

**Minutes**  
**Oklahoma Department of Libraries**  
**ODL Board of Directors**  
**August 10, 2018**  
**10:00 a.m.**  
**South Conference Room**

Chairman Phil Moss called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Jana Barker, Robert Dace, Lee Denney, Phil Moss, Annabeth Robin, Mary Shannon, Cynthia Vogel and Susan McVey, Secretary.

Guests and staff members present: Connie Armstrong, Adrienne Butler, Christine Chen, Jan Davis, Grant Cody from the Office of the Oklahoma Attorney General, Leslie Gelders, Holly Hasenfratz, Kristi Howes, Vicki Mohr, Cindy Mooney, Wendy Noerdlinger, Vicki Sullivan, Fara Taylor, Judy Tirey, Cathy Van Hoy, Alyssa Vaughn and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the 2018 regularly scheduled meetings was transmitted to the Oklahoma Secretary of State in December, 2017, and public notice of this meeting, together with the agenda, was posted on August 3, 2018 at 11:49 a.m. in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 NE 18th Street, Oklahoma City.

Chairman Moss asked for consideration of the minutes for the April 25, 2018 board meeting. Vogel moved to approve the minutes, seconded by Shannon. Votes were as follows: Barker, yes; Dace, yes; Denney, Abstain; Moss, yes; Robin, yes; Shannon, yes; and Vogel, yes. The motion passed and the minutes were approved.

Chairman Moss welcomed Robert Dace as ODL's newest board member from District 5. Robert said he is excited about the opportunity to serve on the ODL board. He developed a real passion for libraries growing up in Beaver, Oklahoma, before he left for West Point and served in the Army. Robert received his law degree from the University of Oklahoma Law School and has been working at McAfee & Taft Law Firm for 35 years.

**Director's Report and Division Activity Reports**

McVey reported on the end of the 2018 legislation session. There were a number of pieces of legislation ODL was following that could have affected Board appointments. None of these bills made it through the process.

The good news is that ODL will receive an increase in funding of \$125,000 for SFY2019. The agency has not seen an increase in funding since 2010. The majority of the increase is funding the mandated pay raises. The balance will be added to State Aid grants to public libraries.

McVey provided an update on the Administrative Rules for State Aid that will be presented to the board at the December 14, 2019 board meeting. The revised rules will be submitted to ODL's Cabinet Secretary and the Governor. If there are no issues, the proposed rules will be submitted according to the permanent rule making process.

McVey asked the Deputy Director, Vicki Sullivan, to discuss the agency's recent audit by the Office of the Oklahoma State Auditor and Inspector. Sullivan reported that the fiscal staff began working with the auditors from the State Auditor and Inspector's office in August, 2017. The audit covered the period March 1, 2012 through December 31, 2017. The auditors interviewed staff involved in fiscal operations of the agency; reviewed numerous documents related to business transactions; and evaluated procedures for handling these transactions. While the auditors found no fraudulent activities, their findings did indicate insufficient segregation of duties. This is not unusual for the size of ODL's fiscal staff. The agency has adapted its processes to address the findings and comply with the auditors' recommendations.

McVey introduced Leslie Gelders, Administrative Program Officer over the Office of Literacy Resources. Leslie discussed the audit for a grant from the Oklahoma Department of Human Services (DHS) to provide training to DHS clients with below sixth grade reading levels. The Office of Literacy Resources worked with the DHS auditor on the program review, and the audit recommended changes to the previously established process to reimburse programs for expenditures. Gelders said beginning on July 1, 2019, as grantees make monthly claims for reimbursements they will be required to submit original receipts. The liaison at DHS will provide the oversight for the funds.

McVey introduced Vicki Mohr, Administrator of Office of Library Development; Connie Armstrong, Director of the Oklahoma Center for the Book; and Fara Taylor, ODL's Online Media Manager. She said all three staff members have worked extremely hard to kick-off the first Oklahoma Book Festival. Armstrong said the event would be held October 20th at the Oklahoma City Boat House District. Mohr praised Taylor for her creation of the festival's website. A professional photo shoot captured a diverse group of individuals to promote the book festival. The goal is to have between 50 and 65 authors, illustrators, and entertainers at the event. The festival will also feature vendors, a bookseller tent, and food trucks.

