



Oregon Library Association Executive Board Meeting

October 20, 2023, 10:00 a.m. - 3:00 p.m.

Location: Hybrid meeting on Zoom (OLA 3) and at
Lane County Law Library

Minutes approved December 15, 2023

Present:

Brittany Young (OLA President), Ericka Brunson-Rochette (OLA VP/Pres. Elect), Star Khan (OLA Past President), Roxanne M. Renteria (OLA Secretary), Shirley Roberts (OLA Association Manager), Wendy Cornelisen (State Librarian), Monica Hoffman (CSD Chair), LaRee Dominguez (EDI Anti-Racism Committee), Ian Duncanson, (OYAN Co-Chair), Megan Dazey (PLD Chair), Rinny Lakin (SSD Chair), Lex Faller (Hotline Editor), and Jamie Strand (Lane County Law Library Assistant).

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

Welcome & Icebreaker (Brittany Young)

- Our [community agreement](#) during our meetings.
- Icebreaker: What's the most memorable or favorite costume you've ever dressed up in?"

Agenda changes/minutes (Brittany)

- Minutes from August 18, 2023, [approved](#).

Treasurer's Report (Shirley Roberts on behalf of Stuart Levy)

- Reports as of September 30, 2023
- See detailed financials on the OLA [website](#) (Login required).
- FYE Report Overview comments
 - Two fiscal reports submitted, as the organization ended its fiscal year on August 31, 2023
 - See below for the FYE Report (annual) as well as the Current Fiscal Year Report (monthly)
 - OLA is financially secure at this time
 - Dues Income is down (by approx 7%), although OLA met the budgeted dues expectation
 - Bulk of Total Income derived from dues and annual OLA Conference held in April (latter earned \$58k, and is one of the larger earning conferences Shirley has seen)

- Within the Total Income expense line, there was a \$20k transfer to the Enterprise Account of OLA future programming which allows the OLA Executive Board to fund special projects or unexpected projects (as approved by the board).
- It's been an up and down year as far as investments are concerned.
- **Fiscal Year End Report as of August 31, 2023**
 - **Balance Sheet (September 1, 2022 - August 31, 2023):**
 - Checking: \$173,700.38
 - Total assets: \$1,092,917.94

Previous Fiscal Year (September 1, 2022 - August 31, 2023)

Profits and Losses (September 1, 2022 - August 31, 2023)

- a. **Dues income: \$60,406.50** which was a 7.0% decrease from last year (i.e. we are down \$4,525.25 in dues income compared to last year). We budgeted \$60,000 for dues income for the 2022-23 fiscal year. So good job!
- b. **Total income: \$241,666.74** which is a 159.6% increase from last year (i.e. we are up \$148,572.08 in total income compared to last year, and we had \$164,272.64 in conference income.) We budgeted \$258,622.00 for total income for the 2022-23 fiscal year, so it might appear that we earned more than we had hoped. But, it's deceiving because we had budgeted to draw \$42,162 from last year's net income, but that wasn't necessary because we actually brought in an extra \$25,205.74 than we had planned – mostly from the extra \$19,082.64 in conference income.
- c. **Total expenses: \$237,592.22** which is a 146.0% increase from last year (i.e. we spent \$141,025.00 more than we did last year, \$39,560.61 was not related to the conference). All of the increase in expenses compared to last year were to be expected because of the increase in activities with less of a threat of COVID, and overall we spent less than we had budgeted. We budgeted \$258,622.00 for total expenses for the 2022-23 fiscal year.
- d. **Net income: \$3,074.52** which is a 217.3% increase from last year (i.e. we are up \$7547.08 in net income compared to last year). We budgeted \$0 for net income for the 2022-23 fiscal year.

Investments Update (September 1, 2022 - August 31, 2023)

- a. **Connected Wealth Solutions (short to medium term investments)**
 - OLA General Account: an increase of \$7,742.22 since September 30, 2022. Account value: \$153,547.78 and Original Investment: \$100,000.
 - OASL General Account: an increase of \$16,954.81 since September 30, 2022 (which includes the \$4700 in the annual distribution) Account Value: \$162,433.27 and Original Investment: \$125,000.

