**OLA Board Meeting  
Location:** Washington County Law Library   
Called to order at 10:33 a.m. on 12/1/17, adjourned at 2:37 pm

**In attendance:** Elsa Loftis (Past President), Buzzy Neilsen (President), Melissa Little (Leadership committee), Danielle Jones (ALA Representative), Natasha Forrester Campbell (Children’s Services), Esther Moberg (Vice President), Sue Ludington (Legal Reference), Karen Muller (PLD), MaryKay Dahlgreen (State Librarian), Korie Buerkle (Secretary), Jane Corry (Leadership committee), Jean Pike (Technology Services roundtable)

**Online:** Shirley Roberts (OLA Association Manager), Kirsten Brodbeck-Kinney (PLD President), Steve Silver (ACRL Oregon), Lori Wamsley (Treasurer), Erin McCusker (OLA member), Emily David (Conference Co-Chair)

1. **Welcome/housekeeping**
2. **Reports**  
   a. Natasha (Children’s Services): We are working on a bylaws change so that the Mock Workshop coordinator is a board position. The ORCA rep would no longer be a board position.   
     
   b. Elsa (Past President): Members for the website taskforce are needed. If you have anyone who would be a good option please have them contact Elsa.  
     
   c. Buzzy (President): Rachel Kenney is working to present the contents of the time capsule at the conference. OR is hosting National Music conference is January.   
     
   d. Danielle (ALA Representative): ALA is hiring for executive director. Discussed if MLS is required or preferred. MLS degree is now “preferred.”  
     
   e. Sue (Legal Reference): Answerland coordinator Tamara is working to bring back Oregon Reference Summit as a one day event on 6/1/18 in Corvallis.  
     
   f. Steve (ACRL Oregon): Recent joint conference with Washington. Provided scholarships for two people to attend. OR Writing and Advisory committee is working with ILAGO on state standards and writing courses around information literacy. ILAGO has asked ACRL Oregon to be part of that conversation.  
   ACRL national is thinking of bringing the conference back to OR in 2027. Next board meeting is Friday.  
     
   g. Kirsten (PLD): Follow up virtual meeting on Wednesday for Project Outcome. Working on conference.  
     
   h. Kathy (Member at Large): Libros Oregon will be headed out soon for the first time.
3. **Agenda changes**  
   a. Karen Muller, proposal for a fundraising committee
4. **Minutes**  
   a. MOTION: Approve minutes of 10/6/17 meeting  
   Danielle moves, Elsa seconds, minutes APPROVED
5. **Proposal to add a fundraising committee to OLA**: Karen Muller (PLD)  
   a. PLD approached OLA asking to do additional fundraising  
     
   b. OLA asked Karen to form task force looking into interested OLA groups  
    i. Task force: Bobbye Hernandez, Danielle Jones, Kate Lasky, Karen Muller, and Shirley   
    Roberts  
    ii. Task force met on October 2017. Some groups felt there is limited opportunities to   
    raise funds, some, but not all divisions are interested in Fundraising Committee.  
     
   c. Fundraising committee needed in order to address OLA fundraising policies, procedures,   
    guidelines, forms and to keep track of businesses who have been approached for   
    fundraising. As well as set goals for OLA, maintain a website, and make   
    recommendations to OLA committees.  
     
   d. Sue: Have you looked into other states’ committees?   
    i. Karen: No we have not looked into it.  
    ii. Shirley: ALA has extensive guidelines and we would look at recommendations.  
     
   e. Sue: Does this keep other committees from fundraising if this group is formed?  
    i. Karen: Committee does not want to do the fundraising, but set up the infrastructure to   
    help other committees.  
     
   f. Shirley: We created a password protected website that will be open to OLA members, but   
    not the public.  
     
   g. MaryKay: Great idea. As we get bigger we don’t want to be in a position of multiple   
    people asking for funding.   
     
