

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
August 23, 2019
10:00 a.m.
South Conference Room

Acting Chair Mary Shannon called the meeting to order at 10:08 a.m. and asked for roll call. Board members present: Robert Dace, Lee Denney, Annabeth Robin, Mary Shannon, and Melody Kellogg, Secretary. Absent: Jana Barker, Chair Phil Moss and Vice Chair Cynthia Vogel.

Guests and staff members present: Connie Armstrong, Joe Ashbaker from the Office of the Oklahoma Attorney General, Melissa Askew, Adrienne Butler, Christine Chen, Jan Davis, Kristi Howes, Vicki Mohr, Cindy Mooney, Wendy Noerdlinger, Vicki Sullivan, Cathy Van Hoy, and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the 2019 regularly scheduled meetings was transmitted to the Oklahoma Secretary of State in December, 2018, and public notice of this meeting, together with the agenda, was posted on August 16, 2019 at 1:56 p.m. in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 NE 18 Street, Oklahoma City.

Acting Chair Shannon asked for consideration of the minutes for the May 31, 2019 board meeting. Dace moved to approve the minutes, seconded by Robin. Votes were as follows: Dace, yes; Denney, yes; Robin, yes; Shannon, yes. Barker, Chair Moss and Vice Chair Vogel absent. The motion passed and the minutes were approved.

There were no public comments.

Discussion and acceptance of Financial Reports

ODL Business Manager Kristi Howes said the current balance of the appropriated funds is \$165,000, which will continue to deplete the next two months as ODL continues to pay invoices. Kellogg said ODL will know the certified amount of the carryover dollars by November 2019. The leftover funds will be used for a one-time expenditure. The plan for the remnant amount will be to upgrade ODL's computer inventory by purchasing new computers for staff and the public areas. ODL's computers are approximately five years old and desperately need to be replaced.

Robin asked if it's the policy of state government to purchase computer hardware rather than lease. Kellogg said the policy states that ODL will lease computer hardware through the Office of Management and Enterprise Services' Information Technology Division (OMES/IT). Kellogg said Deputy Director Vicki Sullivan is currently consulting with OMES/IT to seek approval for ODL to purchase the computers and hardware equipment for the agency instead of leasing.

Jana Barker joined the ODL board meeting and was added to the attendance roll call at 10:25 a.m.

Acting Chair Shannon asked for a motion to approve the Financial Reports for FY2019 and FY2020. Robin moved to accept the Financial Reports, seconded by Dace. Votes were as follows: Barker, yes; Dace, yes; Denney, yes; Robin, yes; Shannon, yes. Chair Moss and Vice Chair Vogel absent. The motion passed and the Financial Reports were accepted.

Director's Report and Division Activity Reports

Kellogg said there will be a few additional changes made to the new format of the agency Activity Reports in the Board Packet. The report format currently fails to recognize the work of several people who help with these projects. Instead of listing by individuals, the agency will identify projects by division and teams.

Kellogg said ODL had another busy period of time from May 22, 2019 to Aug 15, 2019. She shared a recent article from the Library of Congress website, *"2019 National Book Festival Offers Adventures for Families and Readers of All Ages,"* which featured a photo of the Oklahoma Booth from last year's festival in Washington D.C.

Kellogg said Rebecca Barker, Administrative Officer in ODL's Literacy Resources Office, heads up the agency's Citizenship Program. Several ODL staff had the wonderful opportunity to experience a Naturalization ceremony. The Rogers County Literacy Council coordinates a Citizenship program and has stated that the encouragement and guidance from the ODL Literacy Resources Office and program coordinator Rebecca Barker have been invaluable.

Kellogg shared an acknowledgment received from another state agency on the exceptional customer service received by the Archives and Records Division staff.

Kellogg introduced Vicki Mohr, Administrative Librarian who oversees the ODL Office of Library Development, and Connie Armstrong, who works in ODL's Public Information Office as Director of the Oklahoma Center for the Book. Both share lead responsibility for coordinating and implementing the Oklahoma Book Festival. They spoke on the upcoming Festival to be held September 21, 2019, at the Oklahoma City Boathouse District. The event will take place from 9:00 am to 5:00 pm. More than 100 authors, illustrators, and poets will present, meet with the public, and sign copies of their books. In addition, food trucks, entertainers, and a vendor village will be present. Mohr explained that there are several private donors, including Ardmore Attorney Laurie Williams, the Oklahoma City Community Foundation, Jane Jayroe Gamble, former Governor Frank Keating, and Walmart. The Oklahoma City Community Foundation provided funds for approximately ten schools from around the state to send children and their chaperones to the festival. She said each student would receive a lunch voucher, t-shirt, and possibly a book. The festival is being advertised via billboards, television commercials, and print media, as well as social media outlets Facebook, Twitter, and Instagram. Former Miss America Jane Jayroe Gamble and former Governor Frank Keating are serving as the festival's co-chairs. Mohr encouraged all the board members to attend the festival.