Chairman Moss presented a 25-year commemorative pin and certificate to Cathy Van Hoy for her service with the State of Oklahoma. Congratulations, Cathy!

Sullivan announced Christine Chen is ODL's new Administrative Librarian of the Office of Library Resources. Christine started in the Law and Legislative Reference area and has been with ODL for 18 years. Sullivan said the agency is very lucky to have Christine in this position.

Jan Davis, Administrator of the Archives and Records Division, introduced two new Archivist/Records Management Specialists. Holly Hasenfratz started at ODL on July 9, 2018. Alyssa Vaughn began permanent employment with ODL on June 25, 2018. Welcome aboard, Holly and Alyssa!

There were no public comments.

**Report of Nominating Committee and Election of Chair and Vice Chair for Oklahoma Department of Libraries Board**

Chairman Moss asked for nominations for Chairman and Vice Chair from the ODL Board. Shannon nominated Moss for Chairman and Vogel for Vice Chair. Barker seconded. Votes were as follows: Barker, yes; Dace, yes; Denney, yes; Moss, yes; Robin, yes; Shannon, yes; and Vogel, yes. The motion passed to elect officers.

**Discussion and possible vote on SFY2020 Oklahoma Department of Libraries Budget Request for \$1,192,865.00**

McVey said the staff recommendation for the SFY2020 budgeted request includes \$929,565 for an increase in State Aid, which will restore our grants to public libraries to the level of SFY2010. The request for additional Literacy funding will also restore grants to literacy providers to SFY2010 levels. The funding requested for a new Library Consultant includes salary and benefits. Funds are being requested for library materials since there have been significant reductions in this budget over the past ten fiscal years. An increase in these four categories would count towards the agency's federal Maintenance of Effort. Denny asked if ODL's FTE ceiling remains the same. McVey said yes, there has been no change in the ceiling, but ODL cannot afford to fill many of the positions.

Chairman Moss asked for consideration and approval on SFY2020 Oklahoma Department of Libraries Budget Request. Denny moved to approve, seconded by Shannon. Votes were as follows: Barker, yes; Dace, yes; Denney, yes; Moss, yes; Robin, yes; Shannon, yes; and Vogel, yes. The motion passed to approve the SFY2020 ODL Budget Request.

**Proposed Executive Session pursuant to 25 O.S. 307(B) (1) to discuss the employment of the Director**

Chairman Moss made the motion for the board to go into Executive Session to discuss employment of the Director. Denny seconded the motion. Votes were as follows: Barker, yes; Dace, yes; Denny, yes; Moss, yes; Robin, yes; Shannon, yes; and Vogel, yes. The motion passed to go into Executive Session.

**Vote to return to Open Session; possible Board action on matters discussed in Executive Session**

Chairman Moss recommended that the board make a motion to return to Open Session. Vogel moved to return to Open Session, seconded by Barker. Votes were as follows: Barker, yes; Dace, yes; Denny, yes; Moss, yes; Robin, yes; Shannon, yes; and Vogel, yes. The motion passed to return to Open Session.

Chairman Moss made a motion to accept the executive director's retirement effective February 1, 2019. He expressed the board's appreciation to McVey for her excellent service to the library community the past 32 years. Vogel seconded the motion. Votes

were as follows: Barker, yes; Dace, yes; Denny, yes; Moss, yes; Robin, yes; Shannon, yes; and Vogel, yes. The motion passed to accept the executive director's retirement.

**Discussion and vote to establish search committee for executive director position**

With McVey's upcoming retirement, Chairman Moss recommended forming a Board search committee to begin the process of recruiting a new director. Moss recommended the search committee have a maximum of three members of the board and an additional member from outside the board to help represent the library community of the state.

Chairman Moss made a motion to establish a search committee, and that the search committee be comprised of Chairman Moss, Vice Chair Vogel, and Shannon. Denney seconded. Votes were as follows: Barker, yes; Dace, yes; Denny, yes; Moss, yes; Robin, yes; Shannon, yes; and Vogel, yes. The motion passed to form a search committee to hire a new executive director.

Chairman Moss said there could possibly be a need to call a special meeting prior to the scheduled December 14, 2018 board meeting. It would depend on the process and development of the search committee.

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

The next ODL Board meeting is scheduled for December 14, 2018 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 C. McVey, Secretary