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## Oregon Library Association Executive Board Meeting

November 25, 2024 at 4:00 a.m. - 6:00 p.m.

Location: Zoom <http://olaweb.org/ola-zoom-meeting-login-info>

Minutes approved January 27, 2025

[Agenda](#)

**Present:** Ayn Frazee (OLA President), April Witteveen (OLA Vice President), Ericka Brunson-Rochette (OLA Past President), Stuart Levy (OLA Treasurer), Buzzy Nielsen (OLA Parliamentarian), Shirley Robert (OLA Manager), Roxanne M. Renteria (OLA Secretary), Wendy Cornielensen (State Librarian), Jane M. Nichols (ACRL), Jaime Thoreson (CSD), Liisa Sjoblom (Leadership Committee), Jennifer McKenzie (OASL), Kathy Street (PLD), Kirsten Brodbeck-Kenny (ALA Chapter Counselor for OR), Vickie Kromer (OYAN), and Rinny Lakin (SSD).

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

### Welcome & Icebreaker (Ayn Frazee)

- Our [community agreement](#) during our meetings.
- Welcome and introductions, including the option to share where individuals work and their unpopular food opinion.

### Agenda Changes/Minutes (Ayn)

- See [October Minutes](#).
- Motion to pass the October Minutes approved with edits.

### Association Report (Shirley Roberts)

- Overview comments.
  - It has been a busy month, and Shirley has been working with ACRL OR to finalize their conference, as well as process bills and payments.
  - She attended the annual Finance Committee meeting, along with Stuart and other members.
  - Has received a number of Google notifications warning the storage capacity of OLA's Google Account is close to being met.
    - Deleting her emails back, as far back as 2013, is not an adequate solution—as the Drive was never intended to be used as an archive.
    - OLA Conference Planning materials from previous years occupy a significant amount of space.
    - **ACTION ITEM: Shirley will conduct further research regarding options to solve the Google Drive storage issues**, but preliminary options include:

- Purchasing additional storage space—not the best option in her opinion.
  - Saving previous conference planning documents onto external storage drives and deleting them from the Google Drive—this option allows for future access.
- Reached out to OLA’s library insurance agent to request a review and other insurance agency options after receiving notice of a nearly 19% rate increase from the current insurance provider.
- Has been in contact with Portland Public Schools to see about the possibility of ensuring OLA’s certificate of liability insurance is on record with their new reservation system.
  - Part of the issue is that the 2nd page of the contract requires parties, such as OLA, to provide the name of the insurance company and policy number again—everything else is the same.
  - Portland Public Schools has indicated OLA can file a blanket, with the understanding from the insurance company, that the association will cover event liability—something Shirley isn’t sure the association or its insurance provider will want to do.
- As far as the OLA Conference Planning Committee is concerned, she has been working with the Registration Coordinator, exhibitors, and things are moving along smoothly.
  - More session proposals than expected were submitted during the first round.
  - The second round of submissions was held to address gaps in specific areas of focus.
- OBOB is nearly finished with registration—late registration has closed, but Shirley is in the process of accommodating last minute exceptions.

#### **Vote on Location of the 2026 Conference (Shirley)**

- See [comparison](#) chart.
- Overview comments.
  - The Holiday Inn Portland–Riverfront and Riverhouse–Bend both have a Resort Fee of \$15, and this is generally paid by the registrant (applied to the cost of the hotel room).
  - Overall, Shirley’s biggest concern was related to the AV Fees, and while high, the cost is fairly similar between the two locations.
  - The Holiday Inn Portland–Riverfront offers close proximity to the Portland Airport—a benefit if OLA partners with PNLA to offer a joint conference in 2026 (Shirley acknowledged the Redmond Airport is close to Bend).
  - Shirley shared she was leaning toward The Holiday Inn Portland–Riverfront, but acknowledged April will be OLA President in 2026, and asked for her preference.
  - April did not have a preference, but wanted to know if PNLA has an idea of how many folks are anticipated to attend and what their geographic spread might be.
  - Per Shirley, OLA can expect an additional 100 attendees .
  - Then, she shared the 2026 Conference Full Budget Draft (revealing the net profit will be split 80:20) and provided a short overview.
  - Shirley believes revenue will be equal if not marginally better were OLA to

