



Oregon Library Association Executive Board Meeting

June 16, 2023, 10:00 a.m. - 3:00 p.m.

Location: Zoom

Minutes approved August 18, 2023

Present:

Star Khan (OLA President), Brittany Young (OLA VP), Arlene Weible (OLA Past President), Shirley Roberts (OLA Association Manager), Stuart Levy (OLA Treasurer), Buzzy Neilson (OLA Parliamentarian), Emily West (CSD Co-chair), Liisa Sjoblom (Conference Chair), Roxanne Renteria (EDI&A Committee rep & incoming OLA Secretary), Emily O'Neal (OLA IFC Co-Chair), Haley Lagasse (PLD Chair), Brandace Rojo (REFORMA President), Rinny Lakin (SSD Chair)

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

Welcome & Icebreaker (Star Khan)

- Our [community agreement](#) during our meetings.

Agenda changes/minutes (Star Khan)

- No changes to agenda.
- Minutes from April 19, 2023, approved.

Treasurer's Report (Stuart Levy)

- Reports as of May 31, 2023
- See detailed financials on the OLA [website](#). (Log in required).
- **Balance Sheet (September 1, 2022 - May 31, 2023)**
 - Checking: \$165,258.48
 - Total assets: \$1,043,997.18
- **Profits and Losses (September 1, 2022 - May 31, 2023):**
 - a. Dues income: \$48,122.00 which is a 7.3% decrease from this time last year (i.e. we are down \$3,761.25 in dues income compared to this time last year).
We have budgeted \$60,000 for dues income for the 2022-23 fiscal year.
 - b. Total income: \$222,156.48 (\$59,531.68 regular, \$162,624.80 conference)
The non-conference income is down 17.8% from this time last year (i.e. we are down \$12,896.50 in non-conference income compared to this time last year).
This includes the \$4700 distribution we took from our investments.
The drop in income is mostly due to less dues income and a smaller investment distribution (we had over \$12,750 last year).

We have budgeted \$258,622.00 for total income for the 2022-23 fiscal year.

- c. Total expenses: \$187,574.71 which is a 26.4% increase from this time last year (i.e. we have spent \$15,571.59 more than we did last year at this time). Some of the highlights are \$3797 increase in merchant fees, \$2040 increase in conference workshop expenses, \$2600 for the retreat (didn't happen last fiscal year), \$6945 increase in advocacy education and awareness expenses, and \$2180 for Quarterly copy editing, which are new this year.

We have budgeted \$258,622.00 for total expenses for the 2022-23 fiscal year.

- d. Net income: \$34,581.77 which is a 2239.6% increase from this time last year (i.e. we are up \$36,198.01 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 - May 31, 2023):

- a. Connected Wealth Solutions (short to medium term investments)
- OLA General Account: an increase of \$2,225.63 since September 1, 2022. Account value: \$148,031.19 and Original Investment: \$100,000.
 - OASL General Account: an increase of \$1,615.68 since September 1, 2022. Account Value: \$156,786.82 and Original Investment: \$125,000.
- b. Donivan Wealth Management (long term investments)
- OLA Reserve: an increase of \$1,750.49 since September 1, 2022. (increase includes the removal of \$4700 for our distribution) Account value: \$326,404.53 and Original Investment: \$233,916.80
 - Hull Endowment: an increase of \$3,245.04 since September 1, 2022. Account value: \$138,016.03 and Original Investment: \$155,000.
 - Hull Earnings: a decrease of \$1,822.68 since September 1, 2022 (decrease includes annual \$3000 transfer to OASL checking) Account value: \$82,878.91 and Original Investment: \$25,351.85

Association Report (Shirley Roberts)

- Concluded the conference. Worked with Liisa on the conference survey. Financial piece nearly done.
- Worked with Arlene on election ballots, election, announcements.
- OBOB finalizing State expenditure.
- OLA grants—final reporting, expenditures meet grant allocations. Will be done last week of June.
- Worked with Rinny on SSD Conference, website, raffle, registration proceeding. Deposits, checks.
- Brittany—starting last week of June, working together on retreat planning.
- Unit reports for this year info has been sent out, requesting incoming officers to update lists. Count for the retreat.
- Discussion of Menchua accommodations and optional room sharing. Thirteen rooms reserved, each has 3 beds.
- **ACTION ITEM:** Meet with Star, Brittany, Ericka, week of June 26-30 for retreat planning

Election Results (Arlene Weible)

