**Oregon Library Association Board Retreat notes**

Menucha

Corbett, Oregon & Virtual on Zoom

Day 1–Monday, 8/7/2023

Movie montage music, ice-breaker [(Spotify playlist)](https://open.spotify.com/playlist/1rDOvaSQZgLWfEQ7LhokwX?si=pv3mA0LCSqC9QtNCUa2Ipg)

Tech Training & Tool overview

Shirley

* Overview of OLA webpage. [ola.memberclicks.net/](https://ola.memberclicks.net/)
* Lots of info needed for officers, chairs, etc, on the “About” page. [ola.memberclicks.net/about-ola](https://ola.memberclicks.net/about-ola)
* OLA Board Member access to admin site: [ola.memberclicks.net/administrator#/login](https://ola.memberclicks.net/administrator#/login)
* Eemonstration of web page access, adding docs, revisions, etc.  [youtube.com/watch?v=cnqKSwVHXo4](https://www.youtube.com/watch?v=cnqKSwVHXo4)
* Zoom links to meetings require logging in.
* Unit pages [ola.memberclicks.net/ola-units](https://ola.memberclicks.net/ola-units)
* Org chart [ola.memberclicks.net/organizational-chart](https://ola.memberclicks.net/organizational-chart)
* Calendars. Only one person has access to edits (Shirley). Reserve your Zoom meeting, then fill out the form and Shirley will put it on the calendar.
* Position emails use Google. See appendix.
	+ When you transition positions to incoming and outgoing, give Shirley a phone number and email for authentication.
	+ Encourage units to put docs into Google Drive to keep records and provide models and templates for incoming folks to use after you.
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Menucha orientation

Google overview with Brittany

* Logging in, handling multiple accounts
* Have an authentication phone #
* Google Drive from top right hand side, grid
* Look for folders in drive. If not there, might be in gmail folders.
* Open files, upload docs, download, edits, version history
* Draft, share so reviewers can suggest edits.
* Tip: to make a file that is shareable with anyone in libraryland, for example (not ust OLA), make it in My Drive, not the OLA Drive.
* Shared with me, where folders and docs that are shared with you live.
* Sharing: recommend “anyone with link”. Also have commenter and editor options.
* Review “suggest edits” if you shared and asked for feedback.
* Suggestion: add an “Archive–Old Files” folder to clean up files
* Deleted files can be recovered from the trash can on the left side.
* If you share files from a different account (ex. a work account), then you can transfer ownership to the OLA account. Share, make editor, transfer ownership (must be an olaweb.org email). Former owner becomes an editor. Alternatively, can make a copy of a document if it has been shared without editing or ownership.
* Tip if you have multiple Google accounts open and toggle between them, you can make the window colors different to more easily tell where you are.
* Autoreplies under Gmail settings, vacation responder.
* Email signature, Gmail settings
* You can create a Google account using your work account. It does not need to be a gmail.

Web page / Personify with Shirley

* Board and unit heads have access to admin side of web page.
* Log in to OLA website [htt ps://ola.memberclicks.net/](https://ola.memberclicks.net/)
* Go to About OLA, Executive Board [ola.memberclicks.net/executive-board](https://ola.memberclicks.net/executive-board), OLA Executive Board Resources.
	+ Personify access. Scroll down for video tutorials. Draft contracts, letter head, logos, etc.
	+ Personify–
		- Web pages are called “articles”
		- Can keyword search articles, find sub-pages such as “Officers” page and make updates. Work with Shirley for help.
		- Sometimes easier to find it on the public side. The # at the end of the url is the article #. In Personify, search by that #.
		- Helpful to have each page also include the acronym on the page title. No global changes.
		- Media Manager–folders for various units to store minutes, etc.
			* Open a folder for unit. Can have separate folder for minutes, reports, resources, etc. Folder names cannot have spaces.
			* Upload button, add file.
			* Go back to article to add the document as a link.
			* Add the text you want to be a hyperlink. Highlight. Click on “site links”. Choose file. Navigate to the folder where it lives, select file. Save. See Shirley for help. Okay to send Shirley the minutes instead.
		- There’s also a video for how to send email blasts. May have to login to Personify to send to listservs. Be sure to be logged into the email on file in your OLA profile.
			* Create a profile list. There is a video on this. From attributes within the profile you want to use. Affiliations. Select unit(s).
			* Run the search. (ex. CSD FT & PT)
			* 110 search results. Tag all.
			* Go to Actions, Contact.
			* Can use templates. E.g. OLA Basic Email Template.
			* Can add attachments.
			* Save email with a new name.
			* Recommend you send a test to yourself and test all links.
			* The personify lists are current, even if someone new subscribed yesterday. If you have a listserv, those are not automatically updated. Shirley adds new members once a month to listservs.
			* Can review stats on emails sent, bounces, opt outs, opens, etc.
			* Video tutorials are on youtube and okay to send to incoming officers who are not in Personify yet.
		- Finances
			* Units may have enterprise funds if they have fundraisers, etc.
			* General fund enterprise budget, ledger has unit funds. This is sent to all the board monthly.
			* August 18 OLA Exec Bd meeting will approve the draft budget. Can submit a request to the board to increase unit funds for specific projects, etc.
			* All divisions, round tables, have ability to raise money on their own through programming, raffles, etc. Shirley maintains separate accounts for 40+ units per month.
			* Board does not have authority over the unit funds. If you need a reimbursement, for example, for a speaker fee, send form to Shirley for processing.
			* Over past couple of years, each unit has submitted a budget. Shirley can create a profit/lost statement so your Treasurer does not have to do that. Does require units to submit a 23-24 budget.
			* Round tables are not required to submit a budget, but can.
			* Expense Reimbursement Form is required, signed. Email to Shirley. Checks are typically cut each week. If over $500, Treasurer also needs to sign.
			* Fundraisers–do need a deposit form, or use Personify or Square.
			* OLA Financials, generally by the 15th, Shirley sends all the reports. Treasurer reports, financials for each unit get posted to website, investments, newly added members.
			* New members get one welcome to OLA email from the President. Some units send their own welcome, but have to work with these membership lists. There’s a FY end report, too.

