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## Oregon Library Association Executive Board Meeting

August 16, 2024, 10:00 a.m. - 3:00 p.m.

Location: Zoom

Minutes approved September 23, 2024

[Agenda](#)

**Present:** Ericka Brunson-Rochette (OLA President), Ayn Frazee (OLA Vice President), Stuart Levy (Treasurer), Buzzy Nielsen (OLA Parliamentarian), Shirley Robert (OLA Manager), Roxanne M. Renteria (Secretary), Jaime Thoreson (CSD), Liisa Sjoblom (Leadership Committee), Carrie Turney Ross (JCLS/Outreach RT), LaRee Dominguez (OLA EDIA), Mark Richardson (OYAN), Victoria (Vicky) Kromer (OYAN), Kathy Street (PLD), Brandace Rojo (REFORMA OR), Rinny Lakin (SSD), Kristynn Johnson (TSRT).

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

### Welcome & Icebreaker (Ericka Brunson-Rochette)

- Our [community agreement](#) during our meetings.
- Icebreaker - introduce yourself & share something you're proud of from this past year.

### Agenda Changes/Minutes (Ericka)

- Minutes from [6.21.24](#)
- Motion to approve June meeting minutes passed at 11:11am

### Treasurer's Report (Stuart Levy)

- [Report](#) as of June 30, 2024
- See detailed financials on the OLA [website](#) (Login required).
- Current Fiscal Year Report Overview comments
  - Total income is 14% lower than last year (due to OLA 2024)
  - Net income is \$3900
  - Two months left in the fiscal year
  - For incoming unit heads, note investments are split between Connected Wealth Solutions (short to medium) and Donovan Wealth Management (long term), and there is a Finance and Investment Committee (meets in October, and Stuart reports back in December)
  - Short to medium investments are up
  - OASL has money set aside in investments

**Current Fiscal Year (September 1, 2023 - June 30, 2024)**

## Balance Sheet (September 1, 2023 - June 30, 2024)

Checking: \$147,740.39

Total assets: \$1,139,856.76

## Profits and Losses (September 1, 2023 - June 30, 2024):

- a. **Dues income: \$52,783.25** which is a 3.1% increase from this time last year (i.e. we are up \$1,578.00 in dues income compared to this time last year).

We budgeted \$60,000.00 for dues income for the 2023-24 fiscal year.

- b. **Total income: \$188,484.62** which is a 14.2% decrease from this time last year (i.e. we are down \$32,716.29 in total income compared to this time last year.) We budgeted \$175,720.00 for conference income, and we only received \$127,487.51, which is \$48,232.49 short.

We budgeted \$286,159.00 for total income for the 2023-24 fiscal year. I don't see us making an additional \$97,674.38 this fiscal year.

- c. **Total expenses: \$193,903.93** which is a 2.3% decrease from this time last year (i.e. we have spent \$4,471.14 less than we did last year at this time.) We did budget \$141,345.00 for conference expenses, and we only spent \$97,707.39. That's \$43,637.61 less than planned.

We budgeted \$286,159.00 for total expenses for the 2023-24 fiscal year.

- d. **Net income: \$3,921.51** which is a 87.8% decrease from this time last year (i.e. we are down \$28,245.15 in net income compared to this time last year).

We budgeted \$0 for net income for the 2023-24 fiscal year.

There are still 2 more months in this fiscal year, and, based on last year's financials, I see about another \$10,000 or so in expenses and hopefully another \$8,000 in income.

## Investments Update (September 1, 2023 - June 30, 2024)

- a. Connected Wealth Solutions (short to medium term investments)

- OLA General Account: an increase of \$13,388.03 since September 1, 2023  
Account value: \$166,935.81 and Original Investment: \$125,000.
- OASL General Account: an increase of \$13,744.86 since September 1, 2023  
Account value: \$176,178.13 and Original Investment: \$100,000.

