



Executive Board Meeting Agenda October 1, 2021, 10:00 am - 3:00 pm

Present: Shirley Roberts(OLA), Arlene Weible(OLA President), Star Khan(OLA Secretary), Stuart Levy(OLA Treasurer), Susan Cackler(CSD), Alma Plasencia(OLA Member-at-Large), Halsted Bernard(PLD), Grace Butler(OASL), Emily Ford(ACRL), Kim Olson-Charles(LDLC), Marci Ramiro-Jenkins(OLA Vice President), Kate Lasky(OLA Past President), Nancy Hoover(State Librarian), Buzzy Nielsen(Parliamentarian), Rinny Larkin(SSD), Denise Auld(OYAN), Bobbye Hernandez(REFORMA Oregon), Rebecca Stoltz(Membership), Emily O'Neal(Intellectual Freedom), Ericka Brunson-Rochette(EDI), Liisa Sjoblom(Leadership)

Welcome and Intros:

- Arlene proposed a community agreement for meetings. Please review and keep in mind during our meetings. Also, feel free to add or edit anything <https://docs.google.com/document/d/1mQ77seEU4rKpvZfm8JxgNNodcTI2QGc7zL6w6GreTA8/edit>
- Shirley says there is a document about good practices during hybrid meetings on our website as well.

Agenda changes/Minutes:

- Approval of August Notes
- **Approval Item:** It was moved by Kate Lasky and seconded by Star Khan to approve the August Board Meeting Minutes as presented. Motion Passed.

Treasurer's Report:

OLA is in good standing and healthy

- Checking- \$110,475.65
- Total assets- \$1,152,688.48
- Dues income- \$58,750
- Total income- \$148,816.79
- Total expenses- \$98,475.45
- Net income- **\$50,341.34**
- Investments-
 - Connected Wealth solutions
 - General acct \$424,543.94
 - Donovan Wealth financial investments

- Reserve \$424,543.94
- Hull endowment
 - \$187,515.30
- Hull earnings
 - \$76,607.54

Link to full report: https://ola.memberclicks.net/assets/BoardMeetings/2020-21/2021_10/2021_10_01-OLA-treasurer%20report.pdf

2021-22 Budget:

<https://ola.memberclicks.net/oregon-library-association---board-monthly-reports-2021-22>

This link is passworded and available to OLA members by logging in.

Additions to income

- \$5000 for fundraising for OLAQ
- Draw on previous years net income. \$37,214 was added to 21-22 budget

Total budget for 21-22

- \$117,455

Expenses

- No major changes, used same amounts from 20-21 year

Association Manager

- Shirley's contract calls for a 3% increase. Every year the OLA President and Past-President review the Association Manager's performance and recommend an increase in wages. This year Arlene and Kate are proposing a 5% increase for all of Shirley's hard work, especially during the pandemic which has increased her workload.
- Stuart suggests adding the wage increase to the amount of the draw from the previous year. New amount will be \$38,324

Conference related

- No OLA conference in 2022 because of PLA but Shirley has sent out RFP's, looking for a place to have some sort of annual meeting.
- She suggests Mcmenamins Edgefield. \$3000 room rental fee is waived if \$3000 F&B minimum is met. She is proposing \$3630 to cover appetizer plates for 125 people at \$24 a piece.

Executive Board-

- 2 changes were requested.
 - Increased fund for Board Meeting Personnel work coverage. Has increased the 21-22 budget to \$4,572.
 - Provide webinar subscription to one of OLA's zoom accounts. Added \$690 to cover cost for the 21-22 year

Other

- Separated Advocacy budget into 2 areas
 - Advocacy-Legislatively \$4,242
 - Advocacy-Education/Awareness building \$24,042

Standing committees

- Only thing that has changed since the review in August is that it was discovered that the Oregon Author's website was taken down by PSU.
- Shirley is proposing adding \$500 to this line so that we can look for a new platform

Total expenses

- \$118,185

- **Approval Item:** Emily Ford has moved to adopt the 21-22 budget as presented and seconded by Bobbye Hernandez. Motion passed.