- b. Donivan Wealth Management (long term investments)
 - OLA Reserve: a decrease of \$26,797.86 since September 1, 2022. Account value: \$341,608.85 and Original Investment: \$233,916.80
 - Hull Endowment: an increase of \$9,742.57 since September 1, 2022. Account value: \$144,513.56 and Original Investment: \$155,000.
 - Hull Earnings: a decrease of \$1,240.74 since September 1, 2022 (which includes the removal of \$3000 for grants and donations). Account value: \$83,460.85 and Original Investment: \$25,351.85
- CFY Report Overview Comments
 - Checking Account increase due to collecting funds for OBOB and OASL conference.
 - Executive Board will want to keep an eye on the Dues Income decrease
 - Total Expenses increase due to purchasing things earlier such as conference app software
 - Will likely run a negative Net Income until we begin accepting conference registration fees in January. This is not unusual—not a cause for concern. We’re okay.
 - September was a bad month for investments.
- Current Fiscal Year Report as of September 30, 2023
 - **Balance Sheet (September 1, 2023 - September 30, 2023)**
 - Checking: \$193,523.45
 - Total assets: \$1,085,717.53

Profits and Losses (September 1, 2023 - September 30, 2023):

- a. **Dues income: \$4,930.50** which is a 17.4% decrease from this time last year (i.e. we are down \$1,038.75 in dues income compared to this time last year). We haven’t finalized the budget for dues income for the 2023-24 fiscal year.
- b. **Total income: \$5,130.77** which is a 16.7% decrease from this time last year (i.e. we are down \$1,025.43 in total income compared to this time last year, which is basically the decrease in dues income). We haven’t finalized the budget for total income for the 2023-24 fiscal year.
- c. **Total expenses: \$16,940.00** which is a 4.4% increase from this time last year (i.e. we have spent \$709.04 more than we did last year at this time, which is primarily due to our new insurance covering directors/officers). We haven’t finalized the budget for total expenses for the 2023-24 fiscal year.
- d. **Net income: -\$11,809.23** which is a 17.2% decrease from this time last year (i.e. we are down \$1,734.47 in net income compared to this time last year). We will budget \$0 for net income for the 2023-24 fiscal year.

Investments Update (September 1, 2023 - September 30, 2023)

- a. Connected Wealth Solutions (short to medium term investments)
 - OLA General Account: a decrease of \$1,261.65 since September 1, 2023
Account value: \$152,286.13 and Original Investment: \$100,000.
 - OASL General Account: a decrease of \$1,078.08 since September 1, 2023
Account value: \$161,355.19 and Original Investment: \$125,000.

- b. Donivan Wealth Management (long term investments)
 - OLA Reserve: a decrease of \$12,193.50 since September 1, 2023
Account value: \$329,415.35 and Original Investment: \$233,916.80
 - Hull Endowment: a decrease of \$4,457.82 since September 1, 2023
Account value: \$140,055.74 and Original Investment: \$155,000.
 - Hull Earnings: a decrease of \$1,437.41 since September 1, 2023
Account value: \$82,023.44 and Original Investment: \$25,351.85

Association Report (Shirley Roberts)

- Has been focused on closing out the fiscal year and generating final reports and new fiscal year reports
- OBOB Updates
 - Registration closes on October 31th, usually extended to November 15th or so
 - Over 430 registrants for the program
- OASL Conference Updates
 - Held in Lincoln City
 - Registration was a 1/3 higher than in previous years
 - There were 178 registrants
- OLA Conference Planning Committee Updates
 - Helping to facilitate 2024 Conference
 - Secured 2027 reservation with Seaside
 - Working with exhibitor information
 - Will receive upcoming training on WHOVA app alongside Technology Coordinator
 - ACTION ITEM: Shirley received Brittany's approval to contract with Eugene County Event Center for 2025 and will reach out to Jeff.
 - ACTION ITEM: Shirley will move forward with securing Hillsboro as the site of the 2026 Conference
- Updated Board member info on Memberclicks, listservs and groups; updating Google accounts for new chairs/co-chairs, members, and scholarship accounts
- LIOLA Institute Update
 - Continuing to work with Jane and Liisa
- General deposits & checks continuing
- Passing OLA Hotline Editing duties over to Lex Faller, after a year of coordinating
- (See Zoom for section about ____)