- b. Donivan Wealth Management (long term investments)

- OLA Reserve: an increase of \$34,639.90 since September 1, 2023  
Account value: \$376,752.99 and Original Investment: \$233,916.80

- Hull Endowment: an increase of \$18,315.67 since September 1, 2023  
Account value: \$162,829.23 and Original Investment: \$155,000.
- Hull Earnings: a decrease of \$1,111.34 since September 1, 2023  
(includes transfer of \$3000 for grants and donations)  
Account value: \$82,349.51 and Original Investment: \$25,351.85

### Association Report (Shirley Roberts)

- General duties include
  - Standard checks and income
  - Working with OASL—conference registration opened in May (accommodates schools that have left over budget funds to register staff as their fiscal year ends)
  - Unit Elections (helped with forms)
  - Handled grants expiring in June, and helped with extended grants
  - Helping OBOB with their grant
  - Working with the OLA 2024-2025 Conference Planning Committee
  - Put together a budget for a joint conference with OLA + PNLA (even estimating 100 folks from PNLA would join us) the conference would be in the red.
- Update on RFP sent to The Riverhouse in Bend for 2026 Conference
  - Exhibitor & Vendor Fee:
    - Would typically charge a fee of \$75 a day, but instead would charge a one time \$75 fee
  - Food & Beverage:
    - Originally, the food minimum was \$47k, but Shirley indicated that would not work given Saturday has been dropped, so they reduced the minimum food requirement to \$30k
    - When told OLA has implemented an ala cart option to reduce cost and because some attendees were not happy with meals, they said they will contract special menu prices to better meet OLA’s budget (Shirley stated this is a gesture of goodwill)
  - Room Charge:
    - Cost of charge per day \$2500, if OLA meets the room block and food minimums (Shirley stated this is an incredible deal)
  - Date Availability:
    - The second week of April 15th and 16th (so one week earlier than usual)
  - PNLA:
    - Not sure if PNLA would want to join if held in Bend, despite the Redmond Airport (even though one of their locations is Moscow, Idaho)
  - Shirley is leaning toward returning to Bend in 2026, and dropping the Hillsboro option (but she has not “costed it out”)
  - **ACTION ITEM: Shirley will cost it out**
  - A Tangential conversation held about alternative locations such as Portland and Wild Horse, as well as pros and cons.
  - Shirley promised to send an RFP out to the metro area in 2028.
  - **ACTION ITEM: Shirley will send RFP to Holiday Inn on the River.**
  - **ACTION ITEM: Ayn and others will drive by the Holiday Inn on the River and take pics**

- Motion to approve Bend as the location of OLA 2026 stricken due to lack of a quorum
- Will return to this topic at 11:10 am, locations have been tabled

#### Reviving Outreach RT (Carrie Turney Ross)

- Refer to [Letter from Carrie](#)
- Refer to [OUT RT Webpage](#)
- Overview Comments
  - Believes it is time to resume the Outreach RT, so people have an opportunity to come together and discuss triumphs and accomplishments, provide training, etc.
  - Willing to Chair, and seek out other library workers who are interested in leadership and resuming the Outreach RT
- History (Ericka)
  - Per bylaws, units can be dissolved when unit reports are not submitted for 3 years. Unit reports were not submitted for 3 years, but Outreach RT was not dissolved as the board did not take action.
  - Motion to appoint Liisa Sjoblom as Member at Large (to expire on August 31st (in order to establish voting quorum) passed
  - Motion to appointment Carrie Turney Ross as Chair of the Outreach RT passed

