



Oregon Library Association Executive Board Meeting

August 15, 2025 at 11:00 a.m. - 1:00 p.m.

Hybrid

On-Site: Redmond Library, Redmond, OR

Zoom: <https://us02web.zoom.us/j/85630169315>

Minutes approved September 3, 2025

[Agenda](#)

Present: Ayn Frazee (OLA President, outgoing), April Witteveen (OLA Vice President), Bryan Miyagishima (OLA Vice President, incoming), Ericka Brunson-Rochette (OLA Past President), Stuart Levy (OLA Treasurer), Jordan Popoff (incoming OLA Treasurer), Roxanne M. Renteria (OLA Secretary), Buzzy Nielsen (OLA Parliamentarian), Shirley Robert (OLA Manager), Wendy Cornelisen (State Librarian), Kate Thornhill (ACRL-OR), Jerianne Thompson (ALA Chapter Councilor, incoming), Jaime Thoreson (CSD), Shelby Paulson (IFC), Jenny Pedersen (LRRT), Vickie Husted (OYAN), Brianna Sowinski (OYAN), Rinny Lakin (SSD), Rachel Diego Leon-Kalnins (REFORMA OR), Brystan Strong (STRT), Michael Grutchfield (TSRT), and Meagan Hopkins Looney (Member).

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

Welcome/Icebreaker (Ayn Frazee)

- See [Community Agreement](#).
- Welcome and introductions, including a Kahoots game based on trivia about past and present executive board members.
- ACTION ITEM: Ayn will send Roxanne a link to Kahoots.

Agenda Changes/Minutes (Ayn)

- See [minutes](#).
- Motion to pass the June minutes approved.
- A Parking Lot was added per April's desire to track upcoming agenda item topics, and this new section precedes the Action Item Review (located toward the bottom of this document).

Treasurer's Report (Stuart Levy)

- See [8-15-25 OLA Treasurer's Report](#).
- Overview comments
 - Overall, OLA is doing well financially.
 - Profits and Losses—unlikely to earn \$60K, which is why Shirley has budgeted less

for next year.

- Total Income is the result of conference related revenue.
- Net Income increase is larger this year, than this same time last year.
- All investments have gone up since September 1, 2024.
 - For those new to the board, Connected Wealth Solutions (short to medium term) include the OLA General Account and the OASL General Account.
 - Donovan Wealth Management (long term) includes OLA Reserve, Hull Endowment, and Hull Earnings.
- Stuart paused to take questions and answers, after giving his last report as OLA Treasurer, and during this period, Shirley shared her thoughts and recommendations.
 - Shirley noted there is \$21,822.16 sitting in the Wells Fargo Checking account, which is used for the OLA scholarship fund, and she proposes OLA close this account, and add the funds to the Flourish High Yield Account, which has a current balance of +\$212K.
 - OLA stands to earn 4% back versus the current \$1.15.
 - Shirley cannot create a separate line item within the FHY Account, but can track the distribution piece of it.
 - Separate interest earned could then be deposited back into the Scholarship Account.
 - Additionally, she proposes anything above \$5k in the General Fund Net Profit be transferred to the Enterprise Fund Account (OLA Future Programming Fund).
 - Shirley would complete this action item on August 31st.
 - DECISION: Motion to approve association managers' recommendation to transfer anything above \$5k in the General Fund Net Profit to the Enterprise Fund Account (OLA Future Programming Fund) passed.
 - ACTION ITEM: Shirley will transfer anything above \$5k in the General Fund Net Profit to the Enterprise Fund Account (OLA Future Programming Fund).

Association Report (Shirley Roberts)

- Dues
 - See [Dues Table](#).
 - Overview Comments
 - In 2021, the membership voted to increase the dues membership every two years (which breaks down to a 1% increase each year).
 - Dues are set to increase by 2% on September 1, 2025.
 - The last increase occurred on September 1, 2023.
 - The increase ranges between \$1-2 depending upon where members fall on the salary spectrum, so the highest earners will pay an additional \$2, versus those earning the least.
 - No questions or concerns were raised regarding the upcoming increase.
- Insurance
 - State Farm Crime Bond—OLA maintains a crime bond on the OLA Association

Manager's position for \$10,000 for \$230.

