



Oregon Library Association Annual Retreat

Hybrid - Day 1

August 14, 2025 at 12:00 p.m. - 5:30 p.m.

On-Site: Waypoint Hotel Conference Room, Bend, OR

Zoom: <https://us02web.zoom.us/j/85053489304>

Minutes approved September 3, 2025

Agenda (Personify Email)

Present: Ayn Frazee (OLA President, outgoing), April Witteveen (OLA Vice President), Bryan Miyagishima (OLA Vice President, incoming), Ericka Brunson-Rochette (OLA Past President), Stuart Levy (OLA Treasurer), Jordan Popoff (incoming OLA Treasurer), Roxanne M. Renteria (OLA Secretary), Buzzy Nielsen (OLA Parliamentarian), Shirley Robert (OLA Manager), Wendy Cornelisen (State Librarian), Kate Thornhill (ACRL-OR), Jerianne Thompson (ALA Chapter Councilor, incoming), Jaime Thoreson (CSD), Shelby Paulson (IFC), Jeremy Skinner (Legislative Committee), Kate Lasky (Legislative Committee), Jenny Pedersen (LRRT), Vickie Husted (OYAN), Brianna Sowinski (OYAN), Rachel Diego Leon-Kalnins (REFORMA OR), Brystan Strong (STRT), Michael Grutchfield (TSRT), and Gene Iparraguirre (Member).

Welcome & Icebreaker (Ayn Frazee)

- Our [community agreement](#) during our meetings.
- Welcome and introductions, including an icebreaker activity and question: *use the Playdoh provided, create a physical representation of something that represents you, and then share.*

Outgoing President's Report (Ayn)

- See [Report](#).
- Overview Comments
 - She is pleased to report membership numbers are stable.
 - OLA is dedicated to consistent messaging and advocacy.
 - One of the biggest highlights from Ayn's 2024-2025 term as OLA President included the passing of SB1098, especially given her job as a school librarian.
 - 21st state to pass freedom to read legislation.
 - Other states are reaching out for OLA's one page document.
 - Lobbyist Cassie Bruske has been incredibly helpful when it comes to providing guidance and advocacy.
 - Conference Committee planning for OLA 2026 Portland is underway, and to her knowledge, most positions have been filled.
 - OLA 2025 Eugene went well, and Ayn reiterated her congratulations for

distinguished award winners.

- Ayn is newly returned from the ALA 2025 Annual Conference in Philadelphia (June), and would like to share information related to alternative dues structures.
- Looking forward to the future, the association will explore what it might look like to adopt an affiliate membership model and an executive director.

Incoming President's Focus, Plans for 2025-2026 (April Witteveen)

- April began by sharing her hope for establishing unity, fostering inclusion and increasing participation during her term.
- With that in mind, April shared OLA related feedback received during the past 20 years:
 - Small libraries feel lost in the shuffle.
 - Large libraries do not feel as if OLA is able to offer useful assistance.
 - Academic libraries are doing amazing work, but not actively participating or presenting.
 - OLA isn't progressive enough.
- April is open to collaboration, think-tanking solutions, soliciting ideas, and exploring...
 - What does mutual aid look like for libraries?
 - How can we share physical and digital resources?
- She would like to work toward updating the OLA Website with assistance from LIOLA graduates, and Lex Faller OLA Hotline editor (an idea Past-President Ericka Brunson-Rochette championed via a website audit).
- April then invited unit heads to share their ideas and concerns.
 - Shelby advocated for more training support for school media librarians.
 - Rachel voiced a desire for increased support for REFORMA—from units, members, and library leadership.
 - Roxanne asked for more interest and support from library powerholders when it comes to participation within OLA, specifically related to championing of and participating in EDIA trainings via SLO and OLA—as systemic change is driven from the top down.

