

**Minutes  
Oklahoma Department of Libraries  
ODL Board of Directors  
February 9, 2018  
10:00 a.m.  
South Conference Room**

Chairman Phil Moss called the meeting to order at 10:05 a.m. and asked for roll call. Board members present: Jana Barker, Lee Denney, Don Evans, Phil Moss, Annabeth Robin, Mary Shannon, and Susan McVey, Secretary. Board member absent: Cynthia Vogel.

Guests and staff members present: Connie Armstrong, Bill Chambers, Carol Guilliams, Kristi Howes, Vicki Mohr, Cindy Mooney, Vicki Sullivan, Judy Tirey, Cathy Van Hoy 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 February 5, 2018 at 10:51 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 December 8, 2017 board meeting. Shannon moved to approve the minutes, seconded by Robin. Votes were as follows: Barker, yes; Denney, yes; Evans, yes; Moss, yes; Robin, yes; Shannon, yes; and Vogel, absent. The motion passed and the minutes were approved.

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

Connie Armstrong, director of the Oklahoma Center for the Book, reported on the 2017 Double R Author Tour, along with Vicki Mohr, Administrative Librarian who oversees the Office of Library Development. Cynthea Liu was the 2016 Oklahoma Book Award winner in the Children's Category. At her tour stops, she led the activities and discussions emphasizing her book, *Bike On, Bear!* She made appearances in five towns: Tahlequah, Miami, Wister and Tonkawa. Activities included creating a vision board, reading the book aloud, discussing the book, a pizza party and door prizes.

Winner in the Young Adult Category, Alton Carter, highlighted his book *The Boy Who Carried Bricks*. He traveled to five stops in Oklahoma: Elk City, Stratford, Claremore, Tecumseh and Watonga. He did presentations at each town's public library and school. He talked about the book, which details his life as a young man who perseveres while facing the uphill challenges of growing up in the foster care system.

The 2018 Double R Author Tour will take place in September. The event was born out of a \$40,000 grant received by the Reading Trust to place the children/young adult Oklahoma Book Award winning or finalist titles in all 214 public libraries. The tour will feature young adult author Lu Clifton, author of *Seeking Cassandra*, and Christopher

Nick, illustrator of the 2017-winning children's book, *Dust Storm*. The tour is scheduled to take place at ten Oklahoma public libraries and schools.

The Double R Authors Tour is sponsored by the Oklahoma Department of Libraries, the Oklahoma Center for the Book, Friends of the Oklahoma Center for the Book, Friends of Libraries in Oklahoma (FOLIO), Best of Books and local Friends of the Libraries groups. More than 10,000 Oklahomans of all ages have attended the tour over the past three years.

Chairman Moss presented William Chambers with a commemorative pin and certificate for his 30 years of service with the State of Oklahoma. Congratulations, Bill!

McVey said the regular legislative session began on February 5, 2018 with a total of 4,000 bills proposed, which included the 1,990 bills from last session. There are two major issues that could impact library funding. SB 909 and SB 1357 will restrict pass-through funding to political subdivisions by state agencies. Bills that would eliminate the Oklahoma Universal Service Fund (OUSF) are SB 1161, SB 1470, and SB 1471. These three bills would affect the funding that supports the cost of providing high speed broadband to public libraries, public schools, and health care organizations.

Evans asked if there were alternative sources of funds to continue supporting the broadband for public service should OUSF be eliminated. McVey said she had not heard of any alternative. Federal funding for E-rate, the major portion of this funding, has been in place since 1996. She said the rural areas would be the hardest hit if OUSF is gone, since the costs are higher in those areas and there is less availability. It is something that would definitely have a serious impact. Robin asked if it's too early in the process to have a feel for the likelihood of it coming to pass. McVey replied yes.

There were no public comments.

#### **Review and Consideration of possible changes to agency's sexual harassment policy to conform to governor's executive order 2017-41**

McVey said ODL's Attorney General liaison, Grant Cody, reviewed the agency's sexual harassment policy. He felt it was adequate, but requested we add the procedural pieces to the policy. Cody referenced the second page of the revised harassment policy, which explains the procedure on how to file a complaint. The Executive order has also charged the Office of the Attorney General with providing training on sexual harassment.