- partner with PNLA and offer a joint conference.
- Liisa inquired about perks, such as comped rooms, and Shirley revealed she has not yet asked the 2026 prospective locations, but shared her dealings with Eugene 2025 indicates these might be going away.
  - Liisa asked Shirley to follow up with the 2026 locations to be sure given the fact Eugene's Convention Center lacks an on-site hotel).
- Roxanne raised concerns about creating barriers to access for attendees in Eastern Oregon (as well as those in the northeast and southeast) should the board select Portland as the 2026 location, and asked if OLA tracks geo-location of attendees to better understand the number of individuals who might be impacted.
  - Per Shirley, the answer is no but she did reveal better roads make her commute to the valley shorter than driving to Bend, and this might be the case for others in the northeast region.
  - Those in Ashland and Medford would be impacted, driving 5 hours to Portland versus 3 to Bend—therefore, Shirley recommended a return to Bend in 2028.
  - Returning to Bend in 2028, ensures OLA will be able to reserve preferred dates in April.
- April circled back to the topic of room perks, and requested more information and investigation of possibilities.
  - Per Liisa, historically venues have comped the President's suite as well as one free room night per every 50 room nights sold, which covers speakers.
  - Per Shirley, comped rooms mean a savings of \$2000.
- Liisa recommended the board vote today, given the tight timeline, and the fact OLA should be operating 3 years out when it comes to negotiations of conference sites.
- Ayn called for a vote.
- Vote to approve Portland Holiday Inn–Riverfront as the site of the April 22-24, 2026 OLA Conference passed.
- **ACTION ITEM: Shirley will pencil in Bend at the Riverhouse in 2028.**
- **ACTION ITEM: Shirley will work on a contract for PNLA (January meeting).**

#### Treasurer's report Finance & Investment Committee Report (Stuart Levy)

- See [report](#).
- Overview comments.
  - OLA possesses a little more than \$1.2 million in assets, and is doing well financially.
  - Dues income is above \$9800, which is a bit lower than last year at this time, but OLA is still likely to generate the budgeted amount of \$60k.
  - Total income is a little more than \$10K, due to a decrease in dues income.
  - Total expenses are \$19,067.91, again lower than this time last year, but fine per Stuart.
  - Net income is less than \$9k compared to this time last year.
  - With the exception of the OLA Reserve, investment income is down but Stuart

expects that to turn around by the next report (February 2025) as the market has done well recently.

- Note Connected Wealth Solutions (short to medium term investments) are lower risk investments, while Donivan Wealth Management (long term investments) are high risk.
- The Finance and Investment Committee, which includes Stuart (voting member) and Shirley (non-voting member), met in mid-November with OLA's financial advisors to review the association's investment strategy, and discuss options.
- Per the meeting, the Finance and Investment Committee requests that the OLA board approve the following recommendations (which appear here for continuity and again as in Stuart's report to below ):
  1. Authorize the transfer of the balance above \$155,000 from the Hull Endowment to the Hull Earnings at the time of transfer.
  2. Take a 3% distribution of our OLA Donivan Wealth investments to help pay for our annual expenses.
  3. Authorize our association manager to set up a high yield savings account with Flourish Cash and transfer the bulk of our checking balance to that account. Per financial policies, we need to leave a balance that covers at least 2 months of our expenses.
- Motion to approve all 3 recommendations to the board regarding financial management passed.
- **ACTION ITEM: Shirley and Stuart will work on the language directing automatic annual transfer of money from the Connie Hull Endowment to the Connie Hull Earnings.**
- **ACTION ITEM: Shirley and Stuart will come up with a proposal to divide up the interest from the High Yield Savings Account.**

#### **Current Fiscal Year (September 1, 2024 - October 31, 2024)**

##### **Balance Sheet (September 1, 2024 - October 31, 2024):**

Checking: **\$251,859.40**

Total assets: **\$1,266,190.80**

##### **Profits and Losses (September 1, 2024 - October 31, 2024):**

- a. **Dues income: \$9,801.75** which is a 27.5% decrease from this time last year (i.e. we are down \$3,712.75 in dues income compared to this time last year). We have budgeted \$60,000 for dues income for the 2024-25 fiscal year.
- b. **Total income: \$10,003.04** which is a 27.5% decrease from this time last year (i.e. we are down \$3,786.91 in total income compared to this time last year). We have budgeted \$244,295.00 for total income for the 2024-25 fiscal year.
- c. **Total expenses: \$19,067.91** which is a 26.5% decrease from this time last year (i.e. we have spent \$-6,875.58 less than we did last year at this time). We have budgeted \$244,295.00 for total expenses for the 2024-25 fiscal year.

- d. **Net income: \$-9,064.87** which is a 25.4% increase from this time last year (i.e. we are up \$3,088.67 in net income compared to this time last year). We have budgeted \$0 for net income for the 2024-25 fiscal year.

