

OLA Executive Board Meeting

October 02, 2020

Virtual Meeting

All 10/2/20 meeting docs can be found at:

<https://ola.memberclicks.net/executive-board-meetings-documents-archive>

Present via Zoom: Kate Lasky (President), Arlene Weible (Vice President/President-Elect), Elaine Hirsch (Past President), Lori Wamsley (Treasurer), Angela Parsons (Secretary), Star Khan (member-at-large, REFORMA), Kirsten Brodbeck-Kenney (ALA Chapter Councilor & IFC), Rachel Bridgewater (Academic/ACRL-OR), Kate Weber (OASL), Keli Yeats (OYAN), Laura Kimberly (PLD), Jennifer Patterson (State Librarian), Buzzy Nielsen (Parliamentarian), Shirley Roberts (Association Manager), Marci Ramiro Jenkins (EDI), Emily O'Neal (TSRT), Liisa Sjoblom (Leadership Committee), Elsa Loftis (Awards Committee), Sue Ludington (LDLC), Rebecca Stolz (Membership), (PNLA guests) Pam Henley, Rick Stoddart, Jenny Grenfell.

Approval of Aug. meeting minutes:

Kirsten Brodbeck-Kenney moved to approve Aug. 28 minutes; Elaine Hirsch seconded. Motion carried.

Laura Kimberly moved to approve Aug. 17-19 retreat minutes; Star Khan seconded. Motion carried.

EDI Recommendations: EDI Anti-Racism Special Committee Statement Presentation (Marci Ramiro Jenkins)

- (Kate Lasky) EDI Task Force appointed as Special Committee over summer; committee has autonomy to make statements on behalf of OLA, without requiring a vote from the board.
- EDI Anti-Racism Special Committee Statement shared & read.
- Statement will be released asap, via LibsOr and with REFORMA.
- Board is encouraged to share EDI Statement with committees & divisions
- Board agrees EDI Statement deserves its own spotlight, to be followed w/ Strategic Plan
- EDI Committee will be asking divisions about work they are doing and will be doing to support EDI vision. Rick is EDI contact for these ideas.
- Toolkit status: evolving, adding more pages, need help with research and writing
- Toolkit will be shared amongst board for collaboration and feedback (likely via Google)
- Toolkit will be announced close to OLA conference
- PDL and EDI will connect re: rolling out Toolkit at Jan. PLD meeting. OASL has someone on EDI Committee and will share in upcoming meeting. Division and committee chairs who aren't in this meeting will be contacted for opportunity to contribute. Collaboration with TSRT encouraged.
- EDI has a page for publishing guidelines for OLAQ but Communications Committee will not be ready in time for Toolkit (OLAQ on hiatus).

Inactive OLA Round Tables (Shirley Roberts)

- Screen share report. Presented report in Aug re: inactive RT based on no-reporting for last 2 years & absent Chair position. Memo was sent to all members of each RT and received 4 responses. *See [OLA Inactive Round Tables as of 2020 08 26 \(updated 9/28/20\)](#)
- Parliamentarian confirms bylaw for sunseting, dissolving, & moving funds. We have met bylaw standards for dissolving, but bylaws don't provide guidance for outstanding balances. Recommends board makes 2 motions - one to dissolve, one to move funds.
- **Elaine Hirsch motions to dissolve inactive RTs. Arlene Weible seconds the motion. No further discussion. Motion passes unanimously.**
- **Funds to be reallocated \$4201.44**
- Re: transferring funds to EDI Anti-racism Special Committee (previous discussion). No restrictions in bylaws. Treasurer asks for budget request form for present, and future, transparency.
- Assoc. Mngr. will set up a separate enterprise account for transferred funds. Treasurer will work with EDI Committee to ensure budget request form has been submitted, showing how will funding be spent. Transfer of funds will take place after this.
- **Kate Lasky motions to approve Treasurer to review & approve budget request from EDI Anti-Racism Special Committee, in order to accept funds transferred from dissolved OLA inactive Round Tables. Kirsten Brodbeck-Kenney seconds the motion. No further discussion. Motion passes unanimously.**

Strategic Planning (Kate Lasky, Arlene Weible, Elaine Hirsch)

- Screen share of brainstorming session (Sept. 2020). Session is expanded on - 3 focus areas, including initiatives and action steps for each focus area. This is a living document. *See [2020-23 OLA Strategic Plan](#)
- President will share doc via Google Drive. Will be open to board for shared comment/feedback. Please add your name & unit to any comments made.