Acting Chair Shannon said she's always amazed and encouraged after reading the ODL Activity Report to learn of all the hard work that's been done by such a small staff. Acting Chair Shannon thanked Kellogg for the book *"Palaces for the People"* and said it's a wonderful book. Kellogg previously presented the board with copies of the book, which promotes the importance of shared spaces—like America's public libraries—to democracies.

Consideration of and possible action on ODL Budget Request for FY2021

In evaluating the needs of the agency and considering all the possible opportunities, Kellogg said it was ultimately clear the agency's budget needs remain the same as the previous year. The number one request is State Aid funding, which would be granted to the public libraries.

Acting Chair Shannon asked for a motion on the ODL Budget Request for FY2021. Robin moved to accept the ODL Budget Request for FY2021, seconded by Denney. Votes were as follows: Barker, yes; Dace, yes; Denney, yes; Robin, yes; Shannon, yes. Chair Moss and Vice Chair Vogel absent. The motion passed and the ODL Budget Request for FY2021 was approved.

Consideration of and possible action on proposal for Census 2020: Everyone Counts project to be funded with FFY19 Institute of Museum and Library Services' Grants to States dollars

Kellogg asked ODL Public Information Manager Bill Young to present information on the agency's proposed LSTA project to assist libraries as they help their communities with the 2020 Census. Young said people will be able to complete their Census forms online for the first time, which means libraries can have an important part to play in assuring communities accomplish accurate counts.

Young distributed a sample of the 2020 Census Form and a map showing the hard-to-count Census tracts in Oklahoma. The hard-to-count population includes young children, non-English speakers, the homeless, low-income families, and other groups. Recent analysis determined that a public library is located within five miles of 99% of the hard-to-count Census tracts identified with the lowest response rates in 2010, and 79% of the time, a library is within a single mile.

ODL's project would begin with a November 5 workshop for libraries. Haley Ashcom with the U.S. Census Bureau will teach public library personnel how to:

- identify undercounted populations in their service area,
- develop programs to reach those populations, and
- assist all of their patrons with questions about Census 2020

ODL will offer grants to up to 15 public libraries to host local programs and workshops to help their communities improve Census count accuracy. Susan Woitte, ODL's Government Information Librarian, will provide ongoing technical assistance, support, and resources to grant

recipients. ODL will also launch a website with information and resources to help Oklahoma libraries with their role in Census 2020.

Acting Chair Shannon asked for a motion to consider the Census 2020 project. Denney moved to approve the proposal for Census 2020, seconded by Dace. Votes were as follows: Barker, yes; Dace, yes; Denney, yes; Robin, yes; Shannon, yes. Chair Moss and Vice Chair Vogel absent. The motion passed and the proposal for Census 2020 was approved.

Consideration of and possible action on election of ODL Board Officers for 2019-2020

Dace said the recommendation from the nominating committee for ODL board officers are Cynthia Vogel to serve as Chair, and Annabeth Robin to serve as Vice Chair beginning July 1, 2020.

Acting Chair Shannon asked for any nominations for Chair and Vice Chair from the ODL Board. Denney moved to elect the recommended board officers by acclamation, seconded by Dace. Votes were as follows: Barker, yes; Dace, yes; Denney, yes; Robin, yes; Shannon, yes. Chair Moss and Vice Chair Vogel absent. The motion passed.

There being no additional business, Acting Chair Shannon asked for a motion to adjourn. Robin moved to adjourn, seconded by Denney. Votes were as follows: Barker, yes; Dace, yes; Denney, yes; Robin, yes; Shannon, yes. Chair Moss and Vice Chair Vogel absent. The motion carried.

The next ODL Board meeting is scheduled for December 13, 2019 at 10:00 a.m. It will be held in the South Conference Room of the Allen Wright Memorial Library Building, 200 N.E. 18th Street, Oklahoma City, OK 73105.



Melody A. Kellogg, Secretary