

**Oregon Library Association**

**Executive Board Meeting**

February 24, 2025 at 4:00 a.m. - 6:00 p.m.

Location: Zoom <http://olaweb.org/ola-zoom-meeting-login-info>

Minutes approved March 24, 2025

[Agenda](https://docs.google.com/document/d/1HVp6IWRTAL1Prl6Kfd3FJ3pvaCyDVT4npNfFBIoVsEk/edit?tab=t.0)

**Present:** Ayn Frazee (OLA President), April Witteveen (OLA Vice President), Ericka Brunson-Rochette (OLA Past President), Stuart Levy (OLA Treasurer), Buzzy Nielsen (OLA Parliamentarian), Shirley Robert (OLA Manager), Roxanne M. Renteria (OLA Secretary), Wendy Corneliensen (State Librarian), Jane M. Nichols (ACRL), Liisa Sjoblom (Leadership Committee), Kathy Street (PLD), Jennifer McKenzi (OASL), and Rinny Lakin (SSD).

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

**Welcome & Icebreaker** (Ayn Frazee)

* Our [community agreement](https://docs.google.com/document/d/1mQ77seEU4rKpvZfm8JxgNNodcTI2QGc7zL6w6GreTA8/edit?usp=sharing) during our meetings.
* Welcome and introductions, including an icebreaker question: are you a morning person or a night person?

**Agenda Changes/Minutes** (Ayn)

* See [January Minutes](https://docs.google.com/document/d/1X8aCXehyalmwb0GcgfIGBsFH2Nma4xx3/edit).
* Motion to pass the January Minutes approved.

**Treasurer’s Report/Request to update OLA Investment Policy** (Stuart Levy)

* See [report](https://docs.google.com/document/d/1eRD-kKiAkEGjehY0U0ARkJJvVxv2RNVgp80ItZlBsM0/edit?tab=t.0).
* See [Proposal for changes in OLA policy regarding Connie Hull transfers](https://docs.google.com/document/d/1JfcUmU4YDtXkJExryhVMsKxizyH2a6AVpmF-T0sHljc/edit?tab=t.0).
* See [Flourish High Yield Savings Spreadsheet](https://docs.google.com/spreadsheets/d/1d1A6w5nyC0IjhAmeqOCe9snxaiMoGuTa/edit?gid=1847983905#gid=1847983905).
* Overview comments:
	+ Authorized Shirley to open up the Flourish HYA ($210k).
	+ Dues income date changed to January 31, 2025 (typo).
	+ Currently on track to hit budgeted Dues Income $60k for fiscal year.
	+ Savings provides a cushion in case Net Income is less than the $0 budgeted.
	+ Reminder: Connected Wealth Management (short to medium investments) are lower risk than Donivan Wealth Management (long term investments).
	+ Overall, investments are doing well.
	+ Recall at the November meeting that a Proposal for changes in the OLA policy regarding Connie Hull accounts would be up for consideration at the February meeting.
		- Stuart noted current language and highlighted proposal changes below.
		- Per the financial advisor, it makes sense to only keep the minimum $155k in the Hull Endowment–additional funds should be transferred.
		- Per Buzzy, a motion is unnecessary–the board can simply vote upon the proposal
	+ The board voted to approve changes in OLA policy regarding Connie Hull transfers.
	+ Shirley shared an update on the Flourish HYA (currently earning 4% per year, which means a projected interest earning of $8900 if rates stay the same).
		- All of the signatures have been taken care of, and Ayn has been added to the account (joining Stuart).
		- Note, earnings are reported mid-month.
		- Interest earned raised the question of how to distribute interest money
			* The committee held a short discussion on the topic, and suggestions discussed include:
				+ Distribute money back to individual OLA units, using the breakdown based on the percentage of the account balances held by each of the groups on September 1st (may not be an equitable option).
				+ Individual OLA Units would have the option to decline their funds, in which case their allotment would be deposited back into the general fund.
				+ Deposit the entirety of funds back into the general fund.
				+ Deposit money into a special account, OLA units could then request funding for future projects to facilitate innovation and equity.
				+ Adopt a hybrid of any of the aforementioned ideas
			* April raised concerns regarding OLA units lacking chairs, which are facing dissolution (i.e. DIGORT).
				+ Shirley provided an overview of the dissolution process–the association reaches out to the chair to inquire how they would like their unit’s funds to be handled, and in the absence of a chair, she contacts associated members/former members (i.e. in DIGORT’s case this would be Arlene).
				+ DIGORTS funds could be used to seed future or timely round tables.
			* Ayn suggested the board seek feedback from those with a vested interest, and bring the results back for a board vote.
			* **ACTION ITEM: Shirley and Stuart will create a Google Form and seek unit feedback with a deadline of March 31st, and this information will be shared at the April Board Meeting (Eugene/Hybrid).**
			* **ACTION ITEM: Roxanne will bring DPL hotspot to ensure hybrid access.**

