



Oregon Library Association Executive Board Meeting

January 7, 2025 at 4:00 p.m. - 6:00 p.m.

Zoom: <https://us02web.zoom.us/j/83749906385>

Approved February 4, 2026

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

Present: April Witteveen (OLA President), Bryan Miyagishima (OLA VP Elect), Ayn Reyes Frazee (OLA Past President), Roxanne M. Renteria (OLA Secretary), Jerianne Thompson (ALA Chapter Representative), Buzzy Nielsen (OLA Parliamentarian), Shirley Roberts (OLA Manager), Wendy Cornelisen (SLO), Kate Thornhill (ACRL OR), Anna Bruce (CSD), LaRee Dominguez (EDIA), Liisa Sjoblom (Leadership), Amy Page (OASL), Brianna Sowinski (OYAN), Rachel Diego Leon-Kalnins (REFORMA), Rinny Lakin (SSD), and Brystan Strong (STRT).

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

Welcome & Intros (April Witteveen)

- Our [community agreement](#) during our meetings.
- Welcome and introductions.
- Attendees were invited to answer an icebreaker question about an intention they set for 2026.

Agenda Changes/Minutes (April)

- See December [minutes](#).
- Motion to pass the December minutes approved with edits.

State Library Report (Wendy Cornelisen)

- See [report](#).
- Overview Comments:
 - This report will be delivered at the January SLO board meeting next week on Friday, January 16th.
 - Those who wish to attend can reach out to Wendy for the Zoom link.
 - Wendy shared some of what is happening at the federal level, and what follows is not contained within the report.
 - Per Wendy, it's January and there is a federal continuing resolution in effect, which is set to expire on January 31st.
 - There is a non-zero chance there will be a federal shut down at the end of the month.
 - There is a non-zero chance there will be a federal budget passed before the end of the month, but she does not think that will happen.
 - Wendy believes it is more likely that congress will pass an additional continuing resolution, kicking the can down the road (something that happens a lot in the budget finalization process).

- Often, the continuing resolution is extended (usually for 60-90 days) and April tends to be the month when the federal budget is generally finalized (based on historical precedent over the last few years).
- Wendy expects to have a sense of what the fiscal federal budget will be in April.
- She expects to receive the LSTA 2026 award letter in April, and those funds would be spent between July 2026-June 2027.
- Overall, this timeline leaves a lot of uncertainty in the world so Wendy will perform a regularly scheduled draw down that will include payroll for February and March (if there is not a new continuing resolution on January 16th or the 2026 federal budget is not passed).
 - Rinny Lakin inquired “is that the maximum you are allowed?”...to which Wendy shared “there isn’t a maximum or minimum amount but she is required to spend the funds within 30 days. Funds that are not spent within 30 days generate questions, but there wouldn’t be IMLS staff present to ask questions during a shutdown”
- At the state level, the next revenue forecast is expected on February 4th, 2 days after the short session starts.
 - Many state legislative things are happening over the next 6 weeks, including 3 legislative days scheduled to begin next week, and a short session which begins Monday, February 2nd.
 - The SLO will have a much clearer picture after the short session ends on March 10, 2026.
- Advocacy days are coming up...
 - ALA’s [National Library Legislative Day 2026](#) on February 25 & 26th in Washington, D.C.
 - The [Chief Officers of State Library Agencies](#) (COSLA) “Voices for Libraries 2026” event during the first week of March in Washington, D.C.
- April highlighted a section in the monthly report, noting Ericka Brunson-Rochette (the Community Engagement Consultant at SLO) is working on updating the EDIA Toolkit along with the OLA EDIA Committee.
- After reviewing the report, Rinny had a question pertaining to the impact of the University of Oregon giving notice that they will end their shared agreement with the State Library to house regional Federal Depository Library Program (FDLP) materials.
 - Wendy noted this is a “group shared collection”, and shared the agreement requires 90 days notice, with the U of O participation ending in November 2026.
 - Arlene Weible will work with Government Services, the U of O, and the U.S. Government Printing Office during the transition.
 - While some of UO’s collection is already found in other Oregon FDLP Regional Collection partner libraries, some materials will need to be moved from U of O. The State Library will add current volumes of the U.S. Congressional Serial Set to its collection, and absorb required materials—Arlene has calculated space to do so.
 - Via the chat, Buzzy Nielsen shared: SLO’s other two partners, OSU and PSU, are committed to continuing to collect federal documents.
 - Kate Thornhill shared one of the reasons the U of O is having to end this partnership is because the academic librarian in charge of the collection was laid off.