   h. Buzzy: To make this a permanent committee we need to change the bylaws (vote by   
    membership), but we can appoint a special committee in the meantime until the   
    conference.   
    i. Appointing the committee now also means we could start the store for “Libraries are for   
    Everyone”  
     
   j. MOTION**:** To create a special committee for fundraising  
    Elsa moves, Esther seconded, motion PASSED  
   1. **Strategic Plan Check-In**: Buzzy Neilsen  
      a. Website committee update: Elsa Loftis  
       i. The Library Assessment roundtable no longer exists, so I will be talking to people   
       formerly in the group about working on the website committee.  
        
      b. Buzzy: A Fundraising Committee has now been created  
        
      c. Encouraging use of listservs: Shirley Roberts  
       i. Over the holidays I will create a video for new members and it will include   
       information about listservs  
        
      d. Committee to look at core values: Buzzy Neilsen  
       i. Starting soon  
        
      e. Investigate ways to promote advocacy at the local level: Buzzy Neilsen  
       i. Eastern/rural library outreach: Units have been holding meetings in different parts   
       of the state (present meeting excepted)  
        
      f. List of quick-strike projects (to foster OLA involvement)  
       i. Someone is interested in taking over responsibility for NW Central  
       ii. Digital archives opportunity: Look into how we retain emails  
       iii. Shirley is looking for someone to help her look into decline of membership   
       iv. Policy for retaining emails? Will need to talk to experts in records retention.   
       A. Sue: Also talk about Google Docs and how do we save in usable fashion  
       B. Buzzy: This might be a great way to connect with the Society of Digital Archivist  
       C. Elsa: Look into Emporia students?   
        
      g. Adopted MOU for scholarship funds at the last meeting.  
       i. Shirley: Three units have started using it since the last meeting.  
        
      h. Melissa Little (Leadership committee): The Leadership committee is looking to create   
       one day trainings 4 or 8 hours around the state.   
       i. Plan for some in first quarter of the New Year.   
       ii. The membership was surveyed for ideas.
6. **Association Report**: Shirley Roberts   
   a. Interviewed by a survey company that the State of Oregon library is using.   
     
   b. Working with OLA conference committee, the exhibitor form is now up.  
     
   c. OBOB: Over 600 schools registered, close to closing out registration and working with   
    Linda Fukasawa, the administrative chair.  
     
   d. Worked with Arlene and three units on the scholarship match.  
     
   e. General deposits and emails  
     
   f. Upcoming: Working with someone on the Membership committee? Some people might have been missed in the migration and need a membership “reach out” in the next few months.
7. **Treasurer’s Report**: Lori Wamsley  
   a. [Profit & loss Investments, Dec. 2017](https://ola.memberclicks.net/assets/Finance_Investment_Committee/QB_Monthly_Reports/2017-18/OLA_OASL%20Investments%20P&L%202017_12.pdf) (OLA login required)

b. There have been gains in investments.  
  
c. Decrease in dues: 35% decrease from this time last year  
 i. This is worth looking into with membership, as Shirley has said  
  
d. Net income - $4,261, mostly from decrease in membership dues  
 i. Shirley: It’s not unusual to operate in negative net profit in the early part of fiscal year   
 since half of the money comes from the OLA conference.  
 ii. Sue: Is this really uncommon?  
 iii. Shirley: I’m concerned, I think we need to reach out. It’s worth looking at past   
 members who have not renewed.

1. **Investment Committee recommendations**: Lori Wamsley  
   a. Connected Wealth LTD (OLA login required)   
    [2017\_12 OASL](https://ola.memberclicks.net/assets/Finance_Investment_Committee/Connected_Wealth_Solutions/Financial_Statemens/2017-18/OASL%20Connected%20Wealth%202017_12.pdf" \t "_self)    
   [2017\_12 OLA](https://ola.memberclicks.net/assets/Finance_Investment_Committee/Connected_Wealth_Solutions/Financial_Statemens/2017-18/OLA%20Connected%20Wealth%202017_12.pdf" \t "_self)

b. Donivan Wealth Management (OLA login required)   
[2017\_12 OASL Hull Earnings](https://ola.memberclicks.net/assets/Finance_Investment_Committee/Donivan_Wealth_Management/2017-18/Donivan%20Hull%20Earnings%202017_12.pdf" \t "_self)  
[2017\_12 OASL Hull Endowment](https://ola.memberclicks.net/assets/Finance_Investment_Committee/Donivan_Wealth_Management/2017-18/Donivan%20Hull%20Endowment%202017_12.pdf" \t "_self)  
 [2017\_12 OLA](https://ola.memberclicks.net/assets/Finance_Investment_Committee/Donivan_Wealth_Management/2017-18/Donivan%20OLA%20General%202017_12.pdf" \t "_self)

c. Met in October a few times with financial advisors as well as Shirley Roberts and Finance   
 committee.  
 i. Went through options to suggest for investments for next year.  
  