State Librarian report:

Reopening

Our anticipated date for reopening, September 1, was put on hold after the vaccination mandate was issued by the Governor. All state employees must be vaccinated by October 18 (November 30 for members of the SEIU Union) unless they qualify for an exception based on medical conditions (requires a note from a doctor) or deeply held religious beliefs (requires management approval). As of the date of the writing of this update, the official reopening date is January 1, 2022.

Staff were very engaged with the De-escalation Training provided to us by our EAP. That and a visit from a spokesperson from the Oregon State Police who described how the OSP keeps the library safe were very well received. We will review some of the trainings again closer to the time we reopen as a reminder and support for staff. Not only did the training address how to interact with strangers, but the presenter also shared a view of stressors resulting from the pandemic for both the public and the staff with encouragement for self-care for the staff.

National Register of Historic Places

The State Advisory Committee on Historic Preservation will review the State Library of Oregon for nomination to the National Register of Historic Places. The National Register is the Federal government's official list of historic properties worthy of preservation. This was a project being coordinated by Jennifer Patterson and DAS.

The building was built in 1939 as part of the Public Works Project. Public comment is officially open and will remain open until the National Park Service makes a final decision in February or March of 2022.

Here is the [actual application](#). It is long but be sure to scroll to the bottom to see all the amazing historical photos of the library.

General meeting information is here:

<https://www.oregon.gov/oprd/OH/Pages/Commissions.aspx#SACHP> and anyone is welcome to attend the public meeting on October 22. If anyone from the State library wanted to provide comment at the meeting that would be welcome, but it is not a requirement.

This is honorary, the library will be in a thematic grouping of places built by the WPA like Timberline Lodge. This will not impact our ability to make improvements to the building which already have to be approved by the State Office of Historic Preservation (SOHP) because of the age of the building. State law requires that improvements to any state building over 50 years old must be approved by SOHP.

Oregon Educational Association

The Oregon Education Association (OEA) is the representative body for over 43,000 members who work in K-12 educational settings including librarians. Most of their members are teachers and most of their continuing education opportunities are focused on teachers. Librarians have specialized needs which are not necessarily being met through OEA whereas the State Library of Oregon is a conduit of continuing education opportunities for librarians. Many members of OEA are also members of OLA.

Several folks from our Library Support Division and I met with folks from the continuing education section of OEA to explore opportunities for collaboration to support librarians in Oregon.

Hiring the State Librarian

The deadline for applications was September 19, 2021. When the position closed there were 21 applicants, 8 of which met or exceeded the requirements for the position. Seven meet the educational requirements but do not have 6 years of management experience. The rest were either unintentionally applying for the wrong job or perhaps not paying attention to the requirements of the position.

Bradbury Miller will have phone conversations with the 8 that met or exceeded the requirements. They will present us with their findings and recommendations at a meeting on October 5, 2021.

Since the announcement was approved, Bradbury Miller placed it on their website, posted it on various library-specific web sites, listservs and job boards. It was included in their most recent e-newsletter, which reached over 1,700 library professionals. They also actively recruited through their many one-on-one contacts.

The Hiring Committee met as a group on Friday September 17 to come up with a plan for the final steps of the hiring process. Candidates will be asked to submit a video recording responding to questions to be determined.

For the finalists, there will be 4 virtual screening panels, our HR partner Andrea Paola will take the lead on these panels:

- Hiring Panel
- Stakeholders (OLA, Library Board, State Archivist, State Preservation Office)
- All library staff
- Library managers (coffee time)

Before the first three panels listed above, the candidates will do a short presentation on a topic to be determined. All interviews will be virtual, none will be in person in accordance with the Governor's COVID mandates.