- Shirley recommends updating the crime bond to include the 4 OLA officers who have signature authority as well as the association manager, raising the coverage to \$50,000 for \$574.
- This insurance covers OLA in case 1 of the 5 commits a financial crime.
- If a motion of this nature were approved by the OLA board, each of the 4 officers would receive a questionnaire from State Farm.
- DECISION: motion update crime bond insurance coverage from \$10k for 1 person to 5 people with (OLA Association Manager + 4 officers who possess Wells Fargo Bank Account signature authorization), with a limit of \$50,000, for an annual cost of \$574 passed.
- ACTION ITEM: Shirley will update Crime Bond insurance.
- OLA Board Insurance Policy
 - To bring everyone up to speed and prepare them for upcoming discussions this fall, Shirley shared the OLA Board has a policy with Hub International policy covering the entire OLA Board is up for renewal (\$1050).
 - ACTION ITEM: Shirley will reach out to State Farm to price compare comparable policies, and will share that info and a possible recommendation in October.
- 2026 Joint PNLA/OLA Conference in Portland
 - The committee met via Zoom in July.
 - The committee has been unable to secure an OLA co-chair, so Shirley has assumed the role alongside PNLA Executive Director, Debbi Kramer.
 - The second, monthly meeting will be held on Tuesday, August 19th and the theme will be up for discussion.
 - April shared some preliminary ideas, to be discussed in greater detail on Tuesday, which include: coming together, everyone gets loud for libraries, etc.
 - Roxanne voiced concerns that a desire to metaphorically “reach across the isle” should not be prioritized over the inclusion of marginalized library workers or community members, and that EDIA should remain the lens through which we approach all library related work, including conferences.
 - ACTION ITEM: Unit heads should be prepared to submit program proposals when the call goes out in September, and review proposals when the call goes out in late October/early November.
 - Ayn suggested Shirley consider billing OLA for extra hours spent on conference planning.

2025-2026 Draft Budget (Shirley)

- See [Draft Budget](#)
- Overview Comments
 - When viewing the hyperlinked Draft Budget, note the recommendations in the far right column.
 - Spreadsheet Row 9: Shirley reiterated Stuart's remark about Dues Income being

- lower this year—telling the board to reduce Dues Income to \$55,000.
- Spreadsheet Row 17: entered a lower, more conservative amount for Investment Earnings
- Just a heads up that Shirley will propose an increase of the OLA Conference Speaker line item from \$6k to \$10k at the August 19, 2025 Conference Planning Meeting.
 - This suggestion is based on survey feedback, and the level of importance OLA Conference attendees attribute to conference keynote speakers.
- Net Profit Payout will consider participation—so, if 400 members of OLA attend versus 100+ members of PNLA, then OLA receive 80%, and PNLA would receive 10%.
- This year's projected income is +\$274K.
- Bryan asked a clarifying question—to paraphrase, will OLA need to reimburse PNLA or vice versa?
 - The answer is no, per Shirley.
 - She did go on to share the following details for board members who are not on the 2026 OLA Conference Planning Committee.
 - OLA will be the fiscal agent, and handle registration using Personify (formerly Memberclicks).
 - PNLA paid OLA a \$10k deposit, so profit earned will be split accordingly after OLA repays the deposit.
 - PNLA will receive a Profit & Loss Report each month
- Spreadsheet Row 34, under Affiliations: Budget line set aside for the OLA Chapter Councilor (Jerianne) (but her employer covers)
- Spreadsheet Row 7, line item no longer limited to OLA Vice President—flexibility has been built in for the the current OLA President and Vice President to determine who should attend ALA with OLA coverage.
- Spreadsheet Row 74, there is \$4572 budgeted to cover Executive Board Members whose employers may not allow them to conduct related work during library hours or receive travel reimbursement for related purposes.
- Spreadsheet Row 86 includes the cost of the association lobbyist (Eames Consulting) and the 3% annual increase.
 - Buzzy reiterated the point made yesterday, during the Retreat, a max of 20% of OLA's total expenses (including grants) can be spent on lobbying—but not everything the lobbyist does falls under that definition—much of what they do is education.
- Spreadsheet Row 87, 88, 89 pertain to the OLA Quarterly, which is struggling.
 - This twice a year publication dropped to 1 issue this year due to the difficulty recruiting article writers.
- Shirley reminded the board—the budget is a living document that can be altered with board action.
- ACTION ITEM: Shirley will email all board members for review of the Budget, and unit heads seeking additional funds will need to submit a form.