OLA Leadership Orientation/Review

- **Legislative Committee Intro/Update** (Jeremy Skinner and Kate Lasky)
 - Co-Chairs Jeremy and Kate joined the retreat via Zoom, and shared a short overview of lobbying, legislative sessions, and advocacy.
 - Lobbying Updates:
 - OLA Lobbyist, Cassie Burske from [Eames Consulting](#) is on maternity leave.
 - Interim lobbyist Angi Dilkes has been assigned to OLA at this time.
 - OLA and the Legislative Committee is pleased with the level of service provided since contracting with Eames last year.
 - Eames other clients include institutions such as medical providers—affording them a better understanding of what libraries do and how libraries operate as community hubs, connectors and relationship builders.

- Legislative Session Goals:
 - Short session—the Legislative Committee’s priority will be to establish a contingency plan to ensure LSTA funded SLO positions are covered during the 2026 fiscal year, if funds are lost.
 - Sharing stories, and humanizing library workers and community members will be an important part of this advocacy.
 - Not currently seeking a bill during short session
 - Long session—the priority will be to roll LSTA funded SLO positions and services with state operating funds (approximately a \$2 million ask).
 - Angi Dilkes shared this will be a long and hard fight, but a worthwhile one
 - The Legislative Committee is currently gathering data and stories from SLO staff to better understand how this money is being used and how it aids the Oregon library community.
 - Small, rural libraries, directors and staff might be the place to start.
 - Kate hopes to identify Republican legislators who will be amenable to the Legislative Committee’s upcoming goals—as getting them on board in the building might help given their voices may carry more weight
 - It tends to be the case Democratic legislators are moved by stories, while Republican legislators prioritize economic development and job seekers—so a tailored approach is required.
 - Stories of interest include those related to Sage Libraries, Libraries to Go, OBOB, etc.
- April asked Jeremy to explain the budget process as it pertains to long and short sessions.
 - In simplest terms, the Oregon Legislature operates on a biennium, and utilizes a biennium budget.
 - A biennium budget is a financial plan that covers a two-year period (when passed by the legislature), allowing for more extended planning and resource allocation for government entities.
 - Benefits of this model include efficiency, stability, better financial management and strategic planning, and the ability to forecast revenue.
 - The Long Session, held during odd years, creates the biennium.
 - The Short Session, held during even years, follows.
 - This session is used to “fix”.
 - It became more politicized 2-3 short sessions ago.
 - Each legislator may introduce a limit of 2 bills.
 - The deadline to get a senator to sponsor a bill is October.
 - Roxanne provided a list of resources to aid in better understanding:

- [Here's why the Oregon Legislature Has Short and Long Sessions](#) (KGW8 News Website)
- [2025 Legislative Overview by the Dept of Consumer & Business Services](#) (PDF)
- [2025 Long Session Survival Guide by LPRO](#) (PDF)
- [2024 Short Session Survival Guide by LPRO](#) (PDF)
- [How an Idea Becomes Law](#) (Oregon State Legislature Website)
- Buzzy pointed out—maintaining OLA’s 501c3 non-profit status means the association must comply with the following rules and regulations:
 - The association must limit lobbying to 20% of the budget (which includes incoming grant revenue).
 - Members may express opinions on bills, but cannot express opinions upon political candidates at any level.
 - Members are welcome to reach out to legislators and share stories so long as they keep the above in mind.
- **Parliamentary Procedures (Parly-Pro)** (Buzzy Nielsen)
 - See [Organizational Chart](#) to better understand the following section.
 - Overview comments
 - OLA serves the membership.
 - The Administrative Year runs September 1st through August 31st.
 - As a 501c3 non-profit 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 15 members, and a quorum of 8 is required to conduct business and vote to pass motions.
 - Less members are required to be present during meetings that do not require a vote.
 - [Bylaws and Policies](#) serve as a framework by which OLA can serve the membership.
 - Changes to Bylaws and Policies (as well as Membership Dues) require a vote of the membership, and happens upon occasion.
 - Buzzy will go over this section in-depth below.
 - The [OLA Executive Board](#) consists of:
 - Six Elected Positions (with voting privileges)
 - Vice President Elect
 - President
 - Past President
 - ALA Representative
 - Secretary
 - Treasurer
 - Seven Division members (with voting privileges)
 - CSD Representative
 - ACRL-OR Representative
 - OASL Representative