- OLA's incoming Vice President/President-elect is Ericka Brunson-Rochette.
- OLA's incoming Treasurer is Stuart Levy.
- OLA's incoming Secretary is Roxanne Renteria.
- Additionally, we passed all the bylaws amendments. [Specific language of each of these bylaws changes can be found on the OLA website.](#)
- **ACTION ITEM FOR THE BOARD:** Need to make appointments to the newly created editorial board now in the bylaws.
- **ACTION ITEM FOR BUZZY:** Work with Shirley to update documentation in regards to the EDIA rep being a voting member. Reach out to committees about possibly updating their bylaws if they want to change who their rep to the Board is.
- EDIA voting member is effective at this meeting. Roxanne is the rep at the meeting today.
- Next year Star will be helping to recruit people to run for offices.
- **ACTION ITEM FOR ARLENE:** to set up the newly created OLAQ editorial board, Arlene will check with the people who have been informally working in that role to create a packet of information about positions that need to be represented, as well as basic operations. Will confer with Buzzy and bring to the next Board meeting.
- **ACTION ITEM FOR THE BOARD:** Review OLAQ editorial board recommendations at next meeting.

2023 Conference Report (Liisa Sjoblom)

- [Conference Budget](#)
- Projected about \$22,500 net profits. We're at \$57,500. Always overestimates expenses and underestimates revenue. Highest of any conference Liisa has ever chaired. In past its been in the mid-30ks. Increased the registrations fees by \$100 per attendee compared to 2018, last time we met in-person, when it was \$195/person. Went with \$10 more than the rate we were going to do in 2020.
- Really good committee, especially with all the hybrid. Can't thank Shirley enough for all the support.
- 448 attendees
- 26 vendors (some who couldn't do this year are interested in the next one).
- Still wading through the evaluations. Will include in the full report next meeting. Anticipating complaints about the food. Will share conference center and food related comments with the venue. Appetizers were good. President's reception—didn't catch that the venue planned for 100% attendance versus what we usually see for included events that are 50% attendance.
- Many meals were plated and people didn't attend, the food was wasted (if not served, venue staff do get to keep it, but a lot of food was wasted).
- Trading card activity was a challenge. Not enough information shared. In the past the membership committee was more involved and this time they were brought in late. Only \$100 for prizes budgeted, plus some leftover prizes and donations from committee members. Roxanne has lots of suggestions for next year.
- Personify app issues. Shirley—we are not renewing Personify.
- People liked the hybrid option and enjoyed being in person.

- Recommendations—
 - Continue hybrid.
 - Have virtual sessions pre-recorded.
 - Live stream large events with everyone in attendance and use a big company to handle the tech. D10 saved us. Owl cannot handle something big.
 - Drop Saturdays.
 - Move President’s party back to Thursday.
 - End conference on Friday afternoon with one session after lunch.
 - Change pricing structure, especially with meals. Do you want to include meals? The tradition goes back to membership votes in person at the business meeting, which no longer happens. Cost could come down.
 - Look at group rates like we did for the all virtual conference.
 - Charge nominal fee for President’s party/banquet. May encourage people to attend. Fee could go to support a specific OLA fundraiser (e.g. REFORMA and the EDIA Committee). Be aware employers may not be able to pay for some fees.
 - Improve registration forms and use. Some speakers didn’t get name badges because they weren’t registered. Award winners who don’t attend the full conference also need name badges and meals—always a challenge.
 - Keep the affinity group meetings. Possibly add LGBTQIA+. Only one that was not well attended was Special Libraries.
 - Preconferences—do we really want to continue those? Used to be a chance for units to raise money. This time everyone wanted to charge as little as possible to make them accessible. We had 3 pre-conferences, one done twice, with 98 attendees total.
 - Could use pre-conference time instead for the affinity group meetings, tours, and excursions in the host city.
- Questions/Comments—
 - How much did we raise for REFORMA and EDIA? \$650 to each from the roses and the President’s reception raffle.
 - Haley—agree with recommendation on the pre-conference. Very difficult to get speakers. Enjoyed the Ditching Dewey pre-conference and tour. Love adding field trips.
 - Emily—YSC pre-conference successful, organizers put in a lot of work and need to take a break.
 - Discussion of speaker fees and workload on OLA volunteers.

2025 Conference (All)

- [Proposals](#) or change to the edited doc from Brittany.
- Shirley identified possible venues for 2025 and created a questionnaire for venues and shared results. Discussion of pros and cons for each location, dates, expenses, accommodations, and services.
- Brittany also had information about Wild Horses, in eastern Oregon. They don’t start booking for 2025 until August 2024.
- Shirley needs permission from the Board to request formal RFPs and details of schedule, rooms needed, etc. We also need the tentative schedule down.