d. Finance committee unanimously agreed to rebalanced accounting.   
 i. Shirley: When we started with Donivan we did include some socially responsible funds  
 ii. Donivan feels we should decrease US stock and put more into international stock  
 iii. Buzzy: Is this a more conservative approach?  
 iv. Lori: Yes, the concern is that there will be a market correction. Opinion is that US stock   
 is overvalued and will correct itself, and this will help offset since whatever we have in   
 stocks will decrease.  
 v. Endowment transfer: Checked in with OASL board: OASL has gained $11,000 and those   
 earnings allow them to contribute to Sweet Home library and scholarships.   
 vi. Recommend moving gains to earnings account. This is ready access money for those  
 accounts and doesn’t risk losing as much with market connections.  
 vii. Donivan suggests bond allocations reduce to 55% and redistribute to the equity   
 holdings that we have.   
 viii. PROPOSAL: Move $35,000 to connected wealth general fund, move $10,000 from   
 OASL Enterprise to short term savings (all of this approved by OASL president and   
 board.  
 ix. MOTION: Motion to approve changes. Natasha moves, Danielle seconds  
 Changes to investment committee APPROVED

1. **Open Forum**  
   a. Erin McCusker (OLA member): Gathering information about the priority of Eastern Oregon   
    and rural libraries mentioned in the OLA strategic plan with Jenny Peterson from   
    Deschutes Public Library  
     
   b. Buzzy: OLA is making a more concerted effort to reach out, having meetings in different parts of the state. OLA Board meetings are scheduled all over the state. Reforma and PLD have been moving around the state as well.  
    i. Kathy Street from the Oregon Trail Library District is the OLA Member-at-Large  
    ii. Leadership Institute will be in Pendleton in May

c. To work on: How we can help rural members be involved in OLA?  
 i. GotoMeeting has helped, but we still need ways for Eastern and rural Oregon libraries to   
 be involved in OLA.  
  
d. Erin: I appreciate the inclusion and would love to share ideas at some point.  
  
e. (Erin asked to share her library background by MaryKay)   
 i. Started in Idaho in a small rural district.   
 ii. Worked at Idaho State Library while working on MLS through Emporia  
 iii. Hired as library consultant for 6 years for Commission for Idaho libraries  
 iv. Now in Pendleton. Working with library board, policies, and development in Umatilla   
 County. Finished review of annual library plan, starting strategic planning, and recently   
 took part in Project Outcomes training.  
  
f. Shirley: Working on webinars and trainings and helping people learn how to plug in will be useful for libraries who can’t send people out.  
  
g. Erin: Pendleton is a federated district: Three staff members; taxes collected through Umatilla county and then disperse throughout 12 libraries connected but independently run.   
 i. Those libraries serve the unincorporated areas as well as their cities. Looking at how   
 the county can become more of a clearing house for development and support for   
 local libraries, and support improvement of services.   
 ii. No direct authority over libraries, but build community and relationships.   
 iii. Looking at messaging and marketing to get the word out about how we use tax funds.  
  
h. Buzzy: Coos county is also a federated library district.

