



Oregon Library Association Executive Board Meeting

November 5, 2025 at 4:00 p.m. - 6:00 p.m.

Zoom: <https://us02web.zoom.us/j/82341242139>

Minutes approved with edits December 3, 2025

[Agenda](#) & [Meeting Packet](#)

Present: April Witteveen (OLA President), Bryan Miyagishima (OLA VP Elect), Jordan Popoff (OLA Treasurer), Roxanne M. Renteria (OLA Secretary), Shirley Roberts (OLA Manager), Buzzy Nielsen (OLA Parliamentarian), Wendy Cornelisen (SLO), Anna Bruce (CSD), Kate Thornhill (ACRL-OR), Jerianne Thompson (ALA Chapter Representative), Liisa Sjoblom (Leadership Committee), Christina King (LIOLA 2025), Spencer Ellis (Member), Amy Page (OASL), Ruth Headley (OYAN), and Rinny Lakin (SSD).

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

Welcome & Intros (April Witteveen)

- Our [community agreement](#) during our meetings.
- Welcome and introductions.
- Attendees answered the Icebreaker question: If you were a potato, how would you like to be cooked?

Agenda Changes/Minutes (April Witteveen)

- Lack of quorum—vote on the minutes was held after the Association Report.
- See October [minutes](#).
- Motion to pass the October minutes approved.

Board/Presidential priorities (April)

- See [OLA Board Goals & Presidential Priorities 2025-2026](#).
- Overview Comments
 - April provided a brief overview of OLA Board Goals and Presidential Priorities, some of which align with the priorities of past presidents (specifically Ayn Frazee and Ericka Brunson-Rochette).
 - April is committed to utilizing an EDIA and justice based framework, and reviewing policies and procedures.
 - She is particularly interested in fostering recruitment, retention, and mentorship within OLA, and exploring how OLA can demonstrate value for current and prospective members, and facilitate paths to membership and leadership?
 - Toward that end, April would like to a) update the website, b) form an OLA Structure Workgroup tasked with exploring succession planning for the OLA manager position, and c) develop a “launch kit” for OLA leaders.
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- During the Q&A period, Bryan and Kate expressed concerns about membership, recruitment and retention, as well as the organizational structure.
- **ACTION ITEM: April will schedule a mid-December meeting with unit heads to brainstorm a “launch document” and discuss related issues.**

State Library Report (Wendy Cornelisen)

- See [Report of the SLO November 2025](#)
- Overview Comments
 - Wendy shared her monthly, written report and encouraged
 - Per request, submitted a reductions exercise (includes Ready to Read reductions).
 - The 5% reduction would impact staff (2 positions are listed: government services and changing a full time position to a half time position).

Association Report (Shirley Roberts)

- Overview Comments
 - Shirley revealed she moved OLA training videos from YouTube to the Shared Drive as a result of receiving a second challenge a year after the first.
 - She signed up for Canva Pro Non-profit for board member usage.
 - The 2026 OLA Retreat is scheduled to be held at the LeGrand Public Library
 - Shirley expressed concerns over the high hotel rates (Hampton Inn -\$189+ a night), and alternative accommodations might be necessary.
 - April suggested Air BnB, and Shirley noted she has room on her property for campers.
 - **ACTION ITEM: Shirley will investigate other hotel options in La Grande such as Ramada Inn, America Best Value, etc.**
 - Circling back to a question that came up during a prior conversation, regarding the amount of funds to retain in unit Enterprise accounts for reserve—Shirley did a bit of research regarding units, and it was recommended to her that units keep approximately 1 year of reserves saved to cover lack of income generation over one year.
 - Other tasks and duties handled over the course of the last month include helping with OBOB, which currently has 180+ registrants.

2026 OLA/PNLA Conference Update (Shirley)

- Overview Comments
 - CSD expressed interest in conducting the auction during the Author Fair, leading to a short discussion.
 - Shirley noted, REFORMA and OYAN offer auctions/raffles at the event.
 - **ACTION ITEM: Anna Bruce will follow up with Greta about the Author Faire and potentially conducting the CSD book auction during the event.**
 - At this time, exhibitor and sponsor registration is open, and so far 5 booths are booked along with 1 sponsor.
 - The keynote has been arranged, and Mychal Threets will be speaking on Wednesday.
 - The 3 main Registration forms are in progress.
 - There might be a second call for proposals.
 - ACRL-OR expressed interest in having a conversation about the timing of the call for proposals in 2027.
 - The first round of proposals are open for review.

- Food related info coming in December
- Registration opens in February.
- Side note: April brought up the President's Party/All Conference Reception
 - Offsite: transportation needed as hotel not close to public transit line

Treasurer's Report: OLA Finance & Investment Committee Annual Meetings (Jordan Popoff)

- See [11-3-25 OLA Finance & Investment Committee Report](#)
- See [Donivan 2025 Distribution Recommendation Schwab Donivan](#)
- Overview Comments
 - Jordan and the investment committee met with Vince Donivan and Brent Gundersen.
 - Regarding long term investments, Vince Donivan recommends OLA invest the profits of mature treasury bills into mortgage backed bonds.
 - Shirley notes Vince is conservative when it comes to growth, and provided a detailed breakdown before sharing she feels comfortable using the funds at the time they are generated (regardless of the fact we could face a period where there are not funds generated to be distributed).
 - Shirley is concerned about the stock market in >12 months, and her recommendation is to withdraw.
 - Investment information can be accessed via a link at the bottom of the [Financial's Page](#); or via this link: [Oregon Library Association | Finance Investment](#) (login required).
- **Motion to accept the 3 recommendations of the finance committee as mentioned in the Treasurer's Report passed.**
 - Note, Treasurer Reports are provided bimonthly.