- Recap of input opportunities to date—drop-in session last month, conference survey question.
- Group consensus on a conference schedule draft: Wednesday ½ day with board meeting and set-up. Affinity groups Wednesday afternoon. PLD reception Wednesday evening. Conclude on Friday. Drop Saturday.
- Question: when will a joint OLA/WLA conference happen? Shirley—nothing on the books and no current plans. They usually contact us first.
- **ACTION ITEM FOR SHIRLEY:** Pencil in both Eugene and Hillsboro. Send formal RFP to Hillsboro, Eugene (Oakway) and Corvallis/Lane Co. event center/fairgrounds.
- **ACTION ITEM FOR SHIRLEY:** Develop draft RFP with space usage information and share with Star, Brittany, Ericka and Liisa.
- **ACTION ITEM FOR SHIRLEY:** Pencil in Seaside for 2026.

[Break]

State Librarian Report (Buzzy Neilson on behalf of Wendy Cornelisen)

- See the [State Librarian Board Report for June, 2023](#).
- Wendy is at IMLS task force meeting. Buzzy highlighted info from Wendy's report.
- Legislature back in session. Senate passed the State Library of Oregon budget bill this morning. That budget includes: Answerland PT position now permanent, DEI consultant position created, Talking Book & Braille Library (TBBL) librarian position created.
- Great to see everyone at the OLA Conference. Shout out to Sadie for helping with the booth.
- EDI cohorts with Christina Fuller-Gregory have been great. All three went really well and great ideas came out of these. Hoping to do another one next summer specifically for school library staff.
- TBBL remodel done.
- New staff member started in Government Services, Emily John.
- Exciting new project—digitized state documents, some print and then digitized, and some born digital. RFP will go out for new software.
- Uploaded 13 years worth of longitudinal library data, thanks to Ross. Press Release coming soon. Already saw a published report using that data.
- Thanks to Tamara's hard work, and libraries' help, we have spent out all the ARPA funds.

Intellectual Freedom report (Emily O'Neal)

- Social media policy presentation and discussion
 - [Social media Proposal #1](#)
 - [Social Media proposal #2](#)
 - IFC has been researching how to support OLA units with social media guidelines. Best practice is for the parent organization, e.g. OLA, to have a policy that trickles down to units. Nationally, there is dialogue on social media is that is heated. As a non-profit, we have more options than a limited public forum. We can block people, delete comments, etc. and should have a policy in place before you remove comments.

- The committee drafted two versions, one shorter, and one longer and more formal. The IFC prefers the shorter one for readability.
- Questions for the Board—Does OLA want to have a social media policy? Which of these two policies do you like? Or what would you prefer?
- Discussion about preferences, protocol for how to get unit input, review timeline, and best practices for sharing the policy on social media.
- A vote is not needed until we have a final draft.
- Thank you to Perry for work on this project.
- **ACTION ITEM FOR BUZZY:** Combine two options and will send out to unit heads for comment. Goal is to finalize policy at Aug. Board meeting.
- Klamath County Library Service District social justice book club
 - The bookclub has been ongoing for about six months. The April title, *No More Police*, came to attention of a County Commissioner, the former Chief of Police, who called the library director and said shut it down. Had emergency Library Advisory Board (LAB) meetings, and County Commissioner meetings, which ultimately led to a directive of “no divisive programs” as of last week’s County Commissioners meetings.
 - They haven’t been able to define “divisive” or “no”. A volunteer or community member could do any program. They believe library staff should not be doing anything political. Falling on “no political endorsement” law, even though that’s not the application of that law. A County Commissioner liaison to the library is helping to define all of these things and staff vs volunteer roles, training, staffing.
 - If the directive is that volunteers provide certain programs and full access to all ideas is still protected, that’s still providing intellectual freedom. Right now we’re in a “wait and see” about the policies and final directives. The LAB is investigating what they can do legally to stop it from moving forward. A few have contacted the Attorney General. Another is contacting the ACLU. Buzzy has attended the meetings. SLO also watching it for library status.
- Go Guardian / Portland schools
 - Portland area schools use a software program called Go Guardian that tracks students’ use online. Intention to make sure students stay on task and within bounds of school criteria. It also sends a report to the principal and/or the parent about what the child is reading, including ebook titles used.
 - There are a number of privacy settings that can be put in place, but Go Guardian is not very clear about these settings or ramifications to students. The IFC is looking into settings and options. Looking into writing a letter that librarians can send to Go Guardian. Would be reviewed by other librarians and posted to Libs-or. Nationwide concern.