Lunch

Overview of 2022-23 OLA organizational year–Star

* (Full notes went to Shirley for annual report)
* OLA Conference
* Awards
* Legislation
* Notable unit activity
* Reflections

Cultural Humility training–Ericka

<https://drive.google.com/drive/folders/1_-QhF1J9BE3LArk0wNcI8hTFlTy5Q8AZ?usp=drive_link>

Lightning Talks

* Buzzy / Parliamentarian
	+ Keeper of the roles
	+ Most rules we create for ourselves, between us and membership. Some are for official 503c3 status and cannot be broken
	+ Reach out for questions about bylaws, etc.
	+ <https://www.olaweb.org/organizational-chart>
	+ Membership votes for officers, bylaws, dues increases, creating divisions. The rest is up to OLA Exec Bd and units.
	+ Divisions generally are about serving specialized groups
	+ Round tables can come and go
	+ Standing committees
* Arlene / SLO & OLA
	+ Past president, last retreat. Also work for SLO 17 years and active OLA member.
	+ OLA prof non profit. Member-driven, 1000 member
	+ Volunteer work
	+ SLO–Executive State Agency, governed by the State library board, reports to the Gov. 35 employees
	+ Four divisions, gov services, print disabled, library support division, Oregonians (operations division)
	+ Part of job at SLO is to be involved in OLA, build relationships and learn what needs are.
	+ Provide continuity at units, even as OLA officers change.
	+ 3 things to know about OLA
		- EDIA
		- Conferences
		- Advocacy for libraries, funding and support
		- OLA can advocate in ways that SLO cannot. SLO Can’t lobby. OLA can employ a lobbyist.
	+ 3 things to know about SLO
		- Communication–Libs-or 2100+ subscribers, SLO Jobline, Consultants
		- Library resources
		- CE
	+ Partnerships
		- OSLIS
		- Projects OBOB, EDIA Committee
		- Funding–Library2go (OLA is the fiscal agent), (Libros for Oregon some past years)
		- IFC (can directly support challenges at libraries, write letters, advocate) & OIFC (managed by SLO, collects reports, annual report, participates on IFC)

 Unique partnership. Arlene is available to talk through questions about OLA, SLO, how to get ideas heard, navigate to where you need to be to get your issue solved.

Stats, mandated by IMLS, goes through SLO.

New Directors, documentation and training materials coming. Don’t do the training in person/ gatherings. PLD also does pieces of this.