- Following up with the December to-do list, Shirley purged roundtables from the website, and put together the form for [2025-2026 OLA board members' cell phone numbers](#).
- Regarding the August 2026 OLA Retreat, the motel and event location have been confirmed in LeGrande, OR.
 - This will be a 2 day event, held on site of the LeGrand Public Library.
 - More information to come.
- At this time, there are no updates regarding the estate donation SSD scholarship.
- The OBOB workload is leveling out, and registration has slowed down.
 - The team is gearing up for regionals.
 - Working with OLA's insurance carrier to provide liability insurance.
 - Not aware OLA is at Portland School District just yet, as it can be difficult, but will reach out to OBOB to be sure that has been handled.
- As always, Shirley is working on monthly operations tasks such as processing check payments and deposits, and expects to complete December financials by the end of the week.

2026 OLA/PNLA Conference (Shirley)

- Conference planning is moving along nicely.
- Shirley has prepared a [Google form](#) for Units to fill out regarding tabling and participation (raffles, meetings, etc.) at the conference.
- Lead speakers have been contacted and confirmed for sessions.
- Additional speakers will be contacted shortly with speaker agreements.
- The schedule has been set, and will be posted to the conference website later in January.
- The final food and beverage menu has been confirmed.
 - Due note, food costs have increased substantially (more than 10%), along with a 24% service charge (which means lunch plates cost \$56).
 - As a result, the committee has had to reduce break occurrences and provisions.
 - This means, no afternoon breaks on Thursday and Friday. Morning breaks will be offered, but slightly reduced along with coffee.
 - PLD is moving ahead with offering a dinner, but Kathy Street, the chair, may elect to cancel after assessing early bird registrations.
 - In the chat, Rinny and Roxanne had a side conversation in the chat about units providing snacks, with Wendy asking "does the contract specify any consequences?"
 - **ACTION ITEM: Shirley will double check the contract language regarding outside food.**
- [2026 OLA/PNLA Annual Joint Conference – Get Loud For Libraries](#) is live.
- The conference app (Whova) is up and running, and information related to conference programs and speakers will be available by mid -January.
- **ACTION ITEM: Shirley will send out notices about the unit form, and non-profit suggestions (5 tables).**
- Shirley will be working on temporarily adding PNLA members to the OLA database during the first part of January to facilitate their ability to register via Personify based on membership, etc.
- A virtual registration option is being provided.
 - 43 sessions indicated they would be interested in recording.
 - Virtual attendance costs \$55 dollars.
- The conference site offers 7 breakout rooms.
- On Thursday, a group lunch will occur during the first hour—then, OLA and PNLA will separate to conduct board meetings.
- Registration forms ready for testing.
- Shirley start working on lunch programs (Thursday & Friday).

- A welcome message from April and Wendy is needed for the printed program.

President's Report (April)

- See [report](#).
- April would like to develop a strategy around fostering and supporting new ideas.
- When it comes to managing and updating the OLA website, April believes it is likely going to require a paid person, with skill, and a paid structure outlining timely updates.
 - Toward that end, April asked Shirley, "when is the last time OLA put out an RFP?"
 - Shirley revealed OLA has done this for conference sites and LIOLA but not for technology, as least in her 10 years within the organization.
 - Per the chat, Kate revealed she worked with <https://www.madcollective.com/> at the University of Oregon, but April had a poor experience with the business.
 - We're mid-way into the budget year, and April asked what it would look like to carve out money.
 - Shirley shared there approximately \$20k in the programming budget, as well as approximately \$5k in the purged RT budget.
 - A short discussion, and a lot of questions and suggestions followed—see below for some of the most pertinent.
 - When it comes to the website, are we asking for just a redesign and we provide the content or someone to do both?
 - Will it still be built in Personify? If so, that might limit our contractor options.
 - Are we looking to transition to a different platform?
 - How do we accomplish this goal in a way that feels like a win: win for units like REFORMA (who've created substantial outside websites)?
 - Kate revealed [Neon](#) is a popular platform for associations, too. ACRL-Oregon is using Reclaim Hosting as our web sever, and they use WordPress within that web hosting service. BTW just food for thought — [MembersClicks and WordPress can be integrated](#).
 - This means OLA could have WordPress its front-facing website, which means more flexibility for a user interface..
- After some consideration, April assigned Bryan to the workgroup due to the likelihood this project will extend beyond her presidential year.
- Those present support the larger participation from the board when it comes to reviewing future RFPs.
- Shirley, and a handful of board members would like a template for units.
- **ACTION ITEM: Need to identify potential providers interested in doing the work (RFP), and April will include info about the ADA compliant deadline in the RFP.**
- **ACTION ITEM: April will schedule a meeting with Shirley, Bryan and Ayn to put together an action form before the end of January.**
- **ACTION ITEM: Shirley will contact Memberclicks regarding what is possible/available.**

April brought up the topic of OLA governance structure and the need to assess the possibility of hiring an executive director, which would necessitate putting together an action team or work group to ponder the future of OLA over the next 5-10 years?