State Librarian Report (Wendy Cornelisen)

- See [August 2025 Report](#)

- Overview Comments
 - Note, previous State Librarian reports are available digitally—a link to the June report is available via the June meeting minutes.
 - The court case *State of Rhode Island v. Trump (1:25-cv-00128)*, of which the state of Oregon (and many other states are a part of), is ongoing and more information as well as docket entries can be found [here](#).
 - [HR1](#) passed, and Wendy spoke to various funding scenarios.

Unit Report Expectations Discussion (Ayn/April Witteveen)

- April and Ayn circled back to a previous discussion regarding unit report templates and expectations.
- April asked those present if they would like a template or a set of expectations, and a short discussion was held.
 - One idea that rose to the top was using a Google Form tied to the Board Drive.
 - In the meantime, unit heads should prepare to offer oral reports during the September meeting.
- Shirley asked if April will move forward with her plan to solicit agenda topics via an open call, and that is the direction she is leaning given the procedural nature of the Retreat.
 - Ideally, April would like to offer unit heads and members an opportunity to share and discuss ideas.
- ACTION ITEM: Ayn will share with April the OASL Google Form used for Executive Board Meetings (and this is what Unit Heads will use moving forward to give Unit Reports).
- ACTION ITEM: April, Shirley and Roxanne will meet via Zoom to discuss the Agenda the last week of August.
 - In the event Roxanne is unable to serve as Secretary, A.I. or appointing a temporary replacement are available options.

Parking Lot (Ayn/Roxanne)

- The September Executive Board Meeting should include a tour of the board drive.
- Within the near future, April would like to discuss the OLA Quarterly and invite managing editor Melissa Anderson to attend a future OLA Executive Board Meeting.
- Ayn suggested Shirley bill OLA for extra hours spent on conference planning.
- The Retreat Parking Lot topic regarding addressing CSD coverage during the September meeting resolved itself when Jaime Thoreson (outgoing Chair) shared a Chair and Chair Elect are lined up.

Action Item Review/Next Meeting (Ayn/Roxanne)

- ACTION ITEM: Shirley will transfer anything above \$5k in the General Fund Net Profit to the Enterprise Fund Account (OLA Future Programming Fund).
- ACTION ITEM: Shirley will update Crime Bond insurance.
- ACTION ITEM: Shirley will reach out to State Farm to price compare comparable policies, and will share that info and a possible recommendation in October.
- ACTION ITEM: Shirley will email all board members a copy of the 2025-2026 Draft Budget for their review, and unit heads seeking additional funds will need to submit a form.

- ACTION ITEM: Ayn will send Roxanne a link to Kahoots.
- ACTION ITEM: Ayn will share with April the OASL Google Form used for Executive Board Meetings (and this is what Unit Heads will use moving forward to give Unit Reports).
- ACTION ITEM: Unit heads should be prepared to submit program proposals when the call goes out in September, and review proposals when the call goes out in late October/early November.
- ACTION ITEM: April, Shirley and Roxanne will meet via Zoom to discuss the Agenda the last week of August.

Passing of the Gavel (Ayn/April)

- Ayn ceremonially passed the gavel to April, after reading the story of the gavel, and how it was created in 1954 from 4 types of wood.

Adjourned at 1:00pm

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