**Current Fiscal Year (September 1, 2024 - January 31, 2025)**

**Balance Sheet (September 1, 2024 - January 31, 2025):**

Wells Fargo Checking: **$12,202.01**

Flourish High Yield Account: **$210,000.00**

Total assets: **$1,255,382.32**

**Profits and Losses (September 1, 2024 - October 31, 2024):**

* 1. **Dues income:** **$23,058.00** which is a 5.1% decrease from this time last year (i.e. we are down $1,232.25 in dues income compared to this time last year).
	We have budgeted $60,000 for dues income for the 2024-25 fiscal year.
	2. **Total income: $50,673.50** which is a 30.8% increase from this time last year (i.e. we are up $11,931.72 in total income compared to this time last year). This mostly due to our $12,188.00 in investment earnings distribution.
	We have budgeted $244,295.00 for total income for the 2024-25 fiscal year.
	3. **Total expenses:** **$52,582.45** which is a 6.3% decrease from this time last year (i.e. we have spent $3,544.05 less than we did last year at this time).
	We have budgeted $244,295.00 for total expenses for the 2024-25 fiscal year.
	4. **Net income:** **$-1,908.95** which is an 89% increase from this time last year (i.e. we are up $15,475.77 in net income compared to this time last year).
	We have budgeted $0 for net income for the 2024-25 fiscal year.

**Investments Update (September 1, 2024 - January 31, 2025)**

1. Connected Wealth Solutions (short to medium term investments)
	* + OLA General Account: an increase of $2,069.12 since September 1, 2024

Account value: $173,142.67 and Original Investment: $100,000.

* + - OASL General Account: an increase of $2,180.00 since September 1, 2024

Account value: $182,858.13 and Original Investment: $125,000.

1. Donivan Wealth Management (long term investments)
	* + OLA Reserve: an increase of $6,345.06 since September 1, 2024

Account value: $397,178.36 and Original Investment: $233,916.80

* + - Hull Endowment: a decrease of $14,873.21 since September 1, 2024

(includes a $20,924.00 transfer to Hull Earnings)

Account value: $153,858.46 and Original Investment: $155,000

* + - Hull Earnings: an increase of $18,756.90 since September 1, 2024

(includes a $20,924.00 transfer from Hull Endowment and includes a $4000 transfer to OASL for grants & donation)

Account value: $102,837.37 and Original Investment: $25,351.85

**Proposal for changes in OLA policy regarding Connie Hull transfers**

**Current language:**

9.09437 OASL Connie Hull Endowment and Connie Hull Earnings Funds Distribution Policy:
If the Connie Hull Endowment account value is at least $160,000 as of August 31, the OLA Association Manager will transfer $3,000 from the Endowment account to the Earnings account on September 1. If the Connie Hull Endowment account value is below $160,000 as of August 31, the $3,000 automatic transfer will not happen that year.

The Finance/Investment Committee has the authority to annually transfer additional funds (above $3,000) from the Connie Hull Endowment account to the Connie Hull Earnings account, based on market forecasts and in consultation with professional investment managers. Fund transfers that would reduce the Connie Hull Endowment account value below the initial principal of $155,000 are not permitted.

