**OLA Board Meeting
Location: Seaside Public Library**, 10:03 a.m. called to order on 8/24/18

**In attendance:** Buzzy Nielsen (outgoing president), Korie Buerkle (Secretary), Danielle Jones (ALA Representative), Natasha Forrester Campbell (outgoing CSD Chair), Jeana Manger (incoming CSD co-chair), Jane Corry (incoming CSD co-chair), Natasha Forrester-Campbell (outgoing CSD Chair), Esther Moberg (OLA president elect), Elaine Hirsch (incoming OLA president elect), Kathy Street (Member-at-Large), Jerianne Thompson (incoming PLD chair), Sue Ludington (Legal Reference, Conference Chair), Melissa Little (LIOLA)

**Online:** Lori Vik (OLA Treasurer), Caren Agata (Interim State Librarian), Elsa Loftis (outgoing past president), Steve Silver (outgoing ACRL president), Shirley Roberts (OLA Assoc. Manager), Kirsten Brodbeck-Kinney (outgoing PLD chair, incoming co-chair intellectual) Stuart Levy (OASL president), Adam Carlson (McMinnville)

1. Welcome
2. Intros and Reports
A. Children’s Services Division (Natasha)
 i. Incoming chair Shannon Belford was elected, and secretary Deborah VanDetta was
 appointed.

 ii. Members voting on change to CSD bylaws so “One or more” people are on the ballot

B. ALA Representative (Danielle)
 i. Rescinded meeting room policy

 ii. Talking about doing away with Midwinter conference starting in 2020
3. Agenda Changes
A. None
4. Minutes
A. June 1, 2018 board meeting minutes for approval
 i. Danielle moves, Esther seconds, APPROVED

B. OLA Board Retreat Minutes for approval
 i. Elaine: Change Leadership mentorship to Meredith Farkas

 ii. Sue: Change number of rooms at conference to 8

 iii. Esther moves, Natasha seconds, APPROVED
5. Retreat follow-up/strategic plan (Esther Moberg)
A. Action items from retreat:
 i. Website usability study, reaching out for help

 ii. NW Central- How to maintain ongoing.

 iii. Fundraising- Shirley taking lead on standards and best practices.

 iv. Core values on website needs work and to be living document and easy to
 incorporate.

 v. Legislative day- Important for librarians to attend with LSTA funding under fire every
 year, Ready to Read, and other issues.

 vi. Eastern/rural libraries engaged- Keep them in conversation to encourage around the
 state when it is possible. Rotating around to give everyone a chance to attend.

 vii. Improving member engagement- Rounding out engagement from everyone –
 including support services staff. How can we highlight paraprofessional opportunities?

 viii. Networking opportunities

 ix. Posting more volunteer opportunities and internships

 x. institutional knowledge- Often times knowledge resides with one person. Need one
 archival place, proper procedures for retention and clean-up.

 xi. Professional development opportunities: New committee on training, speed dating
 with units, possibly reoccurring session at OLA to talk about opportunities, low-level
 opportunities for involvement.

 a. Suggestion for OLA table at next conference, OLA session on involvement in 2020,
 divisions and roundtables partnering for shared tables

 xii. Forming visioning taskforce for 2020

 xiii. Esther- Priorities will be visioning task force, as well as reaching out to others in their specialty areas.

 xiv. Shirley- November will be the new LSTA grant deadline, with notifications in
 February. LSTA grants start July 1st.

 xv. Buzzy- Any big dreams from division OLA should know about?

 a. Sue- Would like to have meetings across the state for Roundtables a few times a
 year.

 b. Jeana- CSD considering providing funds for other areas arounds the state to
 have trainings, roadshow where there are no members. Membership for anyone who
 registers for fall workshop. With member bonus for CSD members, trying to get

 people to register early.

 1. Kathy- used to have an eastern Oregon conference for people who couldn’t it to
 OLA Conference. People have been asking about that.
 2. Natasha- Part of the problem is we don’t have many OLA members in that part of
 the state.
 3. Shirley- Suggests identifying recruiters to send out to other meetings and make
 presentation, followed up by trainings.

 c. Steve- Meredith is working on statewide experts to share across the state and
 provided resources for those who have trouble getting to meetings.

 d. Natasha- 50th anniversary of Coretta Scott King award- would like to do 50 libraries
 in Oregon to celebrate diverse titles.

 e. Shirley- Working Reforma and Libros Oregon on sustainability.

1. Association report (Shirley Roberts)
A. Annual Report information is out, please submit reports, will post new version soon.

B. Worked with a few units on elections

C. Closed out LSTA, OBOB closing out soon

D. Retreat

E. OBOB registration will go live Sept.

F. Working with conference sites for 2020, 2023 yet to be determined. Following with Hillsboro for RFP. Pretty well confirmed up to 2023.

