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## Executive Board Meeting

December 16, 2022, 10:00 a.m. - 3:00 p.m.

Location: Zoom

Minutes Approved February 17, 2023

### Present:

Star Khan (OLA President), Brittany Young (OLA VP), Arlene Weible (OLA Past President), Shirley Roberts (OLA Association Manager), Wendy Cornelisen (State Librarian), Buzzy Nielsen (OLA Parliamentarian), Stuart Levy (OLA Treasurer), Adrienne Doman Calkins (OLA Secretary), Ericka Brunson-Rochette (OLA Member-at-Large & EDIA Co-Chair), Tara Morissette (CSD Co-Chair), Liisa Sjoblom (Conference Chair), Meredith Farkas (EDIA Co-Chair), Jane Corry (Leadership Co-Chair) Jeremy Skinner (Legislative Chair), Courtney Gill (LIOLA Chair), Caitlin McMahan (OYAN Chair), Haley Lagasse (PLD Chair), Rinny Lakin (SSD Chair)

**[ACTION ITEMS highlighted below] [ACTION ITEMS for everyone in yellow]**

### Welcome & Icebreaker (Star Khan)

- Please read and keep in mind this [community agreement](#) during our meetings.
- Icebreaker question: What is an unusual holiday tradition?

### Agenda changes/minutes (Star Khan)

- No changes to agenda.
- Minutes from October 28, 2022, approved unanimously with one spelling correction.

### President's Update (Star Khan)

- Attended unit meetings: SSD, Staff training ODLC, LDLC, REFORMA Oregon, PAC meetings.
- Brittany and I met with IFC chairs with an issue.
- OLA policies and stance questions. Arlene, Brittany, educating ourselves with issues, locate language in our policies, see if they are reflected at all in our policies. Review process will take a while. Will be sharing updates.

### Treasurer's Report (Stuart Levy)

- Reports as of November 30, 2022.
- See detailed financials on the OLA [website](#). (Log in required).
- Numbers went up, all as expected. Investments have gone up, except Hull, which has nearly a \$1k decrease and a \$3k transfer every year for the Hull endowment grant. Investment Committee met and reviewed allocations, decided to keep as they are. Doing well compared to the overall market. Bonds are doing well. Our portfolio is 30%

bonds. Our policy states we can take a 1.5% distribution because projected 10-year return on investments is below 5%. That's our recommendation to this board. Does not need to be seconded, per rules. **Motion passed unanimously.**

- **Balance Sheet (September 1, 2022 - November 30, 2022):**
  - Checking: \$172,727.61
  - Total assets: \$1,049,531.48
- **Profits and Losses (September 1, 2022 - November 30, 2022):**
  - Dues income: \$15,469.50 which is a 0.6% decrease from this time last year (i.e. we are down \$90.00 in dues income compared to this time last year). We have budgeted \$60,000 for dues income for the 2022-23 fiscal year.
  - Total income: \$19,499.26 which is a 9.1% increase from this time last year (i.e. we are up \$1629.99 in total income compared to this time last year). We have budgeted \$ 113,433.00 for total income for the 2022-23 fiscal year.
  - Total expenses: \$37,406.34 which is a 19.2% increase from this time last year (i.e. we have spent \$6019.34 more than we did last year at this time, and that is mostly due to the conference and retreat expenses that didn't occur last year). We have budgeted \$258,623.00 for total expenses for the 2022-23 fiscal year.
  - Net income: -\$17,907.08 which is a 32.5% decrease from this time last year (i.e. we are down \$4389.35 in net income compared to this time last year). We have budgeted \$0 for net income for the 2022-23 fiscal year.
- **Investments Update (September 1, 2022 - November 30, 2022):**
  - Connected Wealth Solutions (short to medium term investments)
    - OLA General Account:
      - Increase of \$3654.74 since September 1, 2022.
      - Account value: \$149,460.30 and Original Investment: \$100,000.
    - OASL General Account:
      - Increase of \$3719.75 since September 1, 2022.
      - Account Value: \$158,890.89 and Original Investment: \$125,000.
  - Donivan Wealth Management (long term investments)
    - OLA Reserve:
      - Increase of \$934.33 since September 1, 2022.
      - Account value: \$325,588.37 and Original Investment: \$233,916.80
    - Hull Endowment:
      - Increase of \$755.08 since September 1, 2022
      - Account value: \$135,526.07 and Original Investment: \$155,000.
    - Hull Earnings:
      - Decrease of \$3966.72 since September 1, 2022 (decrease includes annual \$3000 transfer to OASL checking)
      - Account value: \$80,734.87 and Original Investment: \$25,351.85
- **Finance/Investment Committee Report**
  - The Finance/Investment Committee met in November 2022 with OLA's financial advisors (Connected Wealth and Donivan Investments).
  - Summary of our conversation with Brent Gunderson from Connected Wealth (short- to medium-term investments)
    - Our allocations are fairly conservative. Year-to-date our investments are down (about 6.8%), but not as bad as the overall market (about 18%).