Core Values and Vision 2030 (Kate Lasky)

- Need to create a Vision 2030 but pandemic makes visioning and long-term planning more challenging. Board agrees to pause visioning during the pandemic and bringing it up again in a year or two. We have a Vision statement in the Strategic Plan.
- Statement will be updated on our website (In leu of formal Vision 2030 plan, we are focusing our attention on EDI and we will be looking at Vision planning again in the future).
- Core Values: needs to go to EDI for review. Will send to EDI for review.

2021 Virtual Conference Planning (Shirley Roberts, on behalf of Lacey Legel)

- Conference Committee needs volunteers for Website Coordinator and AV Coordinator.
- Call for programming going out Mon., deadline Oct. 31.
- Committees and divisions will receive call out for participation.
- Conference software providers narrowed down to Whova or Open Water. Big price difference. Whova is cheaper but relies on more on the user.
- Going to attend WLA Conference to get a sneak peek at how Whova works. Has tickets for two more OLA members to join preview at WLA (tech volunteer?).

Association Manager's Report (Shirley Roberts)

- Helped CSD w/ Performance Showcase migration over to MemberClicks.
- Worked with OASL to get checks to presenters for conference.
- Attended PLD Board meeting. Gave MemberClicks overview.
- OBOB registrations (numbers are down) and payments have started. No state or nation-wide competition will take place.
- Closed out 2019-20 fiscal year (end Aug. 31). Prepared year-end docs. Met with accountant for filling form 990 (due Nov. 15).
- Prepared for new fiscal year. Working w/ officers to get new signature cards.
- Worked with Board to take input on Strategic Plan (Zoom breakout sessions), worked on inactive RT review, and made monthly deposits.
- Salem Convention Center transferred our on-site reservation from 2021 to 2024. Took April 23-27th, 2024. Will go ahead and sign agreement w/ price agreements to be decided upon later (Salem agreed to hold to 2021 rates and look at cost of living inflation).
- April 18-22, 2023 scheduled in Bend (will also transfer deposit).
- National Public Library Association in Portland 2022. We should hold a business meeting (dinner?). Melody Event Center (Portland) a consideration for evening function.
- 2025 - may call Janzen Beach for consideration.

Treasurer's Report (Lori Walmsley)

- report for end of 2019-20 fiscal year shared *See [Treasurer's Presentation](#)
- final dues income was less \$10,009
- total income also down (31.4% decrease)
- net loss of \$17, 872.37 (to be taken out of reserves)
- investments doing well. Finance and Investment Committee meeting in fall.
- need to set conference income number
- membership due increase has not occurred for 10 years (ongoing discussion). Board looks at % increase vs. dollar model. Recommendation to begin 2021 at a 2% increase. Suggestions to add higher income brackets (> \$100,000+). Will not necessarily generate a lot of additional income but over time it will compensate for other financial intake. If membership approves, this will give Board a foundation/system moving forward when looking at inflation increases.
- **Board votes on membership increase based on 2%, every 2 years. Passed unanimously.**

FY 2021 Budget (Shirley Roberts, Lori Walmsley)

- future budget 2020-21 shared *See [OLA Proposed Budget - revised 2020 09 28](#)
- virtual conference figure \$30,125 (will depend on Whova vs. Open Water). Adjusted admin fees for grants (OSLIS, OBOB). Will be working with ODLC which will add admin fee (\$2,080 projected income).
- draw on equity \$24,701. Projected final income \$115,881. Big difference from last year due to loss of in-person conference income.
- anticipated net \$14,000 (if we use Open Water with higher admin service fee).
- Memberclicks will increase %5 (new annual fee \$5,279).

- President suggests COLA increase for Association Manager position (Assoc. Mngr. steps out). Due to pandemic, already experienced loss of salary due to loss of hours. Recognizes her work and importance of paid position. **Board unanimously agrees on 2% increase for Association Manager pay** and welcomes back Assoc. Mngr. to the meeting.
- **Arlene Weible moves to adopt budget as modified. Keli Yeats seconds the motion. No discussion. Budget passes unanimously.**

State Librarian Report (Jennifer Patterson)

- accepting nominations for LSTA Advisory Council until Oct. 9. Have 4 openings (Representatives for Public libraries, Library Users, School Libraries, and Underserved and Underrepresented). It's a 3-yr. term commitment, beginning in Jan.
- working w/statewide database licensing for RFP for online skills building and test prep. Looked at 2 proposals. Will pursue contract with Learning Express Library. Anticipated contract for Nov. More info to come.
- States revenue forecast is surprisingly positive outlook (after May dire outlook). New forecast biennium (ends June 2010) will end with positive balance \$1.7 billion to be carried forward to 2023 (looking at a gap of 1 billion). Caveat - situation still unknown due to pandemic; expected delay to impacts from past months.
- Consulted with OR Health Authorities to look at REALM. 4 rounds of testing completed. Will be sharing advice next week on practices to implement on local level.
- State building is still closed
- OASL shares concern that ODE has not kept up with REALM. State Librarian has shared updated guidance with ODE contacts, so expect those guidelines to be updated.