G. Keeping up with check and deposits.

H. Fall CSD registration opening soon for fall conference.

I. Fiscal year closes on August 31. Starting new budgets. New OLA budget will not be approved until October.
2. President’s report (Buzzy Neilsen)
A. Met with staff from governor’s office and office of administrative services. Several people invited to comment on search for state librarian, including state library board chair, members of state library staff, Ruth Metz, Vailey Oehlke (Multnomah County), Perri Parise (Emporia State University).

 i. Group clearly state importance of supporting this position ann their efforts, not just
 filling position.

 ii. For filling the position it will not be a another general call, instead targeting people for application. State might employ recruiting firm.

B. Reminder the state library of Oregon is making offer to match division/roundtable scholarships. Contact Arlene with questions.

 i. Shirley- Talked to Ross about divisions/roundtables who do not have sustained
 funding. Maybe something in the future can be worked out for those groups.

D. Please clean up google emails and google drive before you hand over to the next person.

 i. Shirley- Considering adding each position into memberclicks so you would receive an
 email at primary account, and at OLA account.

E. Parliamentarian email has been added, Buzzy will be taking that position on again.
3. Treasure’s report (Lori Wamsley)
A. Accounts on track with projections.
 i. [OLA Balance Sheet](https://ola.memberclicks.net/assets/Finance_Membership_Monthly_Reports/2017-18/2018_08/OLA%20Balance%20Sheet%202018_08%20%28FYE%20Revised%29.pdf%22%20%5Ct%20%22_self)

      ii. [OLA Profit & Loss Actual vs Budget](https://ola.memberclicks.net/assets/Finance_Membership_Monthly_Reports/2017-18/2018_08/OLA%20P%26L%20Actual%20vs%20Budget%20%202018_08%20%28FYE%29.pdf%22%20%5Ct%20%22_self)

      iii. [OLA Profit & Loss Prev Yr Comparison](https://ola.memberclicks.net/assets/Finance_Membership_Monthly_Reports/2017-18/2018_08/OLA%20P%26L%20Prev%20Year%20Comparison%202018_08%20%28FYE%29.pdf%22%20%5Ct%20%22_self)

      iv. [OLA Enterprise Fund Report](https://ola.memberclicks.net/assets/Finance_Membership_Monthly_Reports/2017-18/2018_08/OLA%20Enterprise%20Fund%20Report%202018_08%20%28FYE%20Revised%29.pdf%22%20%5Ct%20%22_self)

B. Market fluctuations happened earlier this year, but back on track now.
4. 2018-2019 Budget (Shirley Roberts, Lori Wamsley)
A. Draft budget for 2018-2019: [Draft budget 2018-19 (as of 2018\_08\_18)](https://ola.memberclicks.net/assets/Budget/OLA%20Budget%202018-19%20Draft%202018_08_18.xls%22%20%5Ct%20%22_self)

B. OLA will be distribution for net profit (45%)
Technology fee from 2013 was $30,000, but OLA borrows projectors, and WLA does not.

C. Royalties is monies from EBSCO received from articles in oLA Quarterly

D. Projecting draw on Equity of about $24,000 since OLA conference is our fundraiser

E. Projecting income $98, 570
F. Liability insurance has gone up in the last few years. Looking into that.

G. Directors/officers insurance: Estimate, will work with Insurance agent. This covers legal fees as well as protecting individual.

 i. Increase recommended 3.2% ($2,904/month)

H. Memberclicks: Communication between Memberclicks and OLA has not been good, notified of fee increase as of 9/1/18.

 i. Charge back of 4.5% for Memberclicks. If memberclicks keeps raising cost it would go back up to 5%.

I. Legal Fund: Haven’t needed it, changing to place holder

J. Virtual Collaboration: Moving to Zoom, rate would be lower at $1,200

K. Technology Equipment- take down to $1, laptop not needed at this time

L. (Elaine) Having something in Wordstock as a placeholder to save the possibility for partnering with humanities group. Change to “organizational outreach.” Esther recommends a $1 place holder.

M. Website redesign: for usability study, there may be possible cost

N. Lobbyist- current contract calls for increase every January

O. Changed named from HAS to Awards Committee

P. NW Central- leave as $300 for now

Q. ORCA- Increase to $625 because of shipping of plaques to authors. Authors invited to OASL conference. Buzzy/Esther will have conversation with ORCA. Perhaps lower after the conversation.

R. Oregon Authors- proposed clipping service

S. (Esther) Lacey Legel requested travel and payment for ALA Midwinter conference.
Board agrees that focusing in state and traveling to various regions would be a better use.
Table at PLA however would be highly recommended.
5. Open Forum (none)
6. 2019 Conference Report (Sue Ludington)
A. Theme: Charting the Unknown Together
B. Launching RFP on Sept. 4, closing 10/8 at 5 p.m.