- We decided not to change any of our investments or allocations.
- Summary of conversation with Vince Donovan from Donivan Weath (long-term investments)
  - Investments are down for the year but still up 3.85% over the last 5 years.
  - Current portfolio is almost 30% bonds, which should start paying 5%-6% interest.
  - Even though the Connie Hull Endowment is below the \$155,000 “minimum” that we set, there is still overall more than \$155,000 in the combined two Connie Hull accounts so no action needs to be taken.
  - There is about \$45,000 in the Connie Hull Earnings account that is not earning any interest. OASL needs \$3000 of that for its annual donations, so Vince recommends transferring \$42,000 into a money market fund to earn about 3% interest.
  - Vince recommended transferring 15% of our total large cap funds to our small cap funds (since they are performing better right now and will continue to do so for the foreseeable future).
  - Based on the [OLA Long-Term Investment Fund Distribution Policy](#), we have the option to take a 1.5% distribution of our investments if the projected 10-year return on our investments is between 3% and 6% and Vince projects a 5% return.
- Approved by the Board in November
  - Transfer \$42,000 from the Connie Hull Earnings account into a money market fund.
  - Transfer 15% of our Donivan Wealth Large Cap Funds to our Donivan Wealth Small Cap Funds.
- Needing Board Approval in December
  - The Finance and Investment Committee requests that the OLA board approve the following suggestion: Take a 1.5% distribution of our OLA Donivan Wealth investments to help pay for our annual expenses.

**Association Report (Shirley Roberts)**

- OBOB committee closed general registration, extended for one month, closed again. 560 registrations for OBOB, nearly back up to level before COVID hit.
- Working with the Conference committee on registration and speaker agreements.
- Working with Adrienne on OLA Secretary position procedures.
- Working with Kristen on OLA Hotline, will take over January 1st until a new editor is found.
- Regular checks and balances, reconciliations, investment committee. Personify updates, Conference app nearly ready.

### **State Librarian Report (Wendy Cornelisen)**

- See the [State Librarian Board Report for December, 2022.](#)
- Interviewing new positions, starting in January. New Legislative season also starts in January. February 1st, Governor's new budget due; will find out SLO's budget.
- December's Emergency Board request for SLO was approved to spend more money that we already have, i.e. increase spending limit.
- Native plants project with Parks Dept and other orgs, including Confederated Tribes of the Grand Ronde.
- Talking Book and Braille Library fully staffed.
- Oregon Center for the Book logo design contest for TBBL patrons.
- Christina Fuller Gregory, trainer and consultant, will come to SLO this spring for staff equity, diversity, inclusion, and antiracism (EDIA) trainings. Similar to EDIA cohort opportunity that has been posted on listserv.
- LSTA 2023 grant cycle application is open.
- Checks for R2R approved.

### **OLAQ Managing Editor Recruitment (Arlene Weible)**

- Shared an announcement draft, going out after January 1.
- Updates on recruitment strategies determined by special committee.
- Paid position, 2 issues/year.
- Kate Lasky has been in the role and is helping with recruitment.

### **2023 Conference Update (Liisa Sjoblom)**

- Shared Conference Budget.  
[https://docs.google.com/spreadsheets/d/1axv0j1EBASIdEI7DMbSFbNWp9dpBtfd\\_/edit#gid=1926326606](https://docs.google.com/spreadsheets/d/1axv0j1EBASIdEI7DMbSFbNWp9dpBtfd_/edit#gid=1926326606)
- Review of preconference and virtual programming, technical considerations for live streaming, and speaker contracts.
- Friday entertainment--we need a playlist and DJ.
- Registration goes live at the end of January. Early bird ends February 17. Online registration ends April 1. Registration at the event does not include food.
- Conference app is coming along. It will be the only place with a full schedule with descriptions. Descriptions will not be in the printed program.
- Business meetings-- 7:30-8:15 a.m. Sonja will be reaching out to unit leads to ask if they need a business meeting.
- Profit will be revised as costs are updated.
- Whatever we do record, we get to keep it ongoing.
- April Witteveen, next Conference Chair, will start attending meetings.
- Access to recordings may be more beneficial than the live-streaming. As we move to 2024, we can consider this.