- Parentings Defending Schools and Libraries
 - A parent, Darren Stuart, has interacted with us for about a year asking what parents can do to better support students. Wanting a grassroots organization local to Oregon to support intellectual freedom by attending meetings where challenges are coming forward.
 - He's ready to form a 501(c)(3), Parentings Defending Schools and Libraries. Paperwork is being filed as we speak. Hopefully will have this network soon and information will be shared. He is now an ex-officio member of the IFC. Emily will also serve on his board.
- Working with Oregon School Board Association to draft policies that can be used as templates for school boards to adopt carte blanche.
 - Three policies—curriculum, classroom library, or library materials for a school. Nine months process, close to a final draft.
 - IFC full membership needs to see it, to OLA Board, and then to the OSBA for formal adoption. Hoping it can be in place for the start of this next school year.
- New members—Tamara Ottum is stepping back as ex officio. Jen Maurer from SLO stepping in. Kim Olsen Charles to fill a vacancy. Comes from LDLC. Added Darren, as previously mentioned.
- Big thank you to Emily and the committee for all the important work.

Legislative Committee

- No report. Continuing work on the priorities for the year. Representatives could not be in attendance.

EDI & Antiracism Committee Report (Roxanne Renteria)

- Membership—4 members will be leaving. Ericka's term is ending as Chair is ending; she will stay on as a member. Ericka is also going to be a LIOLA mentor and OLA VP.
- EDIA is interested in a lateral structure, but until that is ready, looking at a co-chair format. LaRee Dominguez and Roxanne planning to co-chair.
- Podcast—two new episodes related to leadership and incarcerated patrons. Please listen. The episodes are a time consuming endeavor and important to share. EDIA needs to either create a bigger buffer with episodes ready to go in advance of launch, or take a step back and pause or delay episodes to give ourselves breathing room. Moving away from white supremacy model and overworking ourselves.
- Have had a number of asks for help: WebJuction article on the podcast, REFORMA Institute asked for presenters of the toolkit to present, Knowledge Cafe podcast, PLD Standards asked for input, Oregon Authors reached out to make website more EDI friendly. We gave input to IFC statement about Holocaust and BIPOC individuals. Drafted a letter to Linn Benton Community College president and EDIA officer in response to budget cuts targeting library staff. It has been circulating. Called bold and nuanced.

Unit sharing (All)

- LIOLA—Liisa.

- We received 10 applicants from public & academic libraries from around the state, different levels. About to send out acceptance letters. Five mentors, two participants per mentor.
- Jane Corey will be stepping down as co-chair. Jessica Otto is the other co-chair. Opening for co-chair needs to be promoted still.
- LIOLA is July 23-25 at Silver Falls.
- In two years, do we do another LIOLA? Perhaps we should look at grant funding in some way.
- This year's LIOLA is totally new curriculum. Two days in person, plus virtual sessions.
- There are scholarships left. End of the month is the deadline. Letter of acceptance should generate some applications.
- CSD—[CSD Report](#). Emily.
 - CSD Board meeting on June 7, 2023. Welcomed new volunteers.
 - Share ideas on “How can the Children's Services Division help our youth library community in 2023-24?” See [jamboard](#) (csd@olaweb.org for access).
 - Inclusive storytime will be the Fall Workshop
 - CSD Mock Geisel Workshop: Winter 2023-24
 - ACTION ITEM FOR EVERYONE: Help promote. 2023-24 Recruitment for Chair Elect. This is a three-year commitment and an elected position. [Click here for the full job description](#). Starts September 2023.
 - ACTION ITEM FOR EVERYONE: Help promote. Additional recruitments: Communications Committee Members; Scholarship Chair; Scholarship Committee Members; Mock Award Committee Members; Member at Large
 - Filled positions: Chair: Monica; Past Chair: Tara and Emily; Mock Workshop Coordinator: Alec and Amy; Communications Chair: Sophia Beltran; Oregon Library Presenters' Directory - Anna and Jaime; Secretary: Aurora Ropp; Lampman co-chairs: Amanda Lamb and Darcy Smith; Lampman Committee: Christine Lee, Jessica Marie (Confirmed), Serena Davis (Confirmed), and Linda Osuna (Confirmed); Scholarship committee: Jackie Partch.
 - CSD Auction Fundraiser auction ran from March 15 - April 5. Largest amount of money raised from auction!
 - OLA Conference
 - Pre conference: Tribal History/Shared History Curriculum facilitated and organized by Mia Jackson, the Education Manager for the Museum of Natural and Cultural History at University of Oregon. Jennifer Knight was our CSD representative and co-coordinator. Sponsored by CSD and OASL.
 - Lampman Award: celebrated the many accomplishments of Rocío Espinoza-Cotero at the Evelyn Sibley Lampman Award Breakfast at OLA in

Bend on April 21, 2023. Darcy Smith and Amanda Lamb will be the next co-chairs of the Lampman committee.

