

Minutes
Oklahoma Department of Libraries
Special Board Meeting
November 30, 2015
1:00 p.m.
South Conference Room

Chairman Don Evans called the meeting to order at 1:00 p.m. and asked for roll call. Board Members Present: Jana Barker, Don Evans, Judy Haught, Phil Moss, Ann Ritchie, Annabeth Robin, Mary Shannon, and Susan McVey, Secretary.

Guests and staff members present: Connie Armstrong, Kathy Blick O'Donnell, Jan Davis, Matthew Lafon, Vicki Mohr, Cindy Mooney, Kitty Pittman, Vicki Sullivan and Bill Young.

In conformity with the Oklahoma Open Meetings Act, advance notice of this special board meeting was transmitted to the Oklahoma Secretary of State on November 17, 2015 and public notice of the meeting, together with the agenda, was posted on November 17, 2015 at 4:54 p.m. on the glass exterior wall at the entrance of the Allen Wright Memorial Library Building, 200 NE 18th^h Street, Oklahoma City. In addition, e-mail notification was sent to public libraries and the notification and agenda were posted on ODL's website.

Director's Report

ODL Director Susan McVey thanked the board members for attending this special meeting to address Governor Fallin's October 26th Executive Order (2015-46). She said the first task was to spell out the agency's mission critical functions as a way to identify functions that could be considered non-mission critical for reduction consideration. She encouraged the board to ask questions as the board moved through the packet of information.

McVey noted the charts in the board packet that illustrated the downward trend in the agency's appropriation and staff levels, and in the dollars available for State Aid to Public Libraries, over the past several years.

She said the agency is looking at other changes due to the budget and staffing situations, including changing ODL's Federal Library Depository status from Regional to Selective. Regionals have to keep all print and electronic media provided by the federal government forever. Selectives can determine what government documents they wish to collect and maintain. By moving to a selective depository, ODL will be able to discard materials determined not to fall into the agency's area of use. This is not an immediate monetary savings but is more in line with the agency's staff. OSU's library will now be the sole Regional Depository in the state.

McVey also announced that ODL's AG Liaison, Matthew Lafon, will be working full time for another state agency. The agency will have a new liaison who will attend the meetings in 2016.

Phil Moss asked if ODL staff would determine what would remain in ODL's Selective Depository. McVey said this is the case. Once ODL's change in status has been accepted, the agency will select which materials from which federal agencies it wishes to have in the collection. OSU and other depositories will be offered any materials that ODL decides to remove from the collection. She said the change will also help the agency with space, since the Cartwright Law Library has had to vacate the State Capitol Building during renovation.

Moss asked for an example of items in the documents collection that are in print and not in digital. McVey said some of the earlier publications were this way. Of current items, Vicki Sullivan said paper copies of bills are distributed this way, but that ODL also receives microfiche copies of these. There are only a handful of items that are not available online.

Answering a question from Don Evans, McVey said the change in status from Regional to Selective will not impact ODL's federal Maintenance of Effort.

Consideration and possible vote on proposed budget reductions to SFY2016 and SFY2017 ODL Budgets

Ann Ritchie asked about libraries' use of State Aid Funding and if it pays for literacy tutoring. McVey said it is up to the local library to determine how to use the funds, but the State Aid cannot be used for capital (brick and mortar) expenses. It can be used for literacy programs, materials, partial salaries, technology, and other things. Public libraries serving populations of different sizes meet different criteria to qualify for State Aid. The board was given copies of State Aid Rules and Regulations.

Responding to a question from Evans, McVey confirmed that funding listed in Tab C is exclusively State Funding.

Judy Haught moved to confirm the figures as proposed by the department regarding Mission Critical expenses. Moss seconded. Votes were as follows: Barker, yes; Evans, yes; Haught, yes; Moss, yes; Ritchie, yes; Robin, yes; Shannon, yes. The motion carried.