### **Investments Update (September 1, 2024 - October 31, 2024)**

- a. Connected Wealth Solutions (short to medium term investments)
- OLA General Account: a decrease of \$1,527.88 since September 1, 2024  
Account value: \$169,545.67 and Original Investment: \$100,000.
  - OASL General Account: a decrease of \$1,644.12 since September 1, 2024  
Account value: \$179,034.01 and Original Investment: \$125,000.
- b. Donivan Wealth Management (long term investments)
- OLA Reserve: an increase of \$2,393.79 since September 1, 2024  
Account value: \$393,227.09 and Original Investment: \$233,916.80
  - Hull Endowment: a decrease of \$3,110.39 since September 1, 2024  
(includes a \$3000 transfer to Hull Earnings)  
Account value: \$165,621.28 and Original Investment: \$155,000.
  - Hull Earnings: a decrease of \$481.92 since September 1, 2024  
(includes a \$3745 transfer to OASL)  
Account value: \$83,598.55 and Original Investment: \$25,351.85

Finance/Investment Committee Members present:

Stuart Levy, OLA Treasurer  
Jordan Popoff, Curry Public Library  
Lee Van Duzer, Ninth Circuit Library  
Leigh Morlock, Jefferson High School (Portland)  
Lori Wamsley, Immediate Past OLA Treasurer  
Lydia Harlan, University of Oregon Knight Library  
Shirley Roberts, OLA Association Manager [non-voting member]  
Jen Maurer [filling in for OASL Treasurer]

not present:

Kristina Cevallos, OASL Treasurer

The Finance/Investment Committee met on November 14, 2024, with OLA's financial advisors from Connected Wealth and Donivan Investments.

### Summary of conversation with Vince Donivan from Donivan Wealth (long-term investments)

- Vince feels that our current investment strategy still makes sense in the current market, so he didn't recommend any changes.

- The Connie Hull Endowment balance is currently over \$165,000, and it has to stay above \$155,000. It makes sense to transfer enough money over to the Connie Hull Earnings that would leave the Hull Endowment \$155,000 to give OASL accessible money for any projects that they might have.
- Since the policy language is somewhat unclear and outdated regarding the automatic transfer of money from the Hull Endowment to the Hull Earnings, the Stuart and Shirley will review and potentially revise policy language regarding the Connie Hall fund transfers and distributions for endowment and earnings account management to do a automatic one-time transfer from Hull Endowment to Hull Earnings of amount over and above the \$155,000 as of 8/31 of each year.
- Based on the [OLA Long-Term Investment Fund Distribution Policy](#) (Section 9.09436), we have the option to take a 1.5% distribution of our investments if the projected 10-year return on our investments is between 3% and 6%, or we could take a 3% distribution if the projected return is over 6%. Since the return has been over 7% over the last few years, he said we could take a 3% distribution by using those trailing returns as a guide. It's possible that returns might drop over the next few years, so it might be wise to pull the money out while it's there.

Summary of our conversation with Brent Gunderson from Connected Wealth (short- to medium-term investments)

- Brent said that our current investments are still in line with our overall directives. He feels that our general strategy is good for the future. Our mixture of investments has helped to balance out the highs and lows that individual investments have performed, giving us 7% overall growth over the last 12 months.
- He did recommend that we place the bulk of our checking account balance (about \$200,000 of the \$240,000) in a high yield savings account so we could make money off our money. Flourish Cash interest is pegged to the Federal Reserve, there are no fees, and they do same-day transfers with our bank account.

Since we will be making earnings from this account, the committee will come up with a proposal of how best to share those earnings with the different divisions, likely based on the division's proportion of the balance within the savings account. We will bring that forward at the February board meeting.

Needing Board Approval in November

The Finance and Investment Committee requests that the OLA board approve the following suggestions:

1. Authorize the transfer of the balance above \$155,000 from the Hull Endowment to the Hull Earnings at the time of transfer.
2. Take a 3% distribution of our OLA Donovan Wealth investments to help pay for our annual expenses.
3. Authorize our association manager to set up a high yield savings account with Flourish Cash and transfer the bulk of our checking balance to that account. Per financial policies, we need to leave a balance that covers at least 2 months of our expenses.

#### **Horner Exchange Update** (Wendy Cornelisen)

- See [Report](#), which includes photos.
- Overview Comments.
  - Wendy and 3 Oregon colleagues from the Horner Exchange delegation recently returned from their trip to Fujian Province (China).
  - Highlights include a tour of the Fujian Provincial Library, the opportunity to connect with former Horner Exchange librarians, and multi-course meals.
  - Agreement renewed, and [MOU](#) signed extending the agreement for professional exchanges through 2031.