- CSD Booth—spinning wheel & slap bracelets activity successful. Talked about open volunteer positions.
- Oregon Library Presenters' Directory Poster Session. Jaime did a great job.
- Our four scholarship recipients attended the OLA conference.
- Craft Ingredient recipes continue on Instagram and the blog and will be posted monthly. Link to the latest: [Gone Fishing Craft](#)
- 10 blog posts in April and May 2023. www.csdola.org

- PLD—Haley.

- Members are struggling to find the capacity while balancing difficult situations at our libraries.
- We have a good plan for accomplishing our goals, but not the capacity right now.
- We are working on PLD standards with delays to the timeline.
- Our last PLD board meeting scheduled on May 12th was canceled at the last minute due to technical difficulties with Zoom. A small group of board members met on June 13th to discuss the division election.
- **ACTION ITEM FOR EVERYONE:** Please help promote open positions, especially the at-large positions that would be a good fit for someone who is not in management and has more time (2-3 hours/month). Accepting nominations through July 7th for 4 positions for the coming year: Vice Chair/Chair Elect (three year commitment), Secretary (2-year term), Position #1 (2-year term) and Position #2 (2-year term). Nomination form: <https://forms.gle/crVXrB2jZ2k4hJTU7>
- Training: The winter UnConference held on March 24th at the Tigard Public Library was a success. Approximately 30 people attended and we continue to hear positive feedback from them. Board members are discussing options for fall training, including the topics of disability awareness and inclusion.
- Fundraising: 41 individuals participated in the Expedition Happy challenge and the board is considering this as an annual fundraiser.
- Pearl Award: Congratulations to Dea Nowell, Technical Services Manager Umatilla County Special Library District, winner of this year's award.
- Public Library Standards -The community standards review has been postponed and tentatively rescheduled for July 24th, though this date conflicts with LIOLA. The committee is scheduled to meet on Friday, June 23rd.
- Our next PLD board meeting will be July 14th from 10 am - noon.

- SSD—Rinny.

- SSD Conference presenters are finalized. Still have openings for lightning talks.

- Have 40 people registered. Usually would have 100 by now. Can't afford to cancel. May be really, really small. Please help with getting staff registered.

Action Item Review (Star/Adrienne)

- Important dates: July drop-in OLA Board meeting is canceled. Retreat in Menucha [August 7 & 8]. Next OLA Board meeting is August 18, hybrid Zoom & Lane Co. Law Library (upstairs).
- Board: Review OLAQ editorial board recommendations at next meeting. Make appointments to the newly created editorial board now in the bylaws.
- Everyone—Help promote open CSD & PLD positions.
- Star, Brittany, Ericka, Shirley—Meet week of June 26-30 for retreat planning
- Shirley—
 - Pencil in both Eugene and Hillsboro.
 - Develop draft RFP with space usage information and share with Star, Brittany, Ericka and Liisa.
 - Send formal RFP to Hillsboro, Eugene (Oakway) and Corvallis/Lane Co. event center/fairgrounds.
 - Pencil in Seaside for 2026.
- Buzzy—
 - Work with Shirley to update documentation in regards to the EDIA rep being a voting member. Reach out to committees about possibly updating their bylaws if they want to change who their rep to the Board is.
 - Combine two IFC Social Media Policy options and send out to unit heads for comment. Goal is to finalize policy at August Board meeting.
 - Confer with Arlene on OLAQ editorial board recommendations for August Board meeting.
- Arlene—
 - To set up the newly created OLAQ editorial board, check with the people who have been informally working in that role to create a packet of information about positions that need to be represented, as well as basic operations. Confer with Buzzy and bring to the next Board meeting.

Adjourned at 2:32 p.m.

Appendix. Common OLA Abbreviations.

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| ● ACRL—Assoc. of College & Research Libraries | ● Development and Legislation) |
| ● CSD—Children’s Services Division | ● LIOLA—Leadership Institute of OLA |
| ● EDIA—Equity, Diversity, Inclusion, and Antiracism Committee | ● OASL—Oregon Assoc. of School Libraries |
| ● IFC—Intellectual Freedom Committee | ● OBOB—Oregon Battle of the Books |
| ● LEG—Legislative Comm. (formerly Library | ● ORCA—Oregon Reader’s Choice Award |
| | ● OYAN—Oregon Young Adult Network |
| | ● PLD—Public Library Division |

- REFORMA–REFORMA Oregon
- SLO–State Library of Oregon
- SSD–Support Staff Division