The Hiring Committee Members are:

- Lori Wamsley, Library Board President
- Ann Malkin, Library Board Past-President
- Marci Ramiro-Jenkins, OLA representative
- Greta Bergquist, SEIU State Library President
- Susan Westin, SLO Manager
- Berri Leslie, Governor's Chief of Staff
- Nancy Hoover, Acting State Librarian
- John Paschal, Executive Recruiter, Chief Human Resource Office
- Andrea Paola, HR Partner

Association report:

Completed

- Has helped CSD, and SSD with elections
- Held training session for new and returning unit heads. Recording is available on webpage
- Working with OASL on conference related needs
- Has been working with RNC VII volunteer and virtual committees, advising on practices and recruiting people
- Working on PLA event
- Registering for an exhibitor booth(comped) for RNC VII
- Registered OLA for RNCVII
- Closed out OLA's fiscal year's end. Will meet with CPA next and file 990
- Update webpage with new members names, emails, etc.
- Updated dues increase on page
- Working with units to develop quickbook profit/loss reports

To-do's

- Continuing to work with OASL, REFORMA and OBOB
- Setting up the new budget in quick books
- Create conference webpage on NW Central
- Connecting with speakers to get permission to post recordings on OLA's youtube channel

- Continuing to support Executive Board with PLA planning

Question:

Can REFORMA National use OLA's Docusign account?

The State Library is funding the pay for zoom hosts and whova moderators for RNC VII. REFORMA National is responsible for processing payments. Docusign is needed for the agreement with volunteers. Shirley is asking if REFORMA can use OLA's docusign account. Arlene said that given the connection between OLA and REFORMA Oregon, that it would be OK. She asked if there are any extra costs and there isn't. Rinny asked if OLA's Docusign is available to all units and the answer is yes

OLAQ Update:

- Kate has sent out a draft of the guidelines and is asking for feedback <https://drive.google.com/file/d/19nfNgkZ0ShJBZyWnAXBGyL5UDW0leETZ/view>
- The purpose of reviewing and updating these guidelines is to make sure that OLA's values and missions are reflected, especially regarding EDI
- Kate is volunteering to be the editor until a permanent one can be found
- Will not need as many team editors as before. Guest editors will be the ones that review the content.
- Publication timeline is in the guideline draft.
- Currently recruiting for the winter issue on articles about privacy and security now
 - This opportunity is open to all library workers
- Kate is encouraging participation from the Board, whether it be submitting an article or reaching out to someone they think would be interested.
- Need ideas? Kate, Ellie and Kelly have a list to help you all out. Just ask!

Upcoming actions

- Look into seeing if the Editor-in-chief should be a paid position
- Creating an editorial/advisory board
 - Forming policies and rules
 - Finalizing what the structure of the board will look like
 - How will subject be selected
- Kate acknowledges that this is a difficult volunteer position. She is trying to streamline as much of the process as possible and advocates to make the Editor a paid position
- Arlene mentions that this may entail changing the bylaws so she will include this in the larger bylaw review

PLA Conference update:

From Arlene

- Withdrew the diverse voices proposal for PLA. They realized that it doesn't follow PLA's standards and too expensive for attendees
- Moving forward with Fostering democracy through library programming proposal. Presented by Donna Cohen and sponsored by SSD
- PLA registration will open soon(March?) and OLA members will get a discounted rate of \$300

- OLA will publicize registration among our members
- PLA will give OLA a booth in the registration area. It could be used to sell merch-EDI Toolkit, swag, etc.
 - Marci and Alma will be involved regarding the sale of the toolkit
 - Rinny shared this statement in regards to considerations in selling the EDI toolkit <https://www.wocandlib.org/features/2021/9/3/statement-against-white-appropriation-of-black-indigenous-and-people-of-colors-labor>
- The PLA planning group will begin meeting soon to start fleshing out ideas
- If anyone else has any fundraising ideas for PLA, send them to Shirley

From Shirley

- Having an OLA event during PLA on March 22nd at 6pm. This will be more of a social event rather than a business meeting.
- Shirley has been investigating venues and prices.
 - She reviewed the Melody Event Center, Red Lion at Jantzen Beach, Union Pine facility, Left Bank Annex, OMSI Planetarium.
 - McMenamins Edgefield seems to be the best option because their Blackberry room holds 180 ppl. Room rental fee is waived if F&B minimum is met. If OLA covers the cost of appetizers for 125 people, then we won't have to worry about keeping track of counts or registration
- There are concerns from the Board about the distance of Mcminamens from the conference center and suggested OMSI due to location.
 - Shirley will reach out to OMSI again for further details
- Stuart suggests looking into the Kennedy School
- Arlene suggests that if OMSI is within our budget and needs, that we should just jump on it.

Strategic Plan:

Reviewed during OLA Leadership retreat in August.