1. **Roundtables**: Buzzy Neilsen  
   a. Roundtables that could, per our bylaws, be eliminated if they do not submit a report in 2 years: Library preservation, Library technology, Social Responsibilities  
     
   b. If you know anyone interested in these topics, it would be great to renew them, but if not they can be dissolved.
2. **State Librarian’s Report:** MaryKay Dahlgreen  
   a. Legislature will be in town in February for their short session. This budget session is only for the budget.   
     
   b. Staff will be welcoming the governor’s policy staff to the state library. State library will be on first and second floors. Renovation will take place on the 4th floor.   
     
   c. Ross Fuqua has started as the LSTA coordinator, plus other responsibilities.  
     
   d. Youth Services consultant position: Phone interviews completed. Will interview four people in person in December. Hopefully the position will be filled by first of the year.  
     
   e. State data coordinators meeting is in Phoenix next week- Ross will be attending.  
     
   f. Six positions open right now: IT staff, library assistants, MK’s assistant (staff of 40, mostly   
    full time)  
     
   g. LSTA applications will be out by January 1st.
3. **2018 Conference Report**- Emily David  
   a. Hilton is much more expensive.  
     
   b. Programs: 49 programs, including an author workshop, which requires strategically planning the schedule.   
     
   c. Preconference chair is Julie Jeanmard.   
    i. Preconference: 6 half day conferences, 1 full day.   
     
   d. Poster call going out on Monday.  
     
   e. Registration forms for exhibitors are open. Exhibits will be open on Saturday.  
     
   f. Online registration: Working on form with Shirley. Open registration by mid-January  
     
   g. Meals: Prices are 50% higher than last year  
    i. Lampman was $17 last year, this year $30  
    ii. May need to raise registration fee  
    iii. Plated lunches are 60% more, so it’s a large part of expense  
     
   h. Keynote speakers: Buzzy is working on.  
     
   i. Saturday speaker keynote is still open: Possible contact for Oceanbooks conference  
     
   j. Author: Possibly Emily Jenkins (E. Lockhart) $6,000 for speaker fee, airfare, hotel  
    i. Room holds over 300 people  
    ii. Natasha: Last year the Saturday author speaker was sponsored, but this year it will be   
    an expense.  
    iii. There are a lot of people who would not otherwise be able to see an author. Can we   
    promote it with the university?  
    iv. Sue: Hard to find someone with a short lead time  
    v. Emily: We do have the money to cover it. Last year was the experiment with   
    Friday/Saturday. First year with the expense, we can look at this as an experiment.  
    vi. Kathy: Author was a draw for our staff.  
    vii. Emily: We will move forward with author Emily Jenkins

viii. Shirley: If the units sponsor then maybe any extra funds would go back to the units  
 ix. Jane: What about sponsorships outside of OLA?

x. Emily: Yes, we can see if there are people who would be interested. Will follow up with   
 Theresa.

xi. Buzzy: Blackstone Audio is in Ashland, ask possibility? They carry her books.  
  
k. Emily: Concerned about OASL Saturday participation for this year. Last year 52/230   
 attendees on Saturday were OASL members.

l. Last year the Saturday experiment worked great, if it’s well attended it’s worth it.  
  
m. Possible $5 increase in registration over last year? Internet fee, incidentals… $3,000 for Saturday for basic costs, plus meal of $30. Raising fee from $30 to $40 on Saturday?   
 i. Board agrees with registration

n. Jean Pike (Technology Services roundtable): TSRT trying to figure out all day preconference.   
 i. Presenter/cataloger Terry Reese has a fee this year, and this presenter has a limit of   
 people. Currently at $75 ($50 for presenter, $25 for OLA). We would be happy to do our   
 own lunch, is it a requirement?  
 ii. Emily: Will email Hilton to ask about less expensive alternative. We can’t bring food in   
 from another vendor, but you could send people out?

o. Emily: We like to have conference around the state, but cost effectively, and for working together, the Salem Conference Center is so good to work with that maybe we should consider, as we go forward, staying with Salem.  
  
p. Sue (Programs chair): Looking at gaps in topics: 68 program proposals, ¼ had sponsors,  
 but most did not.  
 i. Perhaps an idea for next year is soliciting programs, telling division they need to sponsor   
 “x” number of programs? Not necessarily by paying for them.   
 ii. Trying to figure out a certain number of programs sponsored by units, and then allow   
 others to send in proposals. In Salem we had 8 sessions each hour. Eugene is 7 sessions   
 each hour. This might bring a better balance.  
 iii. Jean: It’s difficult for divisions to know what’s coming in or not.  
 iv. Sue: As a program chair, when we see sponsorship that carries more weight if it’s   
 sponsored by a division.  
 v. Melissa: Is there a mechanism in place for sponsorship?  
 vi. Natasha: Send an email for notification of sponsorship  
 vii. Emily: In Bend was the first year we didn’t require sponsorship. This was done because   
 our numbers were falling off. There’s some merit to letting unsponsored people submit   
 proposals.