**Proposal (changes highlighted).**

9.09437 OASL Connie Hull Endowment and Connie Hull Earnings Funds Distribution Policy:
If the Connie Hull Endowment account value is over $155,000 as of August 31, the OLA Association Manager will transfer enough money from the Endowment account to the Earnings account on September 1 that will leave a remaining balance of $155,000 in the Endowment account.

The Finance/Investment Committee has the authority to annually transfer additional funds from the Connie Hull Endowment account to the Connie Hull Earnings account, based on market forecasts and in consultation with professional investment managers. Fund transfers that would reduce the Connie Hull Endowment account value below the initial principal of $155,000 are not permitted.

**Unit Reports/Updates** (All)

* **PLD**
	+ Met in January
	+ The division decided to wait until elections to fill vacancies
	+ PLD dinner scheduled to occur at the 2025 OLA Conference in Eugene, featuring author [Vera Brosgol](https://www.verabee.com/about)
	+ Kathy will solicit [Pearl Award](https://www.olaweb.org/pld-ol-award#:~:text=Presented%20by%20the%20Public%20Library%20Division%20to%20a,library%20who%20has%20displayed%20exceptional%20effort%20and%20excellence.) nominations shortly.
* **OASL**
	+ Released the white paper: [State of School Libraries in Oregon 2025](https://drive.google.com/file/d/1uSa_W-UPD2xGfZwCTTBUREJMaiuM0VKt/view) (PDF).
	+ [2025 OASL Conference](https://ola.memberclicks.net/oasl-conferences) will feature KC Boyd as the Keynote speaker.
		- Theme: Open Books, Open Minds.
		- Single Day: Saturday, October 4th.
		- Location: North Eugene High School, 250 Silver Lane, Eugene 97404.
		- Pre-conference School Library Bus Tour: Friday, October 3rd.
	+ Chipping away at documents:
		- Strong School Libraries Rubric
		- Job Descriptions
		- Evaluation Tools for Teacher Librarians (last year)
		- Team just finished drafting an Evaluation Tool for Classified Librarians
* **SSD** (Rinny Lakin)
	+ See [SSD Unit Report](https://docs.google.com/document/d/1T6G-F5YtZzjzlBnM1nf1G0WVKEyPgV0c-OIeO6iWqZY/edit?tab=t.0).
	+ Overview Comments:
		- Will resume annual mini-retreats, which also serve as a recruitment tool.
		- Attended OLA Legislative Day.
* **Leadership Committee** (Liisa Sjoblom)
	+ Report emailed.
		- Mentor Match program – Still working to revitalize. One member of the team resigned from the Committee, so there is only one person working on the program. There will be a poster session at the conference about Mentor Match.
		- Scholarships – Second round of scholarship applications are due Friday (2/28/25). Currently we have one application.
		- LIOLA –
			* Planning is on-going.
			* Lori Wamsley and Liisa Sjoblom will be facilitating and are currently revamping the curriculum from last year.
			* Mentors have been identified and will be confirmed shortly. There will be a mentor orientation in June.
			* The virtual introductory session is July 7th with the in-person sessions July 17-18 at Mt Hood Resort. Three virtual sessions will follow in August with panel discussions on leadership style, DEI, and Advocacy. Some panelists have been identified and we will be reaching out in the next month or so.
			* The registration fee this year is $750 and mentor costs are covered (except mileage). We will be able to offer scholarships due to the $5000 approved by the Board last month.
			* We have three applications so far and need 17 more to get to our projected 20 attendees. Applications are due March 17th, with a possible one-week extension.