- ACTION ITEM FOR UNITS who are sponsoring conference sessions—Whoever is handling marketing to your unit, you can put sponsorship information out prior to the conference. Early marketing is highly encouraged for pre-conferences, especially.
- Darci Hanning is handling conference communications.
- The Master grid has a sponsorship column. The app doesn't have a spot. At the bottom of the description, we can put in "Sponsored by CSD" or "Sponsored and subsidized by..."
- Hotel information is already out on the Conference website and went out. Call the hotels if you need shoulder days.
- ACTION ITEM for Liisa: request conference website lodging be more clear.

#### **Intellectual Freedom Committee Report (Star Khan)**

- Star urges everyone to review Crook County Statement sent via email if you haven't already.

#### **Public Library Division Unit Report (Haley Lagasse)**

- Our last PLD board meeting was on November 4th over Zoom.
- General Update: With regrets, Board Vice Chair April Witteveen submitted her resignation from that position on November 17th. The division plans to solicit nominations for the position of Vice Chair/Chair Elect and an election in the new year.
- Training: A spring training has been tentatively scheduled for March 24, 2023. Suggestions for training topics go to Past Chair Halsted Bernard, [pldpastchair@olaweb.org](mailto:pldpastchair@olaweb.org). Looking for topics that appeal to all levels of public library workers.
- Fundraising: Virtual wellness challenge begins in January 2023 and culminates at the 2023 OLA conference in April.
- Conference Planning: PLD is hosting the OLA opening reception on Wednesday, on site at the conference center. Working on catering plans. Will honor the Pearl Award winner and celebrate participation in the Expedition Happy virtual wellness challenge.
- OLA Strategic Work Plan Focus on EDI and Anti-Racism: Discussed ways to create broader involvement in division work and to better include the diverse perspectives and experiences of our members in our day-to-day division business. Past Chair Halsted Bernard has compiled a list of volunteer opportunities that will be circulated to the membership via list-serv in January.
- Our next PLD board meeting will be on January 13th at 10 am over Zoom. Star will attend. Guests welcome, not just members. Haley is also happy to share announcements about other units and projects.

#### **Support Staff Division (SSD) Unit Report (Rinny Lakin)**

- Gathering ideas for our conference theme for the July 20-21, 2023 SSD Conference at Ashland Hills. Hope to select the theme at our December 21st meeting.

- [Seeking Conference Committee members](#) to represent Southern Oregon. Current committee: Multnomah x4; Curry County; Newport; OSU.
- Still taking ideas for topics/presenters. Email [ssd@olaweb.org](mailto:ssd@olaweb.org)
- Working on how to lower expenses to keep the conference affordable.
- Updating bylaws with Buzzy before election in May. We want it to be a 2 year (instead of a 3 year) commitment that staggers the co-chairs, meaning we will run an election for a chair every year. The hope is to decrease the commitment, increase leadership opportunities, continuity, and employer support.

### **Children's Services Division Unit Report (Tara Morissette)**

- Held second CSD Virtual Fall Workshop: Programming Meetup on November 30.
- Oregon Library Presenters Directory:
  - Increased number of presenters from 35 to 65
  - Adding an FAQ and Tutorial page, How to Hire a Presenter page soon.
- Held CSD Board meeting 12/7/22.
- Working on a pre-conference for the OLA Conference in April.
- Working on CSD Virtual Winter Workshop: Book Buzz.
- Posted two blog posts, STEAM resources, programming meetup.
- Preparing the CSD Scholarships to attend the OLA conference
- Solicited book donations for Legislative Day and Spring Fundraiser. Looking for new and gently used books. Need by Feb 15 and mid-March.
- Next meeting is January 25, Book Buzz, Wed 1-2pm. Virtual.
- ACTION ITEM: Suggestion from Ericka—Consider a CSD group watch of the Youth Media Awards on Zoom. January 30.