- OYAN Representative
 - PLD Representative
 - REFORMA OR Representative
 - SSD Representative
 - Member at Large (appointed by the President, usually someone who brings a new perspective to the board, and this position possesses 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...
 - Standing Committees
 - Are created by the President.
 - They focus on an issue of importance to the association.
 - Standing Committees can appoint sub-committees to complete tasks.
 - Examples of Standing Committees include...
 - Awards
 - Communications
 - Conference
 - EDIAC
 - Finance/Investment
 - Leadership
 - Legislative
 - *Membership** (inactive)
 - OLA Quarterly Editorial Board
 - Oregon Authors
 - Oregon Reader's Choice Award (ORCA)
 - Special Committees are no different than a Task Force
 - Task Force – has a limited duration charge
 - Divisions
 - Are created by the Membership.
 - Have a voting seat on the Executive Board.
 - Different from Round Tables in that they focus on external patrons/communities served.
 - Have Bylaws.
 - Round Tables:
 - Round Tables are created by the Executive Board with a demonstrated interest by +25 individuals.
 - Round Tables focus on issues (i.e. Technical Services Round Table).
 - Round Tables come and go based on need.
 - Inactivity is established after 3 years and lack of annual report, at

which point finances are redistributed (Shirley will discuss shortly).

- The Rainbow Round Table is the newest, and was established in 2025.
- Inactive RT are listed in italics with an asterisk—Buzzy will update this section.
- REFORMA OR started as a Round Table and became a Division
- Round Tables tend to have the same rules, whereas Divisions have unique by-laws

○ Bylaws and Policies:

- Again, a vote of the membership is required to change main association bylaws and dues fees.
- Per Buzzy, a change to the Bylaws now allows the association to reimburse/pay members whose employers do not allow them engage in this work while on the clock, which could mitigate securing unit chairs.
- Last time dues were changed based on an inflation increase in dues.
 - Welcomes units come to him regarding changes—there is a bit of freedom in terms of tailoring things to better serve membership (i.e. we cannot endorse candidate)
 - Division bylaws must be approved by members of the Division and the Executive Board

○ Other Policies

- Buzzy will update this section using an outline format (rather than the current “Dewey-eqsue” format) as well as some of the content.
- Awards Committee Policies are listed below...
 - [Achievement Awards \[Chapter 32\]](#)
 - [Honorary Lifetime Membership \[Chapter 31\]](#)
 - [Intellectual Freedom Award \[Chapter 33\]](#)
 - [Legislator of the Year Award \[Chapter 34\]](#)
 - [Oregon Readers' Choice Award \[Chapter 36\]](#)
- These are general policies and out of date—Buzzy will work on changing these. In the meantime, reach out if you notice something or have questions regarding elections, by-laws, etc.
 - [Conference Policies \[Chapter 43\]](#)
 - [Editorial Policy for OLA Publications \[Chapter 42\]](#)
 - [Executive Board Policies \[Chapter 4\]](#)
 - [Fiscal Policies \[Chapter 9\]](#)
 - [General Policy Statements \[Chapter 40\]](#) (first on the list to be updated)
 - [General Provisions \[Chapter 1\]](#)
 - [Grants, Contracts, and Partnerships Policies \[Chapter 35\]](#)
 - [Legislative Network \[Chapter 7\]](#)

