**OLA Leadership Retreat**

**August 13, 2019**

**Menucha Retreat and Conference Center**

In Person:

Alice MacGougan, Amy Mihelich, Buzzy Nielsen, Candise Branum, Crystal Garcia, Danielle Jones, Deborah VanDetta, Eduardo Arizaga, Elaine Hirsch, Esther Moberg, Jane Corry, Jennifer Patterson, Blake Kincaid, Jian Wang, Kate Lasky, Kathy Street, Keli Yeats, Kim Olson-Charles, Lacey Legel, Laurie Nordahl, Liisa Sjoblom, Lori Wamsley, Melissa Little, Meredith Farkas, Patricia Moran, Rachel Zill, Sare Webster, Shirley Roberts, Star Khan, Stephanie Lind, Sue Ludington, Rachel Timmons, Arlene Weibel

New Leader Orientation called to order 9am by Lori Wamsley

* Finances: Lori Wamsley & Shirley Roberts

Information available on Memberclicks for chairs, budget, income, Enterprise fund balance. Shirley can create a profit & loss statement if provided with a budget for a group. (example ACRL)

* ERRF, Expense Reimbursement Request Form. Must be used for a group requesting funds.
* BRF, Budget Request Form these are for one time requests in addition to your budget. Primarily committees. Must have board approval.
* Membership list for units is on the Finance/Membership page of Memberclicks.

Parliamentary practices: Buzzy Nielsen

* Organizational Chart on Memberclicks explained, executive board oversees the 501c3. Member-at-large is intended to increase the diversity of the board, examples school libraries and rural libraries. Differences between division and round table explained.
  + Divisions: larger, focus on target population, require a vote by membership, committees who have co-chairs are allowed one vote per committee
  + Round Table: smaller, in flux, easier to create, require a vote by executive board.
  + Standing Committees: Task oriented, internally focused on conducting business,
* By-Laws and Policies
  + Chapter 2 By-Laws of OLA is where the fundamental structure is found.
  + Chairs should acquaint themselves with the division by-laws. Run new by-laws through Buzzy to ensure consistency
  + Round Table by-laws follow the one set of OLA Round Table by-laws.
  + Other policies are found in this section.
  + Parliamentarian, Buzzy, is always available for questions.
* Memberclicks: Shirley Roberts
  + OLA Board Meeting webpage has the information for meetings, location, agenda, time, other supporting documents
  + OLA Unit Annual Activity Reports are posted and the template for reports are available
  + Leadership orientation videos for using Memberclicks are under Executive Board Meetings
  + Zoom information for meetings can be found on Memberclicks.
  + Current officers are listed under executive board
  + OLA Board Resources has links to leadership videos, membership brochure, and other resources. OLA Logo guidelines is included here.
  + History and archive information is available on Memberclicks under About OLA/executive board
  + Divisions officers and contacts are updated by Shirley on Memberclicks
  + Each division has a unique email for officers so the email follows the position instead of the individual.
  + Always contact Shirley for information on Memberclicks. Memberclicks works best on Chrome.
  + E-list management (list-serves) is curated by Shirley.
  + Event registration is managed by Shirley

EDI Plan: 4 groups created lists of ideas to incorporate EDI within OLA

* Elaine Hirsch will compile the EDI information from the 4 groups.

Strategic Planning: 4 groups worked on Strategic Plan Area of Focus/Initiative

* Focus 3 Strengthen OLA’s Leadership and Advocacy across Oregon
  + OLA presence @ regional library meetings (examples Southern Oregon and SAGE)
  + Leadership training for all members, increase scholarships to LIOLA and other gatherings
  + Unit meetings on training instead of business
  + Le and Development work more with Divisions and OLA Units
  + Focus on representing entire state
  + Online only meetings sometimes. If there is an online only meeting and some people meet in person it creates a feeling of non-inclusion
* Focus 2 Improve the means
  + User experience is frustrating
  + Information transparency
  + Documentation and institutional knowledge
  + Who are we marketing to: surveys, clarify audience
* Focus Increase engagement in OLA and enrich the membership experience
  + New Member Round Table increase
  + Increase Mentorship opportunities for underrepresented groups
  + Make a concerted effort to personally ask/invite new participants
  + various levels of participation/volunteership.
  + Explore ways to support more support staff/para-professional opportunities.
  + Match new members with experienced members.

Census 2020 Arlene Weible

* Data generated will affect our resources
  + Libraries are trusted communities for information on Census
  + Web pages or mobile phones will be important this cycle
  + Community groups are forming to increase response rate.
  + State library is committed to helping all libraries participate in Census 2020. There is some funding for support. Ideas include: toolkit, posters, partnership with OLA, pass along ideas to Arlene.
  + Oregon Library Census Lib Guide is available on website.

OLA Legislative Work Stephanie Lind, Amanda Dalton

* Very busy session, many factors contributed. Democrat Supermajorities this session. Lots of issues covered.
* RtoR grants SB 5518; OSL budget $1.02 per child. $1,465,695 funded at current service level
* HB 2243 Public Library Definition; minimum standards to be established
* HB 2213 Textbook Affordability; the policy bill passed but not the funding bill
* HB 2214 Open Educational Resources
* New State Librarian hired, legislative committee contributed to the hiring process.
* SB 858 Law Library Bill was killed in committee
* HB 2247 Imagination Library Project asked for state funding match
* SB 543 Children Special Service District repeated proposed bill to create a new Special District option.
* CAT funding
* SB 283 WiFi Disclosure Study Bill, HB 2173 Broadband Office, HB 2184 OUSF & Broadband Fund

Financial Report Lori Wamsley

* Full financial will be at the August board meeting
* Treasurer oversees the finance and investment committee. 2 positions opening soon for the coming year. Anyone interested should email Lori Wamsley [olatreasurer@olaweb.org](mailto:olatreasurer@olaweb.org) . OLA has 2 financial advisors.
* OASL Hull Endowment a group met to create policy to meet the requirements of the fund. A Revenue Committee group will be formed to address possible streams of revenue for sustainability, membership dues, conference fees, etc.

Board Meeting locations 19-20

* August 23 Transition Meeting, Lewis and Clark, Portland
* October 4 North Bend Public Library, North Bend
* December 6 State Library, Salem
* February 7 Virtual Meeting
* April 29 OLA Annual Conference, Bend
* June 5 Driftwood Public Library, Lincoln City
* August 17-18 OLA Retreat, Menucha
* August 28 Transition Meeting, Grants Pass