[2021 OLA Strategic Work Plan - Working Document](#)

- Removed anything that had been marked as completed, cleaned up language and duplications
- What is left are the activities discussed during the retreat. There are action items and goals clearly listed, as well responsible parties for execution, and support.
- Arlene would like for Unit Chairs to take this work plan back to their groups to review, see if they can contribute to these actions and give feedback
- Arlene's vision for the strategic plan working plan is that it will be a living, changing document that guides our work.
- Will work on refining over the next 2 months into reachable achievements
- Feel free to reach out to Arlene if you want to talk more about this document, if you're feeling overwhelmed by it or have ideas but don't know how they will fit in.

Communications planning:

Groups were given questions to breakdown and she has summarized their work within this

document.

[OLA Communications Plan working document](#)

- From there she was able to pull out themes that she saw developing and so that we can start brainstorming ways to address them

These suggestions for the website were brought up

- Clear option on how to get more information
- Make EDI Toolkit more prominent
- Regular schedule to update events
- Make OLA Board resources page more visible

Upcoming actions

- Create 1-pager about the difference between OLA and SLO
- Create positions to help with communication goals
 - Website manager
 - Social media manager
 - Hotline editor
 - OLAQ Editor
- Creating a more defined and clear plan for the Board to review in December

Division/Committee bylaws update:

- There are a few areas of the bylaws that need to be updated
 - Bylaws changes need to be approved by membership
 - Policies can be approved by the Board
- Focus is on updating the standing committees area.
 - All the committees need updating.
 - Buzzy suggests removing procedural things and focusing on laying out structure, purpose, duties and function
- Another section that needs some work is how committee members get appointment
- He will be working with committee chairs throughout the rest of the year and then come to the Board for approval in early 2022
 - Will work with REFORMA Oregon to get Division bylaws laid out
 - Will also work with the newly formed EDI Anti-Racism committee to create their bylaws
- If any unit needs help getting their bylaws organized, please reach out to Buzzy at olaparliamentarian@olaweb.org

EDI Antiracism Committee report:

- They are a full committee of 12 people!
 - 5 public, 4 school, 2 academic, 1 student
- Just had their first meeting and decided on the first projects they will focus on
 - They decided to create an EDI Anti-Racism podcast for the State.
 - Over the next few weeks, they will be working on formalizing a plan and

- budget.
 - Marci will work with Ericka and Pia on how to present their plan to the Board
 - A sub-committee within the group will create best practices and tips for library administrators on hiring diverse staff
 - Will be meeting with the membership committee about the mentorship program

Unit reports:

ACRL-

- The ACRL-OR board is meeting today(10/1)
- We have filled all Board appointments and are in the process of volunteering and setting up our subcommittees and task forces
- We will be planning this year for our Menucha conference to be held in October 2022. So far planning for in person.
- The ACRL-WA organization is hosting a summit and registration is open for ACRL-OR folks
 - Registration will be free for all OLA members
- This year we will try to tackle some academic freedom issues (not the same as intellectual freedom, but related).

REFORMA Oregon-

- Had their fall meeting on 8/28
- Most members are focusing on RNCVII
 - Because of hosting the conference, they have decided to put off the Mock Pura Belpre this year. Everyone is stretched pretty thin

Libros for Oregon

- Laura Kimberly and Star Khan will be traveling to FIL to select for this year's cohort
- Emporia will be sending a student traveler
- 6 public and 4 school libraries were selected
- Applied for and received an LSTA grant to offer participating libraries an extra \$1000 for their collections

PLD

- Our last meeting was on September 10th over Zoom, which was focused on establishing the incoming board. Halsted Bernard assumed Chair duties from Laura Kimberly, who became Past Chair. Haley Lagasse, previously an at-large board member, assumed Vice Chair / Chair Elect duties. We also welcomed newly elected at-large board members Beka Murcraay of Molalla Public Library and Greg Williams of Oregon City Public Library.
- We spent some time introducing ourselves and going over the basic structure of meetings to help everyone feel confident and comfortable moving forward together. We then walked through the setup of our Trello board, which we use to organize and track our various projects in between meetings.