- [Officer Policies \[Chapter 5\]](#)
 - [Mailing List Policy \[Chapter 41\]](#)
 - [Membership Policies \[Chapter 8\]](#)
 - [Partnership and Sponsorship Policies \[Chapter 44\]](#)
 - [Social Media Policy](#)
- Other things of note, per Buzzy...
 - Roberts Rules of Order underlie how the board operates, but the board is not required to use them to run meetings.
 - Voting can occur online (i.e. like with the REFORMA OR bylaws).
 - Those with questions about Dues refer to Article III: Membership, 2 Dues.
 - Generally speaking, OLA can change the way it operates.
 - One of the odd attributes of OLA is that the Executive Board cycles out after 3 years, with the exception of the OLA Association Manager, Parliamentarian and State Librarian.
 - As a result, Buzzy (14yrs) and Shirley (20yrs) possess a huge degree of institutional knowledge.
 - This review was shorter than in years past—reach out to Buzzy if you have questions using the olaparlamentarian@olaweb.org email address.
- **Personify** (OLA member/event software) (Shirley)
 - This topic was moved up the agenda.
 - Personify bought out Memberclicks, Shirley may use these nouns interchangeably.
 - Shirley will update Executive Board member names in September.
 - New and returning heads of units will be granted access to the administrator portal, which allows them to make changes to unit pages.
 - 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.
 - 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 Board Resources:
 - Use this cookie trail to access helpful tutorial videos ([Oregon Library Association Homepage](#) → About OLA → Executive Board → [OLA Board Resources](#)).
 - Unlike in years past, retreat attendees did not watch OLA Board/Leadership Tutorial videos, but they can still be accessed via the hyperlinks 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](#)
 - Personify (Memberclicks) related questions should be directed to Shirley, and she is available to meet with unit heads if that works better than watching the tutorial videos above.
-
- **Finances** (Stuart Levy and Shirley Roberts)
 - OLA related financial documents can be accessed [here](#) or via this cookie trail: [OLA](#) → [About OLA](#) → [Financials](#).
 - This page contains links to the OLA annual budget spreadsheet, monthly Treasurer Reports, and various forms...
 - Reimbursement Form (ERRF) ([PDF](#) or [Word](#))
 - Reimbursement Form - Grants
 - Deposit Form
 - Budget Request Form
 - Payment should be made within 30 days.
 - Chairs must sign ERRFs to receive payment.
 - Request for payment is handled once a week, and checks requiring signature are mailed off to the Treasurer and OLA President each week.
 - Balance Sheets for the organization are created each month, and Profit & Loss documents are emailed to unit heads on a monthly basis.
 - 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.
 - These documents can also be accessed via this cookie trail [OLA](#) → [About OLA](#) → [Financials](#) → [Financial Archives](#).
 - OLA Financials are maintained in Quickbooks
 - There is a succession plan on file.
 - In the event the association manager is incapacitated or unable to fulfill duties— the OLA laptop and passwords go to Treasure.
 - A live review of the accounts spreadsheet was provided, and highlights include:
 - [OLA Enterprise Fund Report](#) (2024): in years past, Shirley has gone over CSD, OYAN, and PLD info—discussing who is operating in the red and who has funds in the account.
 - Questions? Ask Jordan 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 Antiracism Committee	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%

- OLA Investment Accounts
 - Donovan Hull Earnings (social equity is a focus)
 - Connected Wealth (short to mid-term)
 - Flourish (High Yield Savings)
- OLA Units are eligible to fund raise via...
 - Raffles
 - Spreadshop
 - Donations
- **Google** (Email/Docs) (Shirley)
 - Shirley keeps a list of all Google email addresses created.
 - Position Chair Emails offer access to Google Drive.
 - Be sure to connect with outgoing chairs to get login information.
 - First time logging in with a new device requires authentication as the email/number tends 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 grad-school digitization project.
 - There is room for improvement, for example...
 - The Conference Planning Committee has about 5 years of work stored.
- **Zoom** (Shirley)
 - OLA maintains 4 Zoom Accounts.
 - Work with Shirley to get login information and authentication codes (text for a quick response).
 - Zoom Meeting Calendar

- Review Zoom Virtual Meeting Scheduling Instructions.
 - The second step is to [Add Your Meeting Event](#) (chair meetings and last minute meetings may not be added).
 - Last minute meetings, and private meetings between unit heads (such as co-chairs) may not be listed on the OLA Event Calendar—be sure to scroll through the list of Zoom meetings listed in that particular Zoom account to avoid conflicts.