			* We only had 10 applicants in 2023. If we cannot get to our projected numbers and have to cancel, we will likely need to pay Mt Hood Resort 50-75% of the contract. Please promote LIOLA in your organizations and throughout the Oregon library community.
			* If we do need to cancel, we will need to make a decision on whether or not to continue LIOLA.
		- Other Items –
			* We will have a panel discussion at the conference about LIOLA with past mentors and attendees. Wednesday from 2-3 p.m.
			* The Committee has had three resignations due to other time commitments. If you know of anyone who would be interested, please let Liisa know.
* **OLA EDIA Committee** (Roxanne M. Renteria)
	+ [Overdue: Weeding Out Oppression in Libraries Podcast](https://www.buzzsprout.com/1948067/episodes)
		- Due to a desire to prioritize the safety of marginalized library workers, the co-chairs have been in contact with former guests to inquire if they would like to permanently or temporarily disable access to their episode.
		- Depending on responses, they will either keep, or permanently or temporarily disable access.
		- That said, the committee is still producing episodes.
		- Season 3, Episode 3: Library Services for BIPOC Adoptees will go live on Friday, February 28th.
	+ [Professional Development Scholarship Grant](https://www.olaweb.org/index.php?option=com_content&view=article&id=769:ola-edi-antiracism-scholarships&catid=20:site-content)
		- 3 applications have been submitted at this time–1 has been awarded, and the committee, plus Darci Hanning of SLO, will review the other 2 during the work session on Tuesday, February 25th.
		- Additional notifications need to be sent out.
		- **ACTION ITEM: Unit heads requested to share information about the** [**scholarship**](https://www.olaweb.org/index.php?option=com_content&view=article&id=769:ola-edi-antiracism-scholarships&catid=20:site-content) **with members.**
	+ [Committee website](https://ola.memberclicks.net/ola-edi-antiracism-committee---HOME) and [Training Resources](https://www.olaweb.org/ola-edi-antiracism-committee-training-resources) page
		- Training Resources page Updates are in progress.
		- The committee website needs to be updated per audit suggestions, and to ensure the Oregon library community can easily locate Professional Development Scholarship Grant info, among other things.
	+ OLA Conference 2025 (Eugene)
		- The committee will have a unit table.
		- Affinity Groups.
			* Co-Chair LaRee Dominquez, and former Chair Ericka Brunson-Rochette will facilitate the BIPOC Affinity Group.
			* Brittany Young will facilitate the Neurodivergent Affinity Group.
* **CSD** (Jaime Thoreson)
	+ Intended to attend the OASL Conference on Saturday, October 4th and better collaborate in future.
	+ Considering offering a Mocks Workshop.
	+ Prep for CSD Spring Workshop is underway.
		- Have a surplus of books (donated some to Legislative Day), and the auction is expected to go well.
	+ [Lampman Breakfast of Champions](https://www.csdola.org/blog/lampman-breakfast-of-champions) (rather than drafting an award letter; will offer a Place the Spotlight/Google Form to give shoutouts).
* **ACRL OR** (Jane Nichols)
	+ [Award for excellence nominations](https://acrloregon.org/announcements/reminder-acrl-oregon-2024-25-award-for-excellence-nominations-due-march-31st/) due March 31st.
	+ May present an award at the 2025 OLA Conference in Eugene–dependent upon nominations.
	+ Will [recruit candidates](https://acrloregon.org/uncategorized/call-for-2025-acrl-or-board-nominations/) for the next election cycle, in order to fill vacancies.
* **Past President Update** (Ericka Brunson-Rochette)
	+ Seeking candidates to run for various OLA Executive Board positions–Treasurer, Secretary, and Vice President Elect.