#### 2024-25 Draft Budget (Shirley)

- Refer to [24-25 Draft Budget](#)
- Tech difficulties experienced at 11:22am and 11:45am
- Overview Comments
  - Draft prepared for August Board Meeting
    - Edits made by President, Past President, and Treasurer
    - Reviewed by other Unit Heads
    - Per timeline, approved in October
  - \$1 entry serves as a placeholder
  - Estimated Conference budget of \$128k (until such a time as the Conference Planning Committee and Chair does one)
  - Dues expected to hit \$60k (per Stuart and Shirley)
  - Online Spreadshop set at \$1
  - Draw on the previous year's net was \$21K
  - Seeking a draw on reserves of \$35k
  - The Awards Committee expenditures exceeded what was budgeted for in the 23/24 budget (meals) and increased the funds for 2024-2025 in consultation with Arlene Wieble.
  - **ACTION ITEM: Everyone is asked to review the 24-25 Draft Budget (voting will occur in October)**
  - Those seeking a budget increase should fill out the Budget Request Form and submit to the president
    - [Oregon Library Association | Financials \(memberclicks.net\)](#)
      - Budget Request Form ([PDF](#) and [Word](#))

#### REFORMA Bylaws Amendment Request (Brandace Rojas & Buzzy Nielson)

- Expected to be an email vote.
- Overview Comments
  - Membership
    - Folks can join through OLA
    - Or via REFORMA National as they are a former chapter and dues are sent Overview Comments to REFORMA OR
    - Wants to ensure those who join via REFORMA National are able to serve on the board, and has been working with Ericka and Buzzy.
      - Per Buzzy's comment in the chat, the proposed language edit is thus: "Any REFORMA National member is also eligible for membership regardless of OLA membership, and with no additional dues required."
      - REFORMA National Members will not be charged the \$5 dues to join OLA
      - REFORMA National Members will not receive a conference discount
- Questions can be submitted to Buzzy, Brandace or Ericka
- **ACTION ITEM: Shirley will create the form.**
- **ACTION ITEM: Ericka will send it out via email for a vote.**
- **ACTION ITEM: Buzzy, Star, Brandace and Ericka will finalize the language (the REFORMA Membership will need to vote to approve the bylaws before the executive board can do so).**

#### **State Librarian Report (Buzzy)**

- Refer to [SLO Report](#)
- Overview Comments given on Thursday prior to notes being taken on Thursday
- Highlights from the written report include
  - The State Librarian completed and submitted the Agency Request Budget and Affirmative Action Plan for AY27.
  - The Western Council of State Library Agencies and the American Library Association conferences were very focused on the role of AI in the future of libraries.
  - A new Talking Books Outreach Librarian has been hired
  - TB implemented a new service (audio magazines have been added to cartridges)
  - Ericka Brunson-Rochette joined SLO as the new DEI Consultant!
  - Applications are now open for the 2025 cycle of the annual Ready to Read (R2R) grant program.

#### **Affiliate Membership Discussion (Ericka, Shirley & Ayn Frazee)**

- Refer to [VLA Membership Structure](#)
- Refer to [VLA Affiliate Membership FAQ](#)
- Overview Comments
  - Ericka and Ayn attended an ALA Chapters Leader Forum, and a number of conversations were held with Executive Directors
  - Ericka spoke with Lisa Varga (Executive Director of the Virginia Library Association, Librarian of the Year, 2024), and the topic of affiliate memberships

(different tiers based on operating budget), but essentially this type of membership would allow all staff to join the professional organization.

- Removed paywalls
- Increased membership, volunteers, diversity and participation
- Allowed information to be shared so folks at various levels of the organization could interact in ways that felt right to them
- Would like affiliate memberships to be considered
- Pitfalls
  - Everyone would receive conference registration discounts
  - Individual memberships would decline, but institution/affiliate memberships would increase
- A lengthy discussion was held during the question and answer period.
  - Biggest takeaways:
    - Only one institution dropped out
    - Food costs for conferences were charged separately
    - Buzzy mentioned VLA does not have a school library category, so parsing out the operating budget would require additional forethought
    - Buzzy recommended redacting grant fees (using ongoing operating costs only)
    - Shirley brought up the book budget versus operating budget (book budget should be redacted)

## Unit Updates (All)

- **SSD** (Rinny Lakin)
  - Refer to [SSD Report](#)
  - Overview Comments
    - New incoming positions have been filled including...
      - Secretary: Karen Brennan
      - Member at Large: Rema Reeves
    - Openings
      - Chair (2024-2026)
      - Member at Large (2024-2025)
      - Digital Communications Specialist (2024-2025)
    - Scholarships available
      - Plan to sponsor a 2025 LIOLA Participant
- **President's Report** (Ericka)
  - Refer to Report
  - Overview comments given prior to notes being taken on Thursday
- **LIOLA** (Liisa Sjoblom)
  - Membership is going well
  - There were challenges with merging the Google Accounts (as some owners of

files are no longer with OLA).