Parking Lot

- Added per April's Request
- September Meeting address CSD coverage (Jaime shared a Chair and Chair Elect are lined up!)

Adjourned Day 1 at 5:30 p.m.



Oregon Library Association Annual Retreat

Hybrid - Day 2

August 15, at 9:00 a.m. - 10:45 a.m.

On-Site: Redmond Library, Redmond, OR

Zoom: <https://us02web.zoom.us/j/87041465662>

Minutes approved September 3, 2025

[Agenda](#)

Present: Ayn Frazee (OLA President, outgoing), April Witteveen (OLA Vice President), Bryan Miyagishima (OLA Vice President, incoming), Ericka Brunson-Rochette (OLA Past President), Stuart Levy (OLA Treasurer), Jordan Popoff (incoming OLA Treasurer), Roxanne M. Renteria (OLA Secretary), Buzzy Nielsen (OLA Parliamentarian), Shirley Robert (OLA Manager), Wendy Cornelisen (State Librarian), Kate Thornhill (ACRL-OR), Jerianne Thompson (ALA Chapter Councilor, incoming), Jaime Thoreson (CSD), Shelby Paulson (IFC), Jenny Pedersen (LRRT), Vickie Husted (OYAN), Brianna Sowinski (OYAN), Rachel Diego Leon-Kalnins (REFORMA OR), Brystan Strong (STRT), Michael Grutchfield (TSRT), and Meagan Hopkins Looney (Member).

Board Retreat wrap-up

Discussion on Distribution of High Yield Savings Account (Shirley Roberts and Stuart Levy)

- A brief overview of the High Yield Savings Account, and related discussion regarding what to do with the funds was held.
- This conversation goes back much farther than the retreat, and included a spring survey that was sent out to unit heads.
 - Here is the [Summary of Feedback Regarding Distribution of Interest Earned](#).
- Similar to previous discussions, ideas about how to use the money included funding individual versus OLA initiatives—and in regard to the latter, someone once again suggested paying to update the OLA websites.
 - Shirley interjected—in the meantime, units are welcome to select and pay for outside websites, like REFORMA.
- Ultimately, it was decided the board would like a more detailed, mathematical breakdown of what funds might be available by September.
- Better understanding what each unit might receive based, on the following options, will help guide decision making:
 - 50/50 OLA versus Units split
 - Total distribution
 - Allotment by percentage

Meetings (April Witteveen)

- A short but lively discussion was held regarding the scheduling of monthly meetings during the 2025-2026 term.
 - Options discussed include keeping the current schedule (the fourth Monday at 4-6pm), mornings versus evenings, and Fridays versus Saturdays.
 - Equitable concerns around the topic of free labor/volunteerism versus engaging in this work on library time arose.
 - Updated bylaws allow for OLA reimbursement—so attendees whose employers will not allow them to attend meetings on the clock can receive financial compensation.
 - Shirley and Liisa advised to establish a consist, multi-year schedule to allow unit heads to build their work schedules around executive board meetings to avoid last minute shifts.
- Ultimately, it was decided to conduct the monthly executive board meetings on the first .Wednesday of every month from 4-6pm.
- The first meeting of 2025-2026 is scheduled for September 3, 2025.
- The Business Meeting will be held in October (unit reports and financial report due).

Small Group Meet with Shirley

- Shirley met with a handful of new unit heads and Executive board officers to get signatures on financial forms.

Adjourned Day 2 at 10:45 a.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