**Review and Approve MOU for OLA/PNLA Joint Conference** (Shirley Roberts)

* See [MOU](https://docs.google.com/document/d/1iAiIaUQP19CN2wzNAHvd7bkTzZgA5bFl/edit?tab=t.0).
* Overview comments:
	+ Recall the association received approval to proceed with a joint conference with PNLA back in November.
	+ Liisa, Ayn and April have reviewed the draft memorandum of understanding provided by PNLA Executive Director Debbi Kramer.
	+ Shirley and Debbi reviewed the MOU line by line during a January Zoom meeting
	+ Shirley has control over the financial component given OLA is responsible for the site contract (and a higher level of financial responsibility).
	+ Yellow highlights denote changes.
	+ Green highlights address financial concerns, and have not yet been shared with the PNLA President.
	+ PNLA offered to submit $7500 in seed money, which normally would not be a consideration, but Shirley revealed the Holiday Day Inn contract requires a 25% down payment deposit ($15,500).
* Motion to approve the MOU for theOLA/PNLA Joint Conference passed.

**Review and Approve Site Contract with the Holiday Inn - Portland Columbia Riverfront** (Shirley)

* See [contract](https://drive.google.com/file/d/1JgtbEWxsXQ3xBVKG6PMXr5Pk-FLH-LZ6/view).
* Overview comments:
	+ Liisa reviewed the contract this morning.
	+ Rooms:
		- Shirley followed up on complimentary rooms (2 total–1 for the OLA President and 1 for the PNLA President).
		- Shirley needs to clarify the bullet point “1 per 50 cumulative complimentary rooms” under the section “Special Concessions”.
		- Pricing is pretty reasonable for 2026 (same as Eugene).
		- Resort fee is still included but reduced to $15, and this price increases if 3 people share a room.
		- Room block is up compared to last year, but not an issue in Shirley’s opinion.
		- Reservations are standard.
		- Parking is free (Eugene, parking is paid).
	+ Food:
		- The food and beverage minimum is $50k (the association will incur penalties if PNLA pulls out).
		- Service Charge is 24%
		- Charge more for buffets.
	+ Conference Spaces:
		- Setup fees and Meeting Room Rental fees are waived.
		- Exhibit Space Booth Fee is great.
		- Shipping and Receiving (for vendors) is exorbitant, and this will be passed along to exhibitors.
	+ Safety and Liability:
		- Fire Permits needed (this is new; and Lane Events Center is also having us do this).
	+ Venue wants a signed contract by Wednesday, February 26, 2025 but Shirley will not have Ayn sign until PNLA signs the MOU.
* Motion to approve the Site Contract with the Holiday Inn - Portland Columbia Riverfront passed.

**OLA Support for HB3148** (Ayn on behalf of Jeremy Skinner & Kate Laskey)

* See [Legislative Committee Report](https://docs.google.com/document/d/1dOo6Z627kQ6qSCSPkC29jibGdKbEh0hSkEFio7xOAXQ/edit?tab=t.0).
* See [house bill](https://olis.oregonlegislature.gov/liz/2025R1/Measures/Overview/HB3148).
* Overview comments:
	+ HB 3148 (Broadband for All Bill) will create subsidies for residential broadband services as well as devices for those that meet income requirements in Oregon**.**
	+ The Legislative Committee was contacted and asked to endorse the bill, and in turn the chairs reached out to OLA.
	+ OLA support would entail having the association's name (and logo) added to PR and media (flyers, mailings, etc.) to be shared with community members.
	+ OLA would not incur any financial responsibility or liability.
* Vote to approve OLA support for HB3148 passed.

**Action Item Review/Next Meeting** (Ayn/Roxanne)

* **ACTION ITEM: Shirley and Stuart will create a Google Form and seek unit feedback with a deadline of March 31st, and this information will be shared at the April Board Meeting (Eugene/Hybrid).**
* **ACTION ITEM: Shirley will send the site contract with the Holiday Inn - Portland Columbia Riverfront**  **for Ayn to sign (after PNLA signs the MOU)**
* **ACTION ITEM: Roxanne will bring DPL hotspot to OLA Eugene to ensure hybrid access.**
* **ACTION ITEM: Unit heads requested to share information about the OLA EDIA Committee professional development** [**scholarship**](https://www.olaweb.org/index.php?option=com_content&view=article&id=769:ola-edi-antiracism-scholarships&catid=20:site-content) **with members.**
* **ACTION ITEM: Liisa asks unit heads to share information about LIOLA with their members.**

**Adjourned at 5:55 p.m.**

Appendix. Common OLA Abbreviations.

* ACRL–Assoc. of College & Research Libraries
* CSD–Children’s Services Division
* EDIA–Equity, Diversity, Inclusion, and Antiracism Committee
* IFC–Intellectual Freedom Committee
* LEG–Legislative Committee (formerly Library Development and Legislation)
* LIOLA–Leadership Institute of OLA
* OASL–Oregon Assoc. of School Libraries
* OBOB–Oregon Battle of the Books
* 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