#### **President's updates** (Ayn)

- Met with Lex Fowler, the OLA Hotline editor, and passed along their request for conference related dates and information.
  - Shirley confirmed which [Memberclicks webpage](#) that information can be found, and clarified information is added on an ongoing basis as details become available, and confirmed the webpage on memberclicks.
  - Both acknowledged the website can be hard to navigate which ties into larger, ongoing conversations about the OLA website design and discoverability.
  - **ACTION ITEM: Ayn will share the link with Lex.**
  - Remember, units can add conference or event info to [this calendar](#).
  - **ACTION ITEM: ALL are encouraged to send conference (or grant) information to Lex for the Hotline.**
- OLA hired [Eames Consulting](#) to represent the association, and the new lobbyist is [Cassie Bruske](#).
  - Priority focus areas include maintaining the state library budget, and school libraries (budgets have been reduced).
- The IFC has new co-chairs—Shelby Paulson and Alyssa Donoho
- **ACTION ITEM: Everyone requested to save the date for Legislative Day (February 11, 2025 in Salem, OR)**
  - Star Khan and Laura Kimberly, along with OLA's lobbyist are planning the event—more details to come.
  - **ACTION ITEM: Ayn will check in with the Legislative Committee and they will put together a press release, and notice via the OLA Hotline.**
  - **ACTION ITEM: Ayn will draft an end of the year letter to the membership.** (mentioned at the end of the meeting during the Action Item Review period)

## (Timely) Unit Reports/Updates (All)

- **OASL** (Jennifer McKenzie)
  - KC Boyd was selected as the keynote speaker for the [2025 OASL Fall Conference](#).
- **OLA EDI & Anti-Racism Committee** (Roxanne M. Renteria)
  - Darci Hanning and Ericka Brunson-Rochette have been immensely helpful when it comes to working on backend processes related to preparing to manage the \$50k IMLS grant administered through the State Library of Oregon.
  - Just a minder this grant is intended to go toward professional development for library workers serving marginalized/minoritized communities as well as those libraries that are underfunded and seeking to better serve those communities, Darci Hanning and Ericka Brunson-Rochette of the State Library of Oregon have been immensely helpful on the backend.
  - Darci will put together a [webpage on Memberclicks](#), as well as downloadable forms, and an application.
  - Ericka offered to put together an evaluation matrix.
  - The committee chairs will send out a post via Libs-OR and other communication channels to ensure members of the Oregon library community are made aware.
- **SSD** (Rinny Latkin)
  - Recent focus has been the future of libraries post election, and she shared the knowledge of a new lobbyist helped alleviate concerns.
  - Requested Ayn to send notice to Membership.
  - **ACTION ITEM: Rinny will email Ayn and include which details related to the lobbyist might be of interest when notifying Membership.**
- **Legislative Committee** (Ayn on behalf of Chairs)
  - Short report containing quick updates emailed to Ayn
  - Will hold off on reporting until January 2025 Executive Board Meeting
- **Updates** (Ayn)
  - The Freedom to Read Coalition put forth a job description for the Oregon Department of Education position of [Librarian Support Specialist Position](#) at ODE.
    - This position would offer support for educators, school librarians, and school boards, etc.
    - Financial coverage for this position was included in Senator Lew Frederick's Book Ban Bill.
  - The Political Action Committee updated bylaws to exclude OLA Executive Board members from voting due to conflict of interest.
  - **ACTION ITEM: FYI and share with your committees, two grants available for ALA attendance in June.**
    - Pretty straightforward but turn around time is short, as they are due in December.
      - <https://tinyurl.com/shirleyolofson>
      - <https://tinyurl.com/professionalgrant>



### Action Item Review/Next Meeting (Ayn/Roxanne)

- ACTION ITEM: Shirley will conduct further research regarding options to solve the Google Drive storage issues.
- ACTION ITEM: Shirley will pencil in Bend at the Riverhouse in 2028.
- ACTION ITEM: Shirley will work on drafting a contract for PNLA (January meeting).
- ACTION ITEM: Shirley and Stuart will work on the language directing automatic annual transfer of money from the Connie Hull Endowment to the Connie Hull Earnings.
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- ACTION ITEM: Ayn will check in with the Legislative Committee and they will put together a press release, and notice via the OLA Hotline.
- ACTION ITEM: Ayn will draft an end of the year letter to the membership.
- ACTION ITEM: Rinny will email Ayn and include which details related to the lobbyist might be of interest when notifying Membership.
- ACTION ITEM: FYI and share with your committees, two grants available for ALA attendance in June.

**Adjourned at 5:35 p.m.**

#### 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