23-24 Focus Areas and Presidential Priorities (Brittany Young)

- See the [OLA Board 2023-2024 Focus Areas & Presidential Priorities infographic](#)
- Overview Comments:

- Current Strategic plan is outdated
- Board seeks to evaluate the inner workings of OLA, and conduct a future review analysis before moving forward with a new strategic plan—assuming that is the recommendation (money is set aside to facilitate a review)
- Board Focus #1:
 - Should be an active goal of every individual, unit, the board and the organization. In other words, every level of OLA should be working toward this, and every group should take steps to determine what this looks like for them—hence the lack of specifics.
- Board Focus #2:
 - Brittany is keeping a list of folks interested in helping out with these tasks.
 - She might need a co-lead.
 - Goal is not to tell units what to do policy and procedure wise, but a lot are already working on their own bylaws, policies and procedures. More along the lines of here is a general policy for how to maintain your Google Drive so information is standardized between leadership turnover, etc.
- Board Focus #3:
 - Brittany and Ericka welcome ideas related to the topic of opening up a dialog with library directors about allowing staff the time and opportunity to participate in OLA...as a number of units are struggling with leadership and/or membership.
- EDIA Priority Lens:
 - For instance, one should consider how one equity based decision might negatively impact another group (i.e. when it comes to memberships, etc.)
- Priority #1:
 - A new Hotline Editor had been recruited (Lex Fallor).
 - Streamlined reporting process for unit activity.
 - During the course of the discussion, Shirley revealed a format for reports does exist and was used five years ago. The format lives in Personify, but a Google version could be created. LaRee mentioned Google might actually be the best medium given how much Chairs/Co-Chairs use the Drive.
- Priority #2:
 - Will be seeking an auditor to evaluate the OLA website and internal structure.
 - Ideally, the website would be sleeker and more user friendly to encourage participation, make resources easier to find, and better promote content such as the podcast that happened onsite at OASL. **ACTION ITEM: Brittany will ask for the OASL Podcast Link.**
 - Brittany welcomes recommendations pertaining to EDIA focused auditors of non-profit websites, and the board will conduct research.
- Priority #3:
 - Ericka led a Cultural Humility training at the August retreat, and feedback

was positive—there is a desire for more advanced training on this topic.

23-24 OLA Draft Budget (Shirley Roberts)

- Refer to the [23-24 Draft 2 Budget Spreadsheet](#)
- Overview Comments:
 - This is a living document. Thus, line items can be increased at anytime, pending board approval.
 - Changes since August highlighted in red, or featured in red text
 - August 2024 OLA Board Retreat
 - Tentatively reserved Menucha for \$5,555 after August 2023 retreat
 - There was a desire to combine the August 2024 Board Meeting with the August 2024 Retreat.
 - The August Board Meeting is scheduled for Bend, Oregon. So, Shirley has been researching places where the Retreat can be held in Bend.
 - Bend Options Include:
 - Waypoint: \$4120
 - 15 rooms
 - Would need to coordinate dinner Thursday + Friday morning snacks + meeting room
 - They have vendor connections and manager could help Shirley coordinate dinner
 - Available dates are an issue, would need to move the meeting to August 22nd
 - Sugar Loaf: \$2840
 - 15 rooms + continental breakfast offered
 - Would need to coordinate dinner Thursday + meeting room
 - ACTION ITEM: Ericka will inquire about Deschutes Public Library meeting room availability on August 15-16 (assuming we go with Sugar Loaf), and dinner would need to be catered in on Thursday night.
 - Virtual Collaboration (webinar meeting subscription) canceled. Annual cost of \$690 saved this year due to cancellation. It's actually cheaper to purchase for viewing one month at a time in case a unit requests.
 - PC purchased for OLA Association Manager (\$550). In case something happens to the OLA Association Manager—this computer can be retrieved. Both Quickbooks and Microsoft Office have moved to annual subscription models. Shirley worked with her tech to add previous edition of Quickbooks and Microsoft Office to the PC in order to save money. At some point, OLA will need to set aside funds to pay for annual subscriptions of Quickbooks and Microsoft Office. The former currently costs over \$800 a year.
 - There are other accounting options, but Quickbooks allows for fund accounting.
 - ACTION ITEM: Shirley will research the possibility of receiving a non-profit discount via Quickbooks
- [IFC Budget Request](#)