[Lunch Break]

### **Leadership Unit Report / LIOLA update (Courtney Gill LIOLA Chair / Jane Corry Leadership Ch.)**

- Went out in October 2022 with Shirley's help for RFP to redo curriculum and facilitate the next LIOLA. Working with applicant, Christina Gregory Fuller, a strong EDIA expert with Oregon and ALA experience.
- Consultant fees would be just over \$22k for fresh curriculum, fresh focus on mentor development, teaching mentors to support BIPOC mentees, three months of additional support beyond the leadership institute with action planning and milestones, and check-ins with Christina.
- With lodging and site costs, total expenditures would be \$35k, which is about what we have in reserves. \$24k in revenue expected. We would need to dip into our reserve budget at about \$11k to do the program.
- LIOLA is intended to be self-sustaining, offered every other year for 20 participants and 8-10 mentors.
- Discussion of pros and cons of expenses, scheduling, format of in-person vs. online, fees, scholarships, funding, partner organizations (e.g. SLO), opening to applicants outside of

Oregon, and value of LIOLA. General agreement to support new curriculum development.

- We have the reserves to do it this year. If we can assuage the concerns about timeline, and if going virtual will hurt us and put us in the hole due to decreased revenue, suggestion is to hold in-person, unless can't get timing done, then do next year.
- Star–ACTION ITEM–Will look into OCF grant opportunities.
- ACTION ITEM: Recommend a certificate of completion for participants to share with employers. Would be nice for the virtual cohort that just finished.
- ACTION ITEM: Jane and Courtney will keep us informed and will meet with Christina next week.

### **Library Development and Legislative Committee report (Jeremy Skinner)**

- See [October Interim report](#)
- Legislative Day Subcommittee
  - Met on December 7.
  - Collecting 120 kid and teen books for legislators to pick from and donate to their local library. Bookplates with the legislators' names will go in books immediately.
  - Made a plan for sending invitations and attendance reminders.
  - Another save-the-date will go out to the libs-Or listserv soon.
  - Working on process for online scheduling and RSVPs for meetings.
  - Have volunteers for the event. Still need a photographer.
  - Legislative Day is February 15.
- Broadband Committee
  - Met on December 6. Draft Bill LC 1839 was shared with the Committee by Senator Dembrow. Extremely straightforward language matching State Library terminology.
  - Not expecting direct opposition, but it is asking for funding which will be competitive. One reason to delay is if we need more sponsors. Filing deadline is 12/21/22. Identifying sponsors for the bill. Tess will lead.
  - Bill would provide money for a State Library consultant and funding the Connecting Oregon Libraries Fund.
  - Working to gather stories.
- School Libraries:
  - Arlene: School Library legislation needs more work. Want to create a position within the Oregon Dept. of Education to help schools develop strong school libraries. Hope to advocate for when Legislative Day comes.
  - Buzzy: Right now school libraries fall under language arts at ODE.
- Preparing for OLA Conference session on legislative advocacy.
- Continue to monitor closely any legislature on book challenges and rules.

## **EDI & Antiracism Committee report (Meredith Farkas)**

- Podcast link <https://www.buzzsprout.com/1948067>
- Met with Buzzy in November about the DEI Consultant position and with Wendy in December about collaborations with SLO.
- Working on two projects in addition to podcasts: empathy installation at OLA Conference and equitable hiring. So many organizations are making their hiring processes more equitable, with better recruiting. We are trying to collect as much of that as we can and share with libraries. May result in another toolkit.
- Recorded the REFORMA episode of Overdue podcast. Can't always control connectivity issues and sound quality.
- Next two podcasts, editors of Librarians with Spines series, Max Macias, Yago Cura, and illustrator Autumn Anglin; and Laurie Bridges from OSU on getting stories about BIPOC and women into Wikipedia.
- Ericka—big thanks to everyone for all the hours of work.
- Meredith – ACRL Board 2017-2020. Looked at professional development scholarships history which typically went to white people at big universities in the Willamette valley. Changed rubric. Did award a few scholarships to BIPOC.
  1. Applicants from diverse cultural/ethnic backgrounds and/or historically marginalized groups
  2. Applicants employed at institutions or in positions serving under-represented groups (like, for example, our four hispanic serving institutions in Oregon)
  3. Applicants who have not previously been awarded an ACRL-OR scholarship, and/or
  4. Applicants employed at community or technical colleges or applicants employed at smaller or rural institutions with limited funding.

