



Oregon Library Association

Retreat Notes

August 15-16, 2024

Minutes approved - not necessary

[Agenda](#)

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

*Notes were taken after attendees agreed they were necessary and asked for the retreat to be recorded.

Welcome & Icebreaker (Ericka Brunson-Rochette)

- Our [community agreement](#) during our meetings.
- Icebreaker - introduce yourself & answer three questions (1. Something you think you have in common with all attendees, 2. Something you think you have in common with more than 50% of attendees, 3. Something unique about you that you would not have in common with anyone else).

Conference Update (Taylor Worley)

- Theme: Oregon Libraries United, Navigating Change
- Challenges: Seeking a program chair
- Days: Wednesday, Thursday and Friday (no Saturday). Slow start of Wednesday, with heavy scheduling on Thursday and Friday.
- Ideas:
 - Night at the Museum of Natural and Cultural History
 - Treasure maps and hiking trails (map themed things) + a hike
 - Intends to reach out to White Bird and Cahoots (mental health in Eugene) to offer de-escalation training and a mental health session.
 - Navigating intellectual freedom issues.
 - Cross pollination.
- Location: Lane County Fairgrounds Events Center, which offers...
 - Individual rooms for lightning talks and programs, etc.
 - Lots of free parking
- Proposal Timeline:
 - September 3: First call for session proposals will go out early
 - October 6: First call for session proposals due (EOD)
 - October 20: Review of first call session proposals (1-5pm)
 - Followed by a second call for session proposals
 - ACTION ITEM: ALL Unit heads asked to encourage submissions

- Brittany Young is tasked with booking shuttles to take attendees to and from the Lane County Events Center
- Tangential Conversation about upcoming OLA Conference options...
 - Christine Williams from Blue Mountain Community College in Pendleton has asked about Wild Horses, which does not have vendor space (has room space and meeting space). Pendleton poses some challenges when it comes to distance.
 - These locations have been discussed but pose their own unique challenges: Hillsboro, Bend, Deschutes County Fair Grounds

Parly-Pro/Parliamentary Procedures (Buzzy Nielson)

- See [Organizational Chart](#) (under About ALA) to better understand the following overview
- OLA serves the membership
- As a 501c3 OLA must:
 - Maintain an Executive Board (tasked with voting to determine the direction of the organization, and making decisions, such as those pertaining to the budget)
 - The Executive Board consists of...
 - Six elected positions (with voting privileges)
 - VP Elect
 - President
 - Past President
 - ALA Representative
 - Secretary
 - Treasurer
 - Division members (with voting privileges)
 - CSD Representative
 - ACRL Representative
 - OYAN Representative
 - PLD Representative
 - REFORMA Representative
 - SSD Representative
 - Member at Large (appointed by the President, usually someone who brings a new perspective to the board, and they possess voting privileges)
 - OLA EDI Anti-Racism Committee Representative (with voting privileges)
 - Non-Voting Members of the Board include...
 - OLA Manager
 - Parliamentarian
 - State Librarian of Oregon
- The organizational overview continued as follows...
 - Special Committees are no different than a Task Force
 - Task Force – has a limited duration charge
 - Divisions
 - Created by the Membership
 - Have a voting seat on the Executive Board

- [Social Media Policy](#)
- Other things of note:
 - One of the odd attributes of OLA is that executive board cycle out after three years, with the exception of the manager, parliamentarian and State Librarian. As a result, Buzzy (13yrs) and Shirley (19yrs) possess a lot of institutional knowledge.
 - Use Buzzy's OLA Parliamentarian email if possible versus his work email.
 - Those with questions about dues refer to Article III: Membership, 2 Dues
 - Roberts Rules of Order underlie what we do but we are not required to use them to run meetings
 - Voting can occur online (i.e. like with the REFORMA OR bylaws)
 - Generally speaking, we can change the way we operate

Tools & Technology Tips (Shirley)

- Position Chair Emails offer access to Google Drive
 - Connect with outgoing chairs to get login information
 - First time logging in which a new device requires authentication as the email/number tend to be tied to the outgoing chair—so contact Shirley ahead of time for help
 - Google Drive (file sharing, archival for unit operations, offers continuity between leadership, units are encouraged to use this for file storage)
 - Paper copies stored at the SLO—could be a be a grad-school digitization project
 - There is room for improvement, for example...
 - The Conference Planning Committee has about 5 years of work stored
 - OYAN has a massive binder they pass to each secretary
 - Outgoing Secretary is organizing everything for function (bylaws, meeting minutes, etc. lots of thumb drives/everything is chaotic/// will eventually have a paper copy binder and an organized Google Drive).
 - Web Page Training (Video) & Questions
 - Unit heads encourages to look at the About OLA drop down menu options
 - Communications Pages
 - Letter to PNLA when OLA and they parted ways
 - History
 - Financial Page
 - Partner Sites
 - Personnel
 - Strategic Plan 2020-2023 will be archived/unpublished
 - OLA Board 2023-2024 Focus Areas & Presidential Priorities
 - Unit heads have access to the backend of Personify, the OLA website, and forms (work with Shirley to develop forms).
 - OLA Units Contract Procedure gives language to look for, but feel