- How might the organization operate when it comes to staff and volunteers?
- Buzzy Nielsen offered to assist as it will require bylaws and policy changes along the way.
- Roxanne noted she favors lateral power structures, and expressed concerns regarding consolidating power in 1-2 individuals, due to the inherent risk when it comes to adhering to EDIA best practices and would like more clarity regarding tasks and duties.
- Via the chat, Kate shared the definition of lateral power structures WITH Designated Responsibilities, noting: the Core Principle relies on 1) role-based authority ≠ Hierarchical power, and 2) someone can be responsible for finances, communications, or a conference without having more power than others in decision-making. These can be stable admin positions.
- She went on to share, she believes the typical private foundation model is built upon the following Governance Structure:
 - Board of Directors/Trustees (typically 3-7 members)
Often family members or close associates of the founder
 - Can be paid or volunteer (unlike most nonprofit boards)
 - Closely held - no public accountability requirement
 - Executive Director - Manages day-to-day operations (if large enough)
 - Program Officers - Review grant applications, evaluate nonprofits
 - Financial/Legal Advisors - Ensure IRS compliance, etc related to money
- Buzzy shared, OLA has been approached by neighboring state associations about possibly sharing management (Idaho has, for instance).
- Anna offered to reach out to a friend, who was part of an association management firm and recently left to become the executive director of one of the associations, to get her perspective.
- April revealed the launch kit workgroup, met in December and had great initial conversations.
 - OASL and ACRL have onboarding documents, and those could offer a starting point.
- **ACTION ITEM: April will create a sign up sheet for library investigation (and unit heads will select states).**

Joint Conference of Librarians of Color 2026 Sponsorship (April)

- A short discussion on the topic of OLA support was held.
- **Motion for OLA to sponsor JCLC in the amount of \$1500 passed.**
- Just a reminder the OLA EDIAC professional development scholarship cannot be used for this.
- **ACTION ITEM: April, Jordan and Shirley will work together to make the \$1500 sponsor payment to JCLC.**

Updates (All)

- Bryan Miyagishima revealed he attended ALA's Advocacy Workshop, met ALA's new leadership, and plans to meet with his OASL counterpart.
- April revealed the Legislative Committee's focus is legislative advocacy but noted general library advocacy could be super helpful at lower levels, and hopes Bryan might be able to further that along during his tenure as OLA President.
 - Roxanne asked about OLA bringing in presenters or using the information from the flash drive April received during her attendance at a previous ALA Advocacy Workshop to help toward advocacy training efforts for general membership.
 - No decision was made, and April isn't sure what training or support might look like but

hopes to provide accessible opportunities—despite noting we currently lack the FTE to do this currently.

- April did note Illinois has great advocacy.
- Amy Page shared OASL has an advocate role position, and provided a short overview of what the individual does (attending various trainings and bringing that info back to OASL), while noting the most successful states have legislation that provides protection for school libraries.
- Kate: NY Library Association has a [dedicated advocacy role](#).
- Overall, it was decided to circle back to this issue and keep “batting it around”.

Parking Lot (April/Roxanne)

- April will share an update from the action form meeting at the February 4th meeting.
- Library advocacy.
- Add previous parking lot placeholder “Unit financials and asks” to the February agenda.
- Likewise, begin a conversation on the topic of document retention (with something developed by the August transition).

Action Item Review/Next Meeting: February 4th (April/Roxanne)

- **ACTION ITEM: Shirley will double check the contract language regarding outside food.**
- **ACTION ITEM: Shirley will send out notices about the unit form, and non-profit suggestions (5 tables).**
- **ACTION ITEM: Shirley will connect with Kris Wiley regarding formally contacting Unit Heads with a full list of accepted sponsored proposals.**
- **ACTION ITEM: Shirley will contact Memberclicks regarding what is possible/available.**
- **ACTION ITEM: April will schedule a meeting with Shirley, Bryan and Ayn to put together an action form before the end of January.**
- **ACTION ITEM: April will create a sign up sheet for library investigation.**
- **ACTION ITEM: April, Jordan and Shirley will work together to make the \$1500 sponsor payment to JCLC.**
- **ACTION ITEM: Amy will email OASL’s onboarding documents to April.**

Adjourned at 5:45 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