Legislative Committee Report (Jeremy Skinner or Kate Lasky)

- Agenda item tabled due to absence.

Intellectual Freedom Committee Report (Shelby Paulson)

- Agenda item tabled due to absence.

ALA Job Loss (Jerianne Thompson)

- This agenda item was added impromptu.
- Jerianne shared information regarding layoffs at the American Library Association.
 - OIF remains open despite the loss of Debra Caldwell-Stone.
 - AASL lost Amy Hegley.
- Kate Thornhill shared the following thread: [American Library Association Implements Workforce Changes to Strengthen the Organization for the Future: r/Libraries](#)

Round Table Status Review (April/Shirley)

- See [OLA Round Table Units Status Review 2025 11](#)
- Overview Comments
 - The board discussed the prospect of dissolving inactive roundtables, which include: Library Assessment RT, Library Instruction RT, New Member RT, Outreach RT, Past Presidents RT, Reference RT as well as DIGOR.
 - Arlene approached OLA regarding the dissolution of DIGOR

- Buzzy revealed in the chat, “Not submitting annual reports is also the trigger in the bylaws that allows RTs to be dissolved”.
- There's nothing in the OLA main bylaws, Round Table general bylaws, or fiscal policies that indicates that defunct RTs can direct their funds.
- While not required, this has been a past practice of OLA.
- For those wondering: yes, reinstatement is possible per the bylaws.
 - To reinstate, one must submit a petition requesting reinstatement demonstrating interest by a minimum of twenty-five Active or Honorary Life members is submitted to the Executive Board within one year of the Division or Round Table's suspension, it will be reinstated.
- It is important to note: round tables are basically designed to come and go, and OLA has had dozens over the years.
- Other groups like Information Literacy Advisory Group of Oregon (ILAGO) may have picked up the work formerly done by inactive RTs.
 - Per Buzzy, “We actually have a policy about working with outside groups: https://www.olaweb.org/index.php?option=com_content&view=article&id=261 I mean, it is listed on the policies page ...<https://www.olaweb.org/bylaws-policies>”
- There was a short discussion regarding what to do with the funds.
 - Jerianne and Roxanne recommended using the funds for memberships, trainings, etc. since these funds are rarely covered via federally funded scholarships.
 - Kate agreed, and also suggested funding go toward child care.
 - April reminded those present the Joint Conference for Librarians of Color will be held in Spokane in 2026, and suggested OLA might want to consider using the funds to support attendance.
- **Motion to dissolve these RT and deposit funds into another account passed.**
- **ACTION ITEM: Shirley will notify Arlene and Michelle RT have been dissolved and funds deposited into another account.**

Review of OLA Membership (Shirley/April)

- See [Review of OLA Membership 2025 Spreadsheet](#)
- Overview Comments
 - Shirley provided a short review of OLA membership data across time.
 - While there has been a small decline, the median membership has remained stable for the most part.
 - **ACTION ITEM: April will form work groups to address membership and recruitment challenges.**

Website Audit and Discussion (Spencer Ellis)

- See [OLA Website Audit Presentation](#)
- Overview Comments
 - This is the second time this presentation has been shared with the board (the original presentation occurred in 2023).
 - Spencer noted the original presentation co-created with Elena Gleason.
 - Main concerns include: removing redundancies, target audience is unclear, outdated information (i.e. RT), and inconsistent format across pages.
 - Recommendations include the development of a style/formatting guide that would: standardize formatting, increase accessibility, creating a consistent brand and "feel", and a creating of spreadsheet that would: identify and track pages in need of regular

updates, assign responsibilities for updates to individuals or positions, among other ideas.

- Spencer and Elena also recommended updating content based on identified priorities (something Spencer still has time to help with) and site restructuring.
- Kate suggested we pay someone to maintain the website pages.
- Shirley shared some units (CSD, and REFORMA) pay an outside site might be opposed to using Memberclicks.
- Bryan suggested individual conversations be held with each unit regarding the minimum info to be contained within their memberclicks page.
- April asked for feedback, and accessibility concerns were brought up.

Parking Lot (April/Roxanne)

- Form a work group to explore succession planning for the OLA manager position
- Kate Thornhill has advice to share regarding launch document.
- Aesthetically pleasing financial visuals to come, may be part of the website update.
- “One of the structural things I'd like to set up for the Prez in particular is a timeline of what needs review and when to slate each”--April
- April would like a detailed review of Bylaws at the next Retreat.
- Website followup--agenda reminder--April will report out on new developments.
- ACRL-OR expressed interest in having a conversation about the timing of the call for proposals in 2027.

Action Item Review/Next Meeting: November 5th (April/Roxanne)

- ACTION ITEM: Shirley will investigate other hotel options in LeGrand such as Super 8, Best Western, etc.
- ACTION ITEM: Shirley will notify Arlene and Michelle RT have been dissolved and funds deposited into dissolved RT funds account..
- ACTION ITEM: April will schedule a mid-December meeting with unit heads to brainstorm a “launch document”.
- ACTION ITEM: Anna Bruce will follow up with Greta about the Author Faire and potentially conducting the CSD book auction during the event.
- ACTION ITEM: April will form work groups to address membership and recruitment challenges.

Adjourned at 5:59 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