- Budget request form submitted by IFC for ongoing budget line.
 - IFC Chair requested \$2000 year (ongoing) to help with public records requests, and left over funds would go toward Banned Books Week (Board needs to consider the request and take action)
- Line item and funds added to Draft Budget after discussion
- The OLA Budget for 2023-2024 Draft 2, with changes discussed, was approved

State Librarian Report (Wendy Cornelisen)

- See the [State Librarian Board Report 2023](#)
- Overview Comments:
 - Two main things to highlight for the board
 - Government Printing Office has named Portland State University and the State Library as the joint Library of the year for 2023
 - Library 101, you're supposed to catalog the items in your building
 - Cataloged over 20K items, thanks in part to Robert Cole who was on limited duration staff
 - More work to do
 - Take some time to review the [SLO's new Strategic Plan 2023-2026](#)
 - Working to expand service, reach, and empower staff

EDI Antiracism Committee (Roxanne M. Renteria)

- Listen to the podcast [Overdue: Weeding Out Oppression in Libraries](#)
- The committee extended an offer to 3 individuals, and 2 accepted.
- Committee members have been working on various projects
 - Updated the Personify/Memberclicks About Us Page
 - In the process of updating the Training Resources Page
 - A small action team was formed and met to discuss the feasibility of starting social media pages, and a proposed framework for best practices.
 - The Podcast is coming along nicely.
 - EDIA did re-release an episode with Loida Garcia-Febo in September.
 - Committee members wrapped up an interview with fellow librarian podcasters Jamia Williams and Jamillah Gabriel. Jamia and Jamillah are the hosts of LibVoices, which endeavors to share the voices and stories of librarians of color. Their podcast launched in 2020, and their interview will be featured in Season 2, Episode 8 which drops on October 31st. Give [LibVoices](#) a listen. The plan is to invite each of the guests back, individually to talk about their respective areas of interest as they pertain to EDIA. Jamillah is getting her PhD in Criticality, and Jamia has been working on bias and racism when it comes to medical subject headings—so there is a lot to dig into.
 - Last but not least, committee members are scheduled to interview Nichelle Hayes (Current President of BCALA) of Indianapolis Public Library (Center for Black Literature and Culture) and will speak to HR related issues.

Lunch Break

Membership Benefits (Brittany Young)

- The board has received a number of requests for membership fees or conference registration fees to be waived, such as in the case of scholarships.
- By-laws allow for individuals to request conference registration fees to be waived.
- Nonetheless, the conference committee declined to do so due to concerns about equity.
- A short discussion of equity versus equality followed.
 - This could become an issue if fees are waived without equity in mind (i.e. with marginalized library workers, volunteers, etc. in mind).
 - Part of the concern is burnout amongst folks who are wearing multiple hats, and spending a significant portion of their time volunteering for OLA. How do we avoid overburdening them financially?
 - Could fees be waived as a means of incentivizing participation, particularly for units that lack members or chairs (i.e. Membership Committee, and Communications Committee).
 - Rinny Lakin (SSD) mentioned the biggest barrier to folks accepting SSD funding is Employer Support
 - Megan Dazey (PLD) suggested we do a better job promoting the fact one doesn't have to have an MLS or be an administrator to serve in an OLA Leadership position. Updated Position Descriptions featuring related time commitments would be useful to increase recruitment.
 - Ericka mentioned the board is planning to work on updating position descriptions.
- This discussion will continue at the Drop-In Session in November.
- ACTION ITEM: Ericka will follow up with WLA to find out how they went about restructuring, using a contact Megan shared in the chat.

Social Media Policy (Brittany Young on behalf of Buzzy Nielsen)

- See [DRAFT Policy](#)
- In the draft Google Doc, Buzzy added a comment: "Would the Board like to require each unit site to link to this policy in their social media descriptions?"
- Brittany and Ericka responded to this comment, "Yes with caveat that the platform allows it" in the About Me section (for example).
- Based on 8.18.23 notes, Buzzy had an action item to research alternative wording..
- ACTION ITEM: Brittany will follow up with Buzzy regarding his Action Item to research alternative wording.