viii. Jane: Timing might be an issue. Summer is difficult for public libraries, especially youth   
 services.  
 ix. Sue: Might be worth it to think about theme and talk to people about proposals.  
 x. Korie: What about survey to members, asking about topics of interest?  
 xi. Lori: It’s a concern when we don’t have conference proposals that are of interest. We   
 are more likely to lose those members. These issues (drop of membership) are   
 somewhat connected.

xii. Sue: Perhaps a member-wide survey to have suggestion for conference?

xiii. Esther: There’s a disconnect with OASL. Could we shift our conference?

xiv. Shirley: We signed a 2 conference commitment with the Hilton, 2015 and 2018. It’s   
 unlikely that we will go back after our contract is over.

1. **Leadership Institute**: Jane Corry & Melissa Little (Leadership committee co-chairs)  
   a. Updates:   
    i. 10 applications so far, last date to apply is 12/15/17  
     
   b. Sent email to all current chairs of divisions asking about offered scholarships  
     
   c. Would be great to have a clearing house for scholarships, and would like to encourage   
   people to apply for scholarships to come to the Leadership Institute.  
     
   d. Money came from a NW Central grant: $51,000 through PCC  
    i. Grant money will be used to put on this training.  
    ii. Funds from this Leadership Institute will go to fund the next Leadership Institute.  
    iii. Shirley: Enterprise fund PCC grant line shows expenditures intended to be used for   
    professional development. We expend and then PCC reimburses funds.   
    iv. Funds are only being used for the Leadership institute.

e. Leadership committee is looking at trainings throughout state  
  
f. Leadership Institute: Reception on Wednesday, all day Thursday and Friday, morning on   
 Saturday.  
 i. Strengths based leadership concept.  
 ii. Esther: Are we giving out OLA certificates when it’s completed?  
 iii. Shirley: Continuing Education credits might be an option, check with Paige Battle   
 (OASL).  
 iv. Elsa: Can we recognize cohorts at the OLA Conference  
 v. Melissa: That is the plan, we are in contact with the Conference Committee.

g. Melissa: We recognize this Leadership Institute may be cost prohibitive. We do have Leadership Scholarships, and some of the $51,000 may be used for first year scholarships.   
 i. Is there a process to go through with the board?

ii. Buzzy: It doesn’t need to go through the board unless you want new money or money   
 that is otherwise earmarked for other use.  
 iii. Shirley: Is it a concern to make sure we are using the scholarship appropriately?  
 iv. Sue: Are we hiring presenters?

v. Jane: Yes, under $10,000 for presenter, hotel, most meals on Wednesday, Thursday and  
 Friday.  
 vi. Melissa: We do need to figure out how we are going to give out scholarships.  
 vii. Shirley: What if we identified money for a person through CSD, PLD, etc. with the  
 understanding that they would move into leadership role?

viii. Steve: Many of the positions are elected, so it would have to be clear.

**Approved motions:**(IV.a) Approve minutes of 10/6/17 meeting  
(V.j) To create a special committee for fundraising  
(VIII.d.vii-ix) Move $35,000 to connected wealth general fund, move $10,000 from OASL Enterprise to short term savings.

**Upcoming Meetings:**  
April 18, 2018 (Wednesday) - OLA Conference - Hilton Hotel - Eugene (time to be announced)  
June 1, 2018 (Friday) - Eastern Oregon University - La Grande (10 am - 3 pm)  
August 13-14, 2018 (Mon. – Tues.)  -  Menucha Conference Center   
August 23, 2018 (Friday) -  Seaside Public Library, Seaside  (10 am - 3 pm) [Transition Meeting]