In discussion on the proposed reductions to non-mission critical ODL expenses (travel, training, supplies, and copiers), McVey said the SFY2016 figures are for a seven month reduction (\$59,651.00). SFY2017 are for the full 12 months (\$64,149.00). She also said the reductions are more than the 10% called for in the Executive Order. This was to give board members options should they wish to change the proposed reductions. In addition, she said there was a good

argument to move more than the recommended 10% to State Aid, since many local libraries are also going through some tough economic times.

Moss asked for clarification that the reduction is not technically a budget cut, but is a redirection of non-critical expenses to State Aid. McVey said this is the case, and that this was in keeping with the directives of the Governor's Executive Order.

Jana Barker moved to present to the Cabinet Secretary the redirection of non-mission critical ODL expenses (as set forth in Tab C) of \$59,651 in SFY2016 and \$64,149.00 in SFY2017 to State Aid to Public Libraries. Mary Shannon seconded. Votes were as follows: Barker, yes; Evans, yes; Haught, yes; Moss, yes; Ritchie, yes; Robin, yes; Shannon, yes. The motion carried.

Consideration and possible vote on proposed organizational membership for the Oklahoma Department of Libraries in SYF2016 and SFY2017 (Tab D):

McVey noted that ODL has joined many of the organizations on the list in order to receive publications and subscriptions for the ODL collection, so they are not memberships in the traditional sense. Memberships give the library discounts to other publications, as with the ALA membership. Some of the other memberships are for professional development, library policy purposes as with COSLA, or collaborative projects like the Summer Reading Consortium.

The Governor's Executive Order asked agencies to prepare these lists of memberships and to share the lists with their board, with the assumption the boards could make adjustments or take action.

Moss asked McVey about the higher membership rates, such as for Western Council and COSLA, and asked her how she would respond to any questions about their value. McVey said both organizations are valuable in terms of information sharing among State Librarians, but said that COSLA, as a national organization, was probably more important, and she would rank it above Western Council.

Don Evans moved that ODL provide written notification to the Secretary of State indicated the Board recommends the agency maintain its current memberships. Moss seconded. Votes were as follows: Barker, yes; Evans, yes; Haught, yes; Moss, yes; Ritchie, yes; Robin, yes; Shannon, yes. The motion carried.

Consideration and possible vote on non-essential out-of-state travel for agency employees and officers that is wholly paid for by an entity other than the State (Tab E):

McVey said federal funds pay for the travel listed in Tab E, and that travel is often required for purposes of the grant or federal initiative.

Barker moved to accept the out-of-state travel as provided in Tab E. Shannon seconded. Votes were as follows: Barker, yes; Evans, abstain; Haught, yes; Moss, yes; Ritchie, yes; Robin, yes; Shannon, yes. The motion carried.

Consideration and possible vote on non-emergency purchases that exceed \$10,000 (Tab F):

McVey said the expenses are by state fiscal year, and is also broken down by state-funded, federal-funded, or funded through revolving funds. The list of state-funded expenses are required by the Governor's Executive Order, but McVey said she wanted to give the board members information on all such expenses, no matter the account.

She noted that some of the items (OMES and AG services) are on-going and paid monthly, while the tablet purchases for library development was a one-time purchase.

OMES charges for IT, Workers' Comp, and Risk Management have to be paid. The Galt Foundation is actually a vendor that has a contract with the state to serve as a temporary staffing agency.

Barker moved to forward to the Secretary of State the approved list of state-funded non-emergency purchases that exceed \$10,000. Evans seconded. Barker, yes; Evans, yes; Haught, yes; Moss, yes; Ritchie, yes; Robin, yes; Shannon, yes. The motion carried.

Evans thanked Matt Lafon for his services.

There being no other business, Moss moved, and Evans seconded that the meeting be adjourned. Votes were as follows: Barker, yes; Evans, yes; Haught, yes; Moss, yes; Ritchie, yes; Robin, yes; Shannon, yes. The motion carried.

The next ODL Board meeting is scheduled for December 11, 2015 at 10:00 a.m. in the South Conference Room of the Allen Wright Memorial Library Building, 200 N.E. 18th Street, Oklahoma City, OK 73105.

Susan McVey, Secretary