Elevator talks

* Wendy C. SLO–What is the role? I’m your state librarian for Oregon. Legal components. Secretary of the SLO Board. CEO. Reference Coordinating Council with state archivists, and…. Assisting librarians with legal matters.
	+ SLO Board, successfully creating and defending the SLO budget
	+ Gov expectations of agency directors–11 different points. Affirmative action, cultural \_\_\_\_, OLA Exec Bd ex officio. Champion for libraries in Oregon. Travel and meet people and translate those stories to all the people who vote, care about libraries.
* ACRL, Carly
	+ Academic librarians. Academic freedom, book bans issues. Talking about supporting, collaborating with public libraries. After pandemic, reconnect, regroup with the organization, different ways to do conferences & give out scholarships.
* CSD, Monica
	+ Advocating that children are supported in reading, librarians are supported in that work. Create life-long readers when they are itty bitty. Keep things fresh, current, sensitive to the times. Remember that kids exist after the age of 5.
* OASL, Laura
	+ Annual conference for library media specialists and library workers. Teach about OSLIS. Lateral reading from Standford group to teach other librarians, staff, parents, about literacy. Excited about governors new standards about reading, supporting schools. (Also on leg committee)
* OYAN, Caitlin & Mark/Ian
	+ Oregon Young Adult Network. Teenagers are important. Trying hard to talk with staff who support teenagers in Oregon. A lot of folks who work with teens, and also work with younger young and/or adults. Try to tap into helping those folks balance and find community. Gave away two scholarships for OLA conference. Mark–Purpose to help teens throughout state, support those serving. Mock Printz awards. OYE award.
* PLD, Megan Dazey
	+ Promote public library …website…support each other regardless of size of library. Unconference a few months ago, create libraries for everyone.
* REFORMA
* SSD, Rinny
	+ Support staff who are not library directors or librarians. 508 librarian positions in state of Oregon. Multoco employs over 500 people. Majority of employees in Oregon.
* Conference committee, Liisa
	+ Training, professional development, networking, fun, put on a great event and support the organization.
* Leadership, Liisa
	+ Mentoring opps, scholarships for prof dev, LIOLA just happened last month with new curriculum.
* EDIA, Ericka, LaRee & Roxanne incoming
	+ Inclusive environment. Shared purpose from website. Started as a task force, then special committee, now a standing committee. Lead with EDI lens with antiracism. Past EDIA Marci–toolkit. Took goals and objectives, created a podcast to sign light on radical inequities and inadequacies affecting library staff in oregon. Hiring and retention of BIPOC employees. LaRee and Roxanne co-chairs. Thinking about what to focus on this year. Maybe a toolkit 2.0.
* IFC, Emily
	+ When we have challenges, call IFC for help. Help proactively before a challenge hits. Train your boards, upper management, can even train your commissioners if needed. Collab with SLO for stats, to send to ALA. Help you all survive. Working with Oregon SBA with draft policies. Social media policy, sound bite statement.
* Tech Services RT, Emily
	+ How your customers find books, buying, processing, budgets, foundation for all the rest of your work you do. Collection development, acq, processing. A little quite lately, working on getting stronger, regrouping. Meeting next Friday, in Newport. In person for this one.
* Legislative Committee
* Oregon Authors, new database up and running, based off Performer Showcase
* ORCA, Laura co-chair, trying to get kids reading books without the competitive nature of OBOB, learn about voting. Constitution Day tie-in with one of the titles.
* IRT, Laura & Erin Bells–best practices internationally, trainings on overseas librarianship, corner exchange with librarians in a sister city Fujiyama province. Fulbright librarian training coming up. Connecting internationally, grow world language collections, sister city libraries.
* Legal reference–dormant, Lee Van Duzer and Brittany talking some. Advocacy. Law libraries
* Awards committee, Arlene & Emily O. Recognize the work we do, units, OLA high-level awards presented at conference for library supporters, support staff, EDIA…people assume there are tons of people getting nominated, and there really isn’t. Best thing you can do is recognize the people you are working with.
* STRT, focus on trainers in libraries. Create content and resources for sharing. Darci continuing as Chair.

8/8/23

 Brittany–

* Honored to be between two BIPOC leaders, amplify voices
* Looking internally at organization, P&P, standards
* Help lay groundwork for paid consultant (following year)
* Opportunities to help with a task force. Adrienne volunteered to assist on projects. Open to others volunteerings.
* Grants through Ford Family Foundation for technical assistance may be available. Not sure if we qualify. They focus on rural counties. They also have separate grants for equity work. Haley Lagasse can help make contacts when we are ready.
* Strategic Plan on hold until we have a consultant.
* Consider Strategic Focus Areas (buckets to contain goals) as a path between now and then, if flexible/agile.
* Interested in flattening the structure and power
* Discussion about hierarchical structures
* Interest in moving reports to consent agenda
* Discussion about what requires voting, adding more time for reflection and consulting with units. How to do this without slowing the work down? Can we have shorter meetings more often?
* Perhaps using temperature checks.
* Drop-in meetings have been moving to “work sessions” without voting, but to discuss topics before voting at a board meeting.
* OLA Exec Board and Divisions disconnect. Can Division Chair bring back focal points from Exec Bd to Division to help guide the work? Is there a way for Divisions to bring forward topics to OLA Exec Board to build more two-way dialogue and share power.
* Next Board meeting is next Friday, Driftwood PL, 8/18/23. If voting Exec Bd members drive more than 100 miles, eligible to apply for reimbursement (includes Division heads). Hybrid. Will set remaining meetings at that meeting.
* Clarification–gavel passes at end of meeting. 22-23 officers switch to 23-24 officers at end of meeting.
* Discussion on how co-chairs of divisions decide who votes at Exec Board (ex. alternate).
* New OLA bylaws stipulate that:
	+ I think the main restriction on the voting representative from the divisions is that it needs to be someone on their boards. Buzzy Nielsen 11:17 AM
	+ FWIW, while the bylaws language limits the divisions to someone on their board, there are no specifics on the EDIAC representative
	+ Division bylaws are voted on by their membership and then approved by the OLA Exec Board
	+ It's section 4.03 here: <https://www.olaweb.org/index.php?option=com_content&view=article&id=256>
* Brittany will check with members who need to be there, then send out a Doodle Poll. Five hour chunk is really hard to do. Also open to 3 hour meeting on Wednesday.
* Next meeting will be 8/18/23, 10-3pm, Driftwood Public Library and Zoom.
* Reminder if your unit has an event, use the event submission form online to have Shirley add to the OLA calendar.