PNLA MOU Presentation (Elaine Hirsch, presented by PNLA guests - Pam Henley, Rick Stoddart, Jenny Grenfell) *See [PNLA OLA Modified MOU 2020 10 02](#)

- OLA left Pacific NW Library Association at one time. PNLA and OLA are trying to bridge relations as they move towards an individual membership association; want to re-establish relationship with OLA, hence MOU.
- Elaine Hirsch has been ex-officio PNLA Board member for the last few years.
- Intent of MOU - OLA would have sitting voting member (PNLA representative) on board. Benefit of membership to both associations, from State to specific region.
- Board member has questions about relationships with other libraries, status of leadership events, status of YRCA, financial stability? Is PNLA aware of OLA leadership institute, OLA YRCA? PNLA provides some answers and will follow up with more details.
- Board asks how OLA will appoint a rep for PNLA and if Rep. is required to be a PNLA member. (PNLA) Ideally, Rep. would be appointed by board or they would hold election in that state or province; doesn't think membership is necessary.
- MOU for discussion at next board meeting to discuss concerns (i.e., want to see budget and membership numbers specific to Oregon).
- Reason for initial decision to leave PNLA:

https://www.olaweb.org/assets/documents/PNLA_Membership_Decision_10-30-09-rev2.htm

Annual Membership Survey (Kate Lasky, Elaine Hirsch)

- Tabled for next meeting

Wildfire Relief Projects (Arlene Weible)

- Impacts to Jackson County libraries update published in OLA Hotline; Lane County libraries (Blue River) update sent to LibOr w/ ways to support their library. Eugene PL is hosting fundraising event.
- Wants to make sure libraries are in a position to take in donations before advertising that they can. Will likely end up directing people to local level orgs rather than facilitating through OLA.
- Discussion about potential ways we can prepare for future events i.e. setting up some type of relief fund.

Unit Reports

Library Squad (Kate Lasky on behalf of Esther Moberg)

- Wants more action behind Squad before she asks for more grant funding. Might ask for OLA \$ for projects but still deciding. Opening a new round of applications in spring. Didn't get LSTA grant.

Communications Committee (Kate Lasky)

- Hotline editors will be pushing back deadline by one day; looking for new info w/ a focus on internal communication (suggested ideas: summary of board meetings, info on membership). To be discussed during overall Communication Committee structure.

IFC (Kristen Brodbeck-Kenney)

- First IFC meeting last week; have good plan for Tuesday Topics going forward; working on connecting with new committee members.

ALA (Kristen Brodbeck-Kenney)

- Approved preliminary budget. Planning to cover deficit with paycheck protection plan funds and economic disaster loan; final budget will come.
- Met with new ALA President and discussed shifting from applied value of joining membership to an explicit value. Will update.
- Response to president's ban on anti-racist training is on agenda for Oct meeting. (Parliamentarian) also talking to IMLS about response to executive order.

Leadership Committee (Liisa Sjoblom)

- 4 members met and discussed scholarship, mentorship, and LIOLA (LIOLA will likely be going virtual 2021).
- Parliamentarian will be reviewing committee bylaws.
- Putting together scholarship page so all OLA backed scholarships are one page
- Looking at how past-presidents can help with leadership activities, including mentorship opportunities (within OLA and LIOLA). EDI wants to add mentorship page to Toolkit (including REFORMA members), Leadership Comm. will look into this.

PLD (Laura Kimberly)

- Last meeting Sept. 2; Assoc. Mngr. went over orientation w/ PLD members
- Delegated tasks to officers (Hotline & ListServ, PLD Standards, OLA conference, new director's notebook liaison, PLD budget)
- Oct 23 virtual library directors meeting with focus on engagement
- Training in Jan. 2021, will connect with EDI
- Going to create a questionnaire (what ways can PLD can help support public libraries?)

REFORMA (Star Khan)

- 6th annual workshop Oct 22, 10-2:30pm, selecting nominees for author and illustrator

OASL (Kate Weber)

- Conference Oct. 10; virtual, one day, low numbers of attendees
- Putting together legislative concepts for upcoming legislative season
- Continuing to do EDI work in committees
- Held virtual event on how to run school library services during Covid; very successful

OYAN (Keli Yeats)

- Next membership meeting a joint meeting w/ CSD
- Didn't do raffle this year - need to reconsider budget (scholarship)
- Fall training aimed for Nov.

Next Meeting Date and Agenda Items

Next meeting: Dec. 4 2020 (virtual)