- Public Library Standards: This group will be meeting in October and November, and is still on track to complete planned annual revisions for 2021.
- PLD Training: We are planning an upcoming PLD training on Intellectual Freedom, given by Emily O'Neal (Deschutes Public Library) and Perry Stokes (Baker Public Library), co-chairs of the OLA Intellectual Freedom Committee. This will be held on Friday, October 29th, from 10am to noon over Zoom. It will be open to all public library employees, not just directors.
- PLD Fundraising: We are currently brainstorming fundraising ideas to improve the fiscal health of our division.
- PLD Communications: Before we communicate we want to have clarity on what we are currently doing and where we want to take PLD next in the context of the 3 focuses of the OLA Strategic plan, especially the first focus on actively committing to being an equitable, diverse, inclusive, and anti-racist organization. We will have a robust discussion of how PLD supports the OLA Strategic plan at our next meeting.

CSD-

- The CSD board met for the first time last month and will meet again on October 18.
- We are working on planning a joint membership meeting with OYAN in November.
- The budget will be approved on October 18.
- The Mock Caldecott will be in two short virtual sessions this year, one in December and one in January.
- We are working on re-imagining the Performers Showcase and still looking to solidify the leadership for that.
- The Spring Workshop will be in April this year because of PLA, and the planning is in the very early stages.
- The Board is an enthusiastic group of volunteers and we are looking forward to a busy year.

SSD-

- Chelsea Comstock was elected new Secretary
- They will be having an election for Treasurer soon
 - After the treasurer election
- A lot of progress was made towards their conference at the August retreat.
- Conference will be at Timberline.
 - No theme or catch phrase yet but they would like the focus to be advocacy how to help each other heal
- Next meeting will be Oct. 11th

OYAN-

- No updates yet, as they haven't had their first meeting of the year

OASL-

- Fall conference is Oct. 9.
 - Debbie Williamson Smith from UofO will present on innovative ways to use social

- media
 - Kelsey Bogan will present on TikTok for Librarians
 - Registration info is available on their website
 - Alex Gino, the author of *George*, will give a talk as well
- Advocacy committee has been very busy
 - They now have a budget
 - Tina Roberts is leading a work group on advocating for school libraries
 - They are calling for revisions to Division 22 language that will strengthen school library programs
 - They all agree on current issues
 - Districts are allowed to self report on how they are complying with the requirements, which means they can make it look anyway they want it to
 - Working on putting together a survey

LDLC -

- The LDLC Committee had its first meeting Tuesday Sept 28th.
- Lobbyists Nicole Mann and Tess Milio gave their report out on the last legislative session's wins and losses concerning bills that would have an impact on libraries.
 - This year will be a short legislative session - Feb - March (less action overall)
 - An upcoming potential bill by Rep. Marsh was discussed, she has reached out to us to help find support for the broadband and e-rate bill she is developing.
 - Rep. Marsh will meet with the LDLC Committee at the next meeting Oct 26th to outline her bill.
- The legislative agenda will be determined with focus on the OLA Board strategic plan.

Leadership

- The Mentor Match program is merging with the EDI mentor program. It was expanded last year to provide mentors for library staff at any point in their career and will be further refined with the addition of the other program
- The committee is actively recruiting new members.
- LIOLA 2023 – the venue has been sold and the contract nullified. Shirley will be contacting the Village Green to see if we can negotiate a new contract.
- The committee is currently accepting applications for the first round of Leadership Scholarships. The deadline to apply is October 31st.
- Since there will be no OLA Conference in 2022, the committee is planning on creating a workshop on mentoring or leading during times of burnout.
- Next meeting is October 13th

Action Item review:

Kate/OLAQ-

- Working on making the Editor-in-chief a paid position
- Creating an editorial/advisory board

Arlene-

- Will work on refining Strategic work plan into reachable achievements, before the next Board meeting
- Work with Board members on a more concrete and clear communication plan for the Board to review in December

Shirley-

- Reach out to OMSI about OLA event during PLA
- Will update website with the items that were requested at the Board Retreat Communications subgroup

Unit Chairs/All-

- Review Strategic Work Plan and send feedback to Arlene
- Review OLAQ Guidelines and send feedback to Kate