Appendix: Position emails - board and unit email addresses

| OLA President | olapresident@olaweb.org  |
| --- | --- |
| OLA President Elect | olavp@olaweb.org  |
| OLA Past President | olapastpresident@olaweb.org  |
| OLA Secretary | olasecretary@olaweb.org  |
| OLA Treasurer | olatreasurer@olaweb.org  |
| OLA ALA Chapter Councilor | olachaptercouncilor@olaweb.org  |
| OLA Member At Large | olamemberatlarge@olaweb.org  |
| OLA Parliamentarian | olaparliamentarian@olaweb.org  |
| ACRL\_OR President | ACRLOR@olaweb.org  |
| ACRL\_Communication | ACRLORCommunication@olaweb.org  |
| CSD Chair | CSD@olaweb.org  |
| CSD Chair Elect | csdchairelect@olaweb.org  |
| CSD Past Chair | csdpastchair@olaweb.org  |
| CSD Secretary | csdsecretary@olaweb.org  |
| CSD Web Editor | csdwebeditor@olaweb.org  |
| CSD Summer Reading Chair | csdsummerreadingchair@olaweb.org  |
| CSD ORCA Rep | csdorcarep@olaweb.org  |
| CSD Mock Workshop Coordinator | csdmock@olaweb.org  |
| CSD Lampman Chair | csdlampmanchair@olaweb.org  |
| CSD Scholarships | csdscholarships |
| CSD Performers Showcase | csdshowcase@olaweb.org  |
| OBOB Registration Confirmations | obobconfirmations@olaweb.org  |
| EDI Committee Chair | edicommittee@olaweb.org  |
| EDIA Committee Members | ediacommitteemembers@olaweb.org  |
| IF Committee Chair | ifc.chair@olaweb.org  |
| IF Committee Members | ifc.members@olaweb.org  |
| IRRT | irrt@olaweb.org  |
| Legislative Comm | ldlcchair@olaweb.org  |
| Libros for Oregon | librosoregon@olaweb.org  |
| LIRT RT | lirt@olaweb.org  |
| Mentor | mentor@olaweb.org  |
| OYAN Chair | OYAN@olaweb.org  |
| Oregon Authors Committee | olaoregonauthorscomm@olaweb.org  |
| SSD President | SSD@olaweb.org  |
| SSD Conference Web Manager | ssdconfwebmanager@olaweb.org  |
| RefRT Chair | RefRT@olaweb.org  |
| OLA Awards | olaawards@olaweb.org  |
| OLA Communications | olacommunications@olaweb.org  |
| OLA Hotline | olahotline@olaweb.org  |
| OLA Conference Chair | OLAConference@olaweb.org  |
| OLA Conference Programs | olaprograms@olaweb.org  |
| OLA Exhibitor | olaconfexhibitor@olaweb.org  |
| OLA Virtual Conference Info | olaconfinfo@olaweb.org  |
| OLA Leadership Comm | olaleadership@olaweb.org  |
| Leadership Institute OLA | LIOLA@olaweb.org  |
| OLA Membership Comm | olamembership@olaweb.org  |
| OLA Quarterly | OLAQ@olaweb.org  |
| ORCA Chair | orca@olaweb.org  |
| PLD President | pld@olaweb.org  |
| PLD Secreatary | pldsecretary@olaweb.org  |
| PLD Vice Chair | pldvicechair@olaweb.org  |
| PLD Past Chair | pldpastchair@olaweb.org  |
| PLD Standards Chair | plsstandardschair@olaweb.org  |
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