- free to reach out to Shirley for assistance reading vendor contracts, etc.
 - Zoom Virtual Meeting Scheduling Instructions (you can also reach out to Shirley for an in depth overview)
 - OLA Letterhead exists
 - Personify Training (Video) & Questions
 - Can be located via this cookie trail: About OLA → Executive Board → Executive Board Resources → [OLA Board / Leadership Orientation Videos](#)
 - Retreat attendees watched a number of OLA Board/Leadership Tutorial videos, which can be accessed via the hyperlink above, or by clicking below...
 - Orientation Videos
 - [OLA Leadership Website Orientation](#)
 - [OLA Leadership Personify Overview](#)
 - OLA Leadership Financial Orientation
 - This video was removed by Youtube for violating policy of bullying and harassment? An appeal has been submitted asking to identify what segment of video was identified as the violation. Shirley would like to know before rerecording.
 - [OLA Leadership Website Orientation](#)
 - [OLA Leadership Group Email Orientation](#)
 - [OLA Leadership Adding Documents to Personify/MC](#)
 - New / Renewing Member Orientation: Created videos for new members and renewing members on OLA web page and using member profile. These include...
 - [New Member Welcome](#)
 - [Renewing Member Welcome](#)
 - [OLA My Profile Intro](#)
- Unit Heads should use [this specific URL](#) to access the administrative backend of Personify to make changes, etc. using their regular OLA Membership username and password. Questions should be directed to Shirley.
- Shirley provided a brief overview of how to use the administrative or backend of Personify, the hierarchy of website pages, what administrators can see versus members and non-members, and what functions are available (such as Forms and the Calendar).

OLA Budget (Shirley)

- A quick overview of the financial side of the Memberclicks/Personify website was given
- The OLA Budget is due in the fall as Shirley creates profit/loss reports for each division every month
- Treasurer Stuart Levy's email is available on this page
- Monthly financial and unit reports can be accessed via this cookie trail: [OLA](#) → [About OLA](#) → [Financials](#)

- [2024 documents](#)
- Various Forms Available include...
 - Reimbursement Form (ERRF) ([PDF](#) or [Word](#))
 - Reimbursement Form - Grants
 - Deposit Form
 - Budget Request Form
- Monthly financial and unit reports can be accessed via this cookie trail: [OLA](#) → [About OLA](#) → [Financials](#) → [Financial Archives](#)
 - This includes (Annual) Budgets, Fiscal Year End Reports, as well as Balance Sheets, OLA Profit & Loss documents, and Unit Profit & Loss documents, etc. by year.
- Other things of note:
 - [OLA Enterprise Fund Report](#): Shirley went over CSD, OYAN, and PLD info— discussing who is operating in the red and who has funds in the account.
 - Questions? Ask Stuart and Shirley to double check for discrepancies of information shared as leadership changes. These funds roll over.
 - [General Funds](#) (PDF)
 - On page 2, 70600 Standing Comm, Roundtables...
 - Funds listed for 8 units do not roll over, and must be used before the fiscal year end on August 31st.

70600 - Standing Comm, Roundtables....				
70620 - Awards Committee	515.76	550.00	-34.24	93.8%
70624 - EDI Antiracisml Committe	246.74	1,000.00	-753.26	24.7%
70629 - Leadership Committee	0.00	1.00	-1.00	0.0%
70630 - Legislation & Development	650.70	1,750.00	-1,099.30	37.2%
70635 - Membership	395.03	410.00	-14.97	96.3%
70644 - NW Central Website	138.22	300.00	-161.78	46.1%
70650 - ORCA	0.00	625.00	-625.00	0.0%
70655 - Oregon Authors - Maintenance	443.95	800.00	-356.05	55.5%
Total 70600 - Standing Comm, Roundtables....	2,390.40	5,436.00	-3,045.60	44.0%
90100 - OLA Future Programming	20,000.00			
Total Expense	238,592.22	258,623.00	-20,030.78	92.3%
Net Ordinary Income	3,074.52	0.00	3,074.52	100.0%
Net Income	3,074.52	0.00	3,074.52	100.0%

Board Retreat Wrap-Up on Friday, August 16th

Unit Description Work Session (All Unit Heads)

- One hour was spent working on updating Unit Descriptions and discussing goals in breakout rooms

Retreat Concluded at 9:30am

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