## **Unit EDIA sharing (Star)**

- This section for units to share examples of doing EDIA work.
- PLD already shared an example.
- Rinny for SSD—this is my 7<sup>th</sup> conference that we've planned. Always have assumed what people want to learn on the committee. Trying to get more feedback on what people want to learn. It's been crickets, trying to give space.
- Caitlin for OYAN—new to OYAN. Personally trying to look at structures and EDIA, certainly true for OYAN to be lacking. Had a land acknowledgment, notified by the author to stop using it, so we did. Re-creating OYAN after hibernation. Everything has to be approached with an EDIA lens. Thankful to the EDIA committee as a resource.
- Buzzy shared: <https://www.oregonlegislature.gov/cis/Pages/education.aspx>
- Brittany—In the podcast we give a land acknowledgement and labor acknowledgment. Also give an action request.
- Star—I would like to believe as a POC, that lens is always on. What I've found, I need to find a balance between encouraging people to do the work together vs. doing the work



on my own. Commitment to doing the work all together. This is all of our work, continuing to support you, this is a safe place to talk and figure it out. If you don't know, don't be embarrassed, shy, or afraid. There are different ways to connect in ways that are not so public. Committed to doing to continue OLA toward the EDIA push.

- Adrienne---shared the EDIA statement with library directors who are now city managers. Heard back from Abigail/Hood River. Will be looking to libraries for city council's equity work. **ACTION ITEM—Also share toolkit.**
- Tara for CSD—Virtual sessions are more equitable for travel reduction. Is that an equity issue? A lot of our volunteers are in the Portland Metro area and people from all over the State want to attend. Discussion about in-person vs. online. Some want everything to be in person, and we're also hearing from groups such as older adults, those who are vulnerable, and high-risk, that they still want Zoom opportunities and we have to figure out how to offer both. Not easy, the planning is double the work.
- Star—thank you for this new part of the agenda.

**ALA Councilor report**—none.

#### **Oregon Young Adult Network (OYAN) Unit Update (Caitlin)**

- Still looking for a secretary. Greta from SLO is filling in as secretary until we get someone. **ACTION ITEM: Please help recruit.**
- Filled co-chairs, Mark Richardson and Ian Duncan.
- First member meeting back in October. Hybrid Salem Public Library, with a new Teen Center tour. Sonja got some folks from Salem-Keizer School District to present about their book challenge process.
- Friday, January 13, Sonja will teach how to use JackBox.
- Meeting structure planning two meetings hybrid (Fall & Spring), and two virtual only (Winter & Summer).
- OLA conference, Sonja also on the Conference planning committee. OYAN is helping. Reframing of the Failures, Flops and F-up session from the past, reframing what it means to fail.
- Katy Fisher giving a session on teen mental health. Stress from the pandemic has changed the brain structure of teenagers (see Greta's email last week).
- OYAN raffle. Have to pay for a ticket.
- O-year award call for nominations out next month. Please nominate.
- OYAN blog updates and OYAN Instagram account coming.

#### **REFORMA Unit report (Star)**

- REFORMA still looking for a chair.
- **ACTION ITEM—Buzzy will work with Brandace on bylaws.**
- Shirley reported the \$5 membership fee rate is now in effect.

### **Action Item Review (Star/Adrienne)**

- Everyone–
  - Donate new books to CSD.
  - Send photo to Brittany and Star to use in video summary of the OLA Board meeting.
  - Encourage colleagues to consider:
    - PLD Vice Chair
    - REFORMA Chair
    - OYAN Secretary
- ACTION ITEM FOR UNITS who are sponsoring conference sessions—Whoever is handling marketing to your unit, you can put sponsorship information out prior to the conference. Early marketing is highly encouraged for pre-conferences, especially.
- Adrienne—Send Abigail the OLA EDIA Toolkit.
- Buzzy will work with Brandace on bylaws.
- Jane—Create a certificate of completion for participants to share with employers. Would be nice for the virtual cohort that just finished.
- Jane and Courtney will keep us informed and will meet with Christina next week.
- CSD—Consider a CSD group watch of the Youth Media Awards on Zoom. January 30.
- Star—Will look into OCF grant opportunities.

Next meeting Feb 17, after Leg Day. Looking for hosts. Otherwise it will be virtual.

Adjourned at 2:51 p.m.