C. Reaching out to WA counterparts is encouraged, joint proposals are encouraged

D. Perhaps Saturday lunch would be sponsored by school libraries from WA?

E. Logo reveal for join conference

F. (Elaine) local arrangements in Bend handling- Lisa Schloblohm
7. LIOLA Report
A. Underspent money by about $15,000. PCC agreed we don’t have to spend down until June 2019

B. Lori Wamsley appointed chair

C. Need to figure out where money will reside.

D. (Shirley) Balance of grant money resides at PCC. Registration money is, and will stay, with OLA.

E. Planning for the same sort of conference for next year

F. Lori W. – PCC is open for us using money for scholarship, or to purchase items ahead of time. Need clarity on how we can work with them to expend funds by June 30, 2019. We should be able to fully access and expend the funds by that time.

 i. (Jane) Funds must be used for professional development
8. Interim State Librarian Report (Caren Agata)
A. Clarification about LSTA grant: Nov. 2018 grant will open, Feb. 2019 grant apps are due, April 2019 selected grants will go to board for approval. July 1, 2019-June 30, 2020 grant expenditures.

B. New webpage second week in September.

C. Interesting renovation experiences. Projected time to be in new offices- at least a year out.

D. Sending out newsletter.

E. Report from LSTA to state library recommends a few improvements that will be addresses.

F. New recording studio up and running soon.

G. Caren and Greta going to Washington DC book festival in September.

H. Susan Westin going to Bismark, ND to state librarian conference
9. CSD Bylaws change (Natasha)
A. Two years in a row difficulty finding candidates. This will make it easier to hold election.

B. Plan is to continually promote board all year long

C. Important to have support from directors

D. Motion to approve changes to bylaws, Kathy moves to approve Kirsten seconds
APPROVED

E. Ties into institutional knowledge- (for above) important to keep looking for 2 candidates
10. Tor embargo
A. Tor is embargoing libraries for four months. OLA has been asked to comment on this.

B. Or. Digital library consortium will make a statement – we disagree with this embargo because it was done without proof. ALA Digital consortium felt progress was being made until this decision came out- it was a step backward.
C. Libraries purchase titles at fair rate comparatively. Libraries nationwide are making a statement.

D. (Elaine) This is a piece of a bigger problem. This happens to academic libraries as well.

E. Danielle motions that OLA write letter against Tor embargo. Kathy seconds. APPROVED
11. Dues Discussion (Buzzy)
A. (Stuart) At OASL board meeting, we are talking about how to encourage membership. Came up with “new member” rate for first rate, and then go up to current rate.

B. Rates are currently broken down in a sliding scale: $30-$120 for a year, institutional memberships, student and unemployed memberships.

D. (Shirley) Joint membership is $40, $20 is sent to OLA, ALA is going up to $42 (OLA would get $21)

E. (Buzzy) Appoint committee to look at membership dues?

 i. (Jane) even the bottom tier is prohibitively expensive to people who work part time
 and pay for their own.

 ii. (Natasha) People want to know what they are getting for their membership.

 iii. (Lori) I think this is worth having a discussion about. Our expenses are going up, but
 we are a lean organization.

 iv. (Shirley) Maybe if the workshops are more expensive the membership would be
 more of a benefit.

 v. (Buzzy) Lori and Shirley should be involved, Stuart is interested, looking for
 representatives from all divisions. Jeanna Manger interested from CSD. Elaine Hirsch will
 also serve on committe.

 vi. Membership would need to vote on this at the annual meeting.
12. Public Library Legislation
A. Current definition of public library is “a government said you are a public library”

B. Proposal is to include additional minimum criteria.

C. The state library board will approve PLD’s standards.

D. PLD and state library are be working on this. Will soon present idea to legislature to find co-sponsors on both side of the aisle.

E. Also meet standards of accessibility and a private library would be able to discriminate.
13. Fundraising Committee (Shirley Roberts)
A. Ad hoc taskforce formed to address what OLA units could do or not do as fundraising activities.

B. Established list of vendors to avoid cross-asking.

C. What’s missing is policies and procedures. Hoping to develop that. ALA does have some fundraising policies. Shirley is committed to come up with guidelines for divisions to run their programs through before starting.

D. List for OLA would keep track of who we are asking for what.
14. Other Items
A. Retreat dates: 2019 board meeting: Monday, Tuesday, with the board meeting following on Wednesday

B. (Shirley)Propose that we reach out to division chairs in early August about conference proposals
15. Esther- thank you to Buzzy.

Adjourned at 2:44 p.m.

Approved Motions
IV.A.i: June 1, 2018 board meeting minutes approved
IV.B.iii: OLA Board Retreat meeting minutes approved
XIV.D. Motion to approve changes to CSD bylaws
XV.E. Motion for OLA letter against the Tor embargo of digital books to libraries

Upcoming Meetings:

October 5, 2018 (Friday) 10am-3pm – East Bend Public Library
(might have author Maria Simple there that evening if anyone wants to stay for that!)

December 7, 2018 (Friday) 10am-3pm - Location TBD *State Law Library*

February 1, 2019 (Friday) 10am-3pm - Virtual Meeting for all

April 17, 2019(Wednesday) Joint OLA/WLA Conference Vancouver Hilton Vancouver, WA, 2:30-5pm

June 7, 2019 (Friday) 10am-3pm –Northwest Christian University, Eugene

August 19-20, 2019 (Mon-Tues) OLA Board Retreat at Menucha Retreat Center, Corbett

August 21, 2019 (Wednesday) 10am-3pm – Lewis and Clark College, Portland