Chairman Moss asked for consideration of changes to the agency's sexual harassment policy. Denney moved to approve, and Shannon seconded. Votes were as follows: Barker, yes; Denney, yes; Evans, yes; Moss, yes; Robin, yes; Shannon, yes; and Vogel, absent. The motion passed and changes to ODL's sexual harassment policy were approved.

### **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, seconded by Barker. Votes were as follows: Barker, yes; Denney, yes; Evans, yes; Moss, yes; Robin, yes; Shannon, yes; and Vogel, absent. 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 return to open session. Votes were as follows: Barker, yes; Denney, yes; Evans, yes; Moss, yes; Robin, yes; Shannon, yes; and Vogel, absent. The motion passed to return to open session.

Evans announced there would be no changes to the Director's compensation package. Chairman Moss said the ODL board members are very pleased with McVey's leadership and performance. He said the board feels the same way about the dedicated staff of ODL.

### **Board retreat discussion of funding sources for ODL and internal controls**

McVey explained ODL's budget appropriations chart and financials chart. Every month, ODL receives one-twelfth of its state appropriation. One reason ODL pays State Aid in the middle of the fiscal year is because the municipal libraries file their annual reports in August for the previous fiscal year and the library systems file in October. The second reason is ODL does not receive enough state funds to distribute State Aid all at once, since half of the monthly appropriation goes towards payroll.

ODL has different sources of federal funding, with the Library Services and Technology Act funds as the largest source. Temporary Assistance to Needy Families (TANF) is primarily a pass-through program. ODL receives federal funding from the Oklahoma Department of Human Services to support specific TANF-related literacy programs. Federal funds received from the National Historical Publications and Records Commission are used primarily as pass-through funding for specific projects to outside institutions, such as libraries and museums. ODL must match 34% of the federal Library Services and Technology Act (LSTA) money it receives, with state appropriated dollars. This matching amount is lower than funding ODL is required to use for the federal Maintenance of Effort (MOE) requirement.

Revolving funds include income from various sources, such as records storage fees, corner record filing fees, photocopies, special grant funds, and lost book replacement fees. These funds are not state appropriated funds. Administrative fees allow ODL to continue to provide some agency services.

In a discussion of ODL's financial status, Chairman Moss questioned why at least ½ of ODL's state appropriation had not yet been expended. Sullivan explained that ODL has not paid out all of the approved State Aid expenditures. Also, staff vacancies have not been filled

because of fluid budget situation. ODL tries to be as conservative as possible to avoid potential furloughs or reduction-in-force. Sullivan said the agency currently has a full-time staff of 35 and 6.9 FTEs as temporary contract staff.

Sullivan followed up with a presentation on accounting and internal controls at ODL. She noted that ODL has two certified procurement officers handling state and federal purchasing transactions. These individuals had to complete formal training provided by Central Purchasing and demonstrate proficiency by successfully completing a requisite examination. A minimum of 24 classroom hours of approved continuing professional education must be completed within two calendar years to maintain this certification.

Controls are in place to ensure that the purchase and receipt of goods and services are correctly handled and adequately documented. In most cases there is a system of double signatories in effect. All Purchase-Card transactions are double-checked by Sullivan on a monthly basis. All financial transactions are entered into the statewide CORE system. ODL staff does not have administrative rights to make any changes to entries. Requests for changes must be submitted to the Office of Management and Enterprise Services. Any audit exceptions are handled immediately.

There being no additional business, Chairman Moss moved, and Shannon seconded that the meeting be adjourned. Votes were as follows: Barker, absent; Denney, yes; Evans, yes; Moss, yes; Robin, yes; Shannon, yes; and Vogel, absent. The motion carried.

The next ODL Board meeting is scheduled for April 25, 2018 at 10:00 a.m. The meeting will be held during the Oklahoma Library Association Annual Conference. It will be located in the Directors Row V conference room at the Tulsa Hyatt Regency, 100 East Second Street, in Tulsa Oklahoma.

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Susan C. McVey, Secretary