thoresonj@sherwoodoregon.gov](mailto:thoresonj@sherwoodoregon.gov)
  - Potential soft launch of website before October 26 CSD workshop
  - **Action items:**

- **Resending email about library staff inviting performers to kids-lib, with template - Jaime/Anna**
  - Lampman Update (Holly)
    - Committee is filling and page is up:
      - Holly Campbell-Polivka, chair
      - Jennifer Fischer, Crook County Library
      - Deborah Van Detta, Estacada Public Library
      - Amanda Lamb, Newberg Public Library
      - Darcy Smith, Lebanon Public Library
      - Susan Cackler, Banks Public Library
    - We will hold Lampman at OLA Conference on Fri morning (4/21) at conference venue, specific time TBD
      - Note: OLA planning committee apparently always holds Fri morning time for us if we want to plan to do this again
      - Breakfast \$22/person, CSD will subsidize cost of breakfast (~\$7) so participants would pay \$15
        - \$14/juice carafe and \$58/gallon coffee
    - Consider reaching out to Oregon SCBWI
    - **Action items:**
      - **Jane Corry will reach out to Carla Davis (MCL) about potentially being on Lampman**

**New items: 1:35-2:00**

- Board Members: (Tara)
  - Board Meeting Dates
    - Poll for meeting times - Tara
    - Oct 5, 2022 Wednesday, 1 pm
    - Dec 7, 2022 Wednesday, 1 pm
    - Feb 8, 2023 Wednesday, 1 pm
    - Apr 5, 2023 Wednesday, 1 pm
    - Jun 7, 2023 Wednesday, 1 pm
    - Aug 9, 2023 Wednesday, 1 pm
  - Update Contact List
  - Do you have access to the CSD Google account?
  - csd\_board@ola.memberclicks.net Listserv: as a way to communicate without remembering everyone's email address
    - If you want to change email associated with the listserv, email Shirley Roberts
  - Feedback for OLA Executive Board Meetings

- Emily and Tara will keep us updated and may need our input.
  - **Action items:**
    - **Update contact info in Contact List – All**
    - **Check CSD Google account access. If no access to CSD Google account, email Shirley Roberts - All**
- Budget: 1:40-1:50 (Emily and Tara)
  - Review and approve 2022-23 budget
    - Planning to do a draw on equity (\$3100.00) per Shirley Roberts' suggestion because we have surplus in account. Best amount to have is approx. what you spend in a year.
    - Susan Cackler suggests possibly having 2 years instead since we sometimes don't have great fundraising opportunities
    - \$4000 to scholarships allocated so at least 3 people can have OLA conference paid for
      - Also LIOLA scholarship with expectation that recipients join CSD in a leadership role after attending
  - Action: Jane motioned to approve, Holly seconded; **approved by majority vote**
- Fall Workshops Update 1:50-2:00 (Jaime, Tara, Emily)
  - October 26, 2022 1 pm Oregon Library Presenters' Directory
    - Can you attend to support team?
      - Will attend: Greta, Jamie
    - Need description of event Jamie, Anna, Tara
    - Need Social media graphic - Jaime
    - Need to create webpage for event - Tara
    - **Need to create agenda for Meet up**
    - **Could someone write up a 200-600 word blog post summarizing the event?**
  - November 30, 2022 1 pm In-Person Programming: How is it going? (Tara and Emily)
    - Can you attend to support team?
      - Will attend: Greta, Alec, Jamie
    - **Need description of event**
    - Need Social media graphic - Alec
    - **Need to create webpage for event**
    - **Need to create agenda for Meet up**
    - Could someone write up a 200-600 word blog post summarizing the event? - Susan

- Jan 25, 2022 1pm Book Buzz (Tara and Emily)
  - This will replace the Mock Workshop for this year
  - Can you attend to support team?
    - Will attend: Greta, Alec, Jamie, Holly
  - Need description of event
  - Need Social media graphic - Alec
  - Need to create webpage for event
  - Need to create agenda for Meet up
  - Could someone write up a 200-600 word blog post summarizing the event? - Holly
- Action items:
  - Sign up for tasks (open ones **highlighted**) - All
  - 11/30 blog post - Susan
  - 1/25 blog post - Holly
  - Social media graphics for workshops - Alec
  - Performer's Directory social media post - Jamie
- Scholarships 2:05-2:10 (Deborah)
  - Promoted on blog, kids-lib, libs-or, OLA Hotline, social media
    - Should promote now so that those who might present at OLA can take advantage
  - Action items:
    - **Sending out scholarship info through Memberclicks - Deborah/Tara**
- Legislative Day 2:10-2:15 (Tara)
  - Looking for a volunteer to help with legislative day
    - Let Emily & Tara know if willing to lead the effort
    - Might send out email to libs-or asking for help, too
  - Doodle Poll for when to hold Legislative Day:  
<https://doodle.com/meeting/organize/id/erRGvz6e>
  - Action items
    - **Fill out Doodle Poll for Legislative Day (if attending) - All**
    - **Send out request to libs-or/kids-lib asking for help with this project-Tara**
- OLA Conference 2:15-2:20 (Monica and Jennifer)
  - Need ideas for a pre-conference
  - Need ideas for sessions
  - CSD will sponsor sessions

- CSD Pre-conference
  - Have money to pay up to \$599 in speaker fees and maybe travel (\$800 total)
  - Invite someone like Saroj Ghoting?
  - Looking for a meaningful and purposeful preconference.
  - Intentional programming: how to meet community needs
  - Meeting on Wednesday, 10/12/22 at 12:00-1:30 pm to discuss pre-conference and conference ideas
- Action items:
  - **Add your ideas to this document - All**
  - **Reach out via kids-lib to see who is submitting sessions we can sponsor - Tara**
- Tabled for next meeting:
  - Spring Workshop: Early Literacy? (If there is time)
    - Spring Workshop survey - Tara
  - CSD Mission Statement Exercise (Emily)

### **Action Items Review 2:25-2:30 (Alec)**

#### For All:

- Update contact info in Contact List – **All**
- Check CSD Google account access. If no access to CSD Google account, email Shirley Roberts - **All**
- Fill out Doodle Poll for Legislative Day (if attending) - **All**
- Sign up for tasks in Fall Workshops section (open ones **highlighted**) - **All**
- Add your ideas for OLA pre-conference and session to this document - **All**
- Add your ideas to CSD jamboard before 10/31 - **All Question: What does it look like when CSD is doing its best work?**
- Meeting on Wednesday, 10/12/22 at 12:00 pm to 1:30 to discuss pre-conference and conference ideas. Greta will send out a Zoom link.
- 

#### For Specific People:

- Sending out scholarship info through Memberclicks - **Deborah/Tara**
- Resending email about library staff inviting performers to kids-lib, with template - **Jamie/Anna**
- **Jane Corry** will reach out to Carla Davis (MCL) about potentially being on Lampman
- 11/30 blog post - **Susan**
- 1/25 blog post - **Holly**

- Social media graphics for workshops - **Alec**
- Performer's Directory social media post - **Jamie**
- Reach out via kids-lib to see who is submitting sessions we can sponsor - "if you are planning a conference session, please let CSD know by Monday, 10/10." - **Tara**
- Send out request to libs-or/kids-lib asking for help with legislative Day - **Tara**

Meeting ended at 3:02 pm

Notetakers: Alec Chunn & Tara Morissette