- Member Match Program is languishing, but two new members will take this on as a task
  - LIOLA will be held at the Mount Hood Resort in mid-July 2025
  - Not hiring a facilitator—instead they will use the best of former content and use that instead
  - Will be reaching out to OLA members for facilitators, mentors and mentees
  - They had 12 applications, and funded/partially funded 6 applicants
  - When filling out the form, applicants should be mindful when it comes to listing outcomes and the way in which they will give back to OLA
  - Asks that we promote LIOLA
- **EDIA Committee Report**
    - Upcoming episode with Shanna Larence of So’oh Storytime scheduled to be recorded on Monday, August 19<sup>th</sup>.
    - Ericka Brunson-Rochette and Pia Alliende are preparing their presentation for the closing general session of the ALSC Institute, which is being held in Denver, Colorado in September.
    - LaRee updated the prospective new member application questionnaire, and current members helped edit. The EDIA Committee will put a call out via LIBS-OR in the coming weeks.
    - Like a number of units we have begun to have a conversation regarding our mission, vision and goals.
  - **Pawficer Election - Ex Officio Member (Roxanne)**
    - Borrowing an idea from WLA, Roxanne would like OLA to hold a pet related election for all Oregon library workers to nominate candidates and vote in. Funds would be used to promote professional development for all.
    - Attendees support the idea
    - Ayn, Ericka, Shirley and Roxanne will discuss
  - **CSD Report (Jaime Thoreson)**
    - Registration is open for Supercharged Storytimes (closes August 31st)
    - Attendees will receive a copy of the book
    - The training is based on Views2

#### **Future Executive Board Meetings (Ayn Frazee)**

- Proposing upcoming Executive Board Meetings occur monthly for 2.5 hours (no lunch)
- One month is a business meeting and that is the month Treasurers Stuart Levy would submit the Treasurer’s Report
- Alternating months would be Unit Reports
- 4th Monday 4-6pm seems to work for most/3rd Monday during Memorial Day in May
- Lack of quorum will result in an email vote
- December meeting will be canceled due to winter holidays

- Monday, September 23rd @ 4-6pm will be a business meeting to approve the budget

### **Action Item Review/Next Meeting (Ericka & Roxanne)**

- **ACTION ITEM: Shirley will cost it out**
- **ACTION ITEM: Shirley Roberts will send RFP to Holiday Inn on the River Beach**
- **ACTION ITEM: Shirley will create the REFORMA By-Laws voting form.**
- **ACTION ITEM: Ericka will send it out via email for a vote.**
- **ACTION ITEM: Buzzy, Star, Brandace and Ericka will finalize the language (the REFORMA Membership will need to vote to approve the bylaws before the executive board can do so).**
- **ACTION ITEM: Ayn Frazee will drive by the Holiday Inn on the River and take pics (other Portlanders welcome to drive by as well)**
- **ACTION ITEM: Carrie Turney Ross will put a call out for Outreach RT members**
- **ACTION ITEM: Everyone is asked to review the 24-25 Draft Budget (to prepare for September vote)**
- **ACTION ITEM: Ayn, Ericka, Shirley & Roxanne will discuss the Paw-ficer Election**
- **ACTION ITEM: Units Reports Due ASAP**

### **Passing of the Gavel (Ericka & Ayn)**

- Ericka presented the OLA Presidential gavel to Ayn

### **Adjourned at 2:50 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