April Board Meeting at 2024 OLA Conference:

- Lots of fun and engaging things planned for that Wednesday in April.
- If the monthly Board meeting is held at the conference—it would mean the Executive Board members would not be able to partake
- A short discussion was held, and suggestions included:
 - One alternative could be scheduling the April Board meeting for the Friday before the conference.
 - Another option would be to make the April 24th Board Meeting super short, and the Award Committee could inform the Board about winners ahead of time—like by April 19th.

- A 9am meeting on Wednesday, April 24th would allow for folks to attend planned excursions.
- A 11:30 start time would allow for folks like Shirley to drive over in time to attend the meeting.
- Wendy reminded everyone the State Library Board Meeting will be held 9am-12pm
- More discussion was held in the chat, and the consensus was to schedule the meeting during the conference, and to brown bag our lunch. Meeting length will be 1.5 hours.
- ACTION ITEM: Brittany will inform Sonja Somerville and the Conference Planning Committee that the executive board would like to hold the meeting on Wednesday during the conference (lunch is not provided).

Unit Reports (ALL)

- CSD (Monica Hoffman)
 - Would like to send out a survey to all of OLA, via the next OLA Hotline. ACTION ITEM: Monica will connect with Shirley to make that happen.
 - Fall Series is upcoming, but specific dates have yet to be set.
 - Planning on offering an Inclusive Storytime with Melissa Pebly (virtually).
 - Will hold a Mock Giesel this winter.
 - December 13th–Virtual
 - January 13th–Hybrid (in-person will be held in Eugene)
- OYAN (Ian Duncanson)
 - Working on pre-conference centered around Teen Mental Health.
 - Completed an internal survey to better understand what members want.
 - Seeking an incoming chair (may have an interested candidate)
 - Reviewing and editing bylaws.
 - Mock Printz Award workshop will move to biannual (versus annual).
- PLD (Megan Dazey)
 - Met in September
 - Reviewing Public Library Standards—more volunteers needed
 - Public Library directors meeting in Lebanon
 - Planning an Unconference in Spring 2024 on the eastside of Oregon—the hope is to travel around the state and give different library folk involved
- [SSD](#) (Rinny Lakin emailed)
 - Overview comments:
 - SSD has five people now
 - Reviewed conference survey answers, including responses to the question “What would it mean to you if SSD didn’t exist or if we couldn’t offer a conference in future?” There were 36 ‘heartbreaking’ responses. But only two people said they were interested in being a part of SSD.
 - Recruiting for a Secretary for a year long term
 - Seeking to sponsor an OLA attendee/presenter (have set a timeline)
 - Donated mini-kits to the OASL conference
 - Jordan is continue as Treasurer
- [ACRL Board Report](#) (Carly Lamphere emailed)
- [Leadership Report](#) (emailed)

- **OASL** (Brittany Young on behalf of Ayn Frazee)
 - A successful conference was held last weekend
 - It was a great networking opportunity
 - There were sessions related to reading engagement, technology integration, etc.
 - A podcaster was present, and interviewing attendees
 - Unit is currently working on Oregon school standards, and Oslis website
 - There are over 500 OBOB registrants

Action Item Review/Next Meeting (Brittany/Roxanne)

- Shirley
 - Will reach out to Jeff to secure the Eugene County Event Center for 2025
 - Will move forward with securing Hillsboro as the site of the 2026 conference
 - Will research the possibility of receiving a non-profit discount via Quickbooks
- Brittany
 - Will follow up with Buzzy regarding his Action Item to research alternative wording (for the Social Media Policy)
 - Will inform Sonja Somerville and the Conference Planning Committee that the executive board would like to hold the meeting on Wednesday during the conference (lunch is not provided).
- Ericka
 - Will inquire about Deschutes Public Library meeting room availability on August 15-16, if it will be possible to cater dinner on Thursday night.
 - Will follow up with WLA to find out how they went about restructuring, using a contact Megan shared in the chat.
- Monica
 - Will connect with Shirley to send out a survey for all of OLA via the Hotline

Adjourned at 2:33 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