

**Minutes
Oklahoma Department of Libraries
ODL Board of Directors
December 9, 2016
10:00 a.m.
South Conference Room**

Don Evans called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Don Evans, Phil Moss, Ann Ritchie, Annabeth Robin, Mary Shannon, Cynthia Vogel and Susan McVey, Secretary. Board member absent: Jana Barker.

Guests and staff members present: Christine Chen, Jan Davis, Vicki Mohr, Cindy Mooney, Vicki Sullivan, and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the 2016 regularly scheduled meetings was transmitted to the Oklahoma Secretary of State in December, 2015, and public notice of this meeting, together with the agenda, was posted on December 7, 2016 at 9:25 a.m. in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 NE 18th Street, Oklahoma City. In addition, e-mail notification was sent to all public libraries of the Board meeting with agenda.

Chairman Evans asked for consideration of the minutes for the August 12, 2016 board meeting. Chairman Evans moved to approve the minutes, seconded by Shannon. Votes were as follows: Barker, absent; Evans, yes; Moss, yes; Ritchie, yes; Robin, yes; Shannon, yes; and Vogel, yes. The motion passed and the minutes were approved.

There were no public comments.

Director's Report and Division Activity Reports

McVey asked Bill Young, Public Information Manager, to talk about the 2016 First Amendment Congress for high school students, held on October 26th. Young said the Department of Libraries, the Oklahoma Library Association, and other partners work with Freedom of Information Oklahoma each year to host the Congress and a companion essay contest. The mission is to educate high school students on the First Amendment and its freedoms in the context of current issues. This year, 270 students from 18 different high schools entered the essay contest, and approximately 250 students attended the congress. A highlight of the event was a panel discussion related to free speech in the classroom and the controversy over the state's high school Advance Placement History curriculum. Another presentation featured University of Oklahoma Professor Keith Gaddie and Oklahoma State University Professor Laura Belmonte, discussing the incivility of the current presidential campaign and past episodes of incivility in American politics.

Jan Davis, administrator of the State Archives, discussed the agency's digitalization project at the Stillwater Public Library. Jan and Kitty Pittman held a three day Digital Media Lab workshop for community participation. There were two appointments per hour for members of the public to sign-up to bring items of their choice for digitization. The Stillwater Public Library was hopeful that they would be able to see images related to the community's history. Jan said it was a great experience, and "we learned some good stories and new skills."

McVey read a thank you note from Stacy Delano at the Stillwater Public Library: *"Thank you so much for supporting Jan Davis and Kitty Pittman for coming out to our community for the digitalizing program. Participants were very grateful for the service, but even more so, they were thrilled with how knowledgeable, helpful and kind both Jan and Kitty were. This was a very worthwhile ODL project ..."*

Vicki Mohr, administrator of the Office of Library Development, talked about the second annual Reading Roundup, or Double "R" Tour, which began in October. It is sponsored in part by ODL and the Oklahoma Center for the Book, and in conjunction with a \$40,000 Reading Trust grant. The Tour featured author Roy Deering, winner of the Young Adult Oklahoma Book Award for *Finder's Keepers*, and Hannah E. Harrison, author and illustrator of the children's book *Extraordinary Jane*. Ten author presentations were held at nine sites, which reached 5,700 participants, more than doubling last year's participation.

McVey asked if there were any questions regarding the Director's Report or Division Activity Reports. Chairman Evans asked about the Office of Juvenile Affairs transferring boxes to ODL. Evans asked if ODL would be responsible for the maintenance and cost of these records. McVey said that ODL charges the agencies for records storage, and that ODL receives revenue that is used to pay for the building lease and staffing. The agency monitors the records center budget closely to make sure it's not reaching a tipping point. She said ODL has to always consider the economic feasibility of taking on new services with the size of our staff and budget.

Moss recalled hearing about a service ODL had to take on due to recent legislation. Vicki Sullivan said a few years ago there was legislation that mandated the Office of Management and Enterprise Services (OMES) to make available online digital copies of State agencies' publications. ODL already had a program in place to do this. ODL offered to partner with OMES. Ultimately, ODL is responsible for insuring those publications are up and running.

Moss asked about the issue that disrupted access to some of ODL's statewide databases. McVey said the agency has a statewide license for all types of libraries to use EBSCO full-text products at the basic level. The Board of Regents came in several years ago and did an add-on contract for Academic Search and Business Source, elevating access to these databases to the premier level. EBSCO representatives decided to offer the premiere level to all of the libraries in Oklahoma. Due to a recent change in the Board of Regents' contract with EBSCO, there was a temporary interruption to access that affected all of Oklahoma. When EBSCO restored the service, they decided to continue to offer access to premier level service through the end of their contract this summer. ODL will start new contract negotiations for statewide databases this spring.

Vogel asked if numbers from the previous year could be added to the Monthly Circulation Statistics report, in order to provide some context and add meaning to the numbers. McVey said she would check in with the Division Administrator. Vogel said if this was not possible, perhaps the previous year report could be included along with the new report.

Based on a request from a board member, McVey said that an electronic copy of the next board packet will be sent to board members via email, along with the mail out of a hard copy. Board members could determine what works for them.

Consideration and possible vote on ODL Board meeting schedule for 2017

Chairman Evans moved to approve the 2017 schedule of the quarterly board meetings on February 24th, April 26th, August 11th and December 8th. The April 26th meeting will be held in conjunction with the Oklahoma Library Association Annual Conference in Norman. After discussion about the schedule, the motion was seconded by Ritchie. Votes were as follows: Barker, absent; Evans, yes; Moss, yes; Ritchie, yes; Robin, yes; Shannon, yes; and Vogel, yes.

Consideration and possible vote on Formula for State Aid to Public Libraries

McVey said public libraries are eligible for State Aid payments if they have met minimum standard requirements for serving their patrons. She noted that there were three libraries that did not meet the requirements this year. The formula is based on the amount of money that ODL has in the current budget, plus the funds returned to the agency last year due to an overestimate of the expected reduction. ODL received \$130,000 back from the legislature.

During the last Board Meeting, the ODL board and ODL had discussed putting 90% of those returned funds into the State Aid grants, and the balance going to literacy communities. None of those funds are for agency operations this year since it is one-time money.

Ritchie inquired about the formula provision for libraries serving people outside their communities. McVey said libraries receive additional state aid dollars if they agree to provide free service to residents in their county who live outside the municipal service area.

After a discussion concerning the libraries that did not qualify for state aid and the reasons for not qualifying, McVey noted that the agency is investigating changes to the State Aid Rules and Regulations. The agency has contacted OLA to appoint a committee to provide feedback and input on proposed changes to these rules. The proposed draft rules and feedback from public library directors will be presented to the OLA Executive Board. The final proposed rules will be submitted to the Secretary of State's Office of Administrative Rules by December 23, 2016. A public hearing will be held on February 23, 2017.

A discussion was held on past state aid formula motions, and it was determined that the board would follow the past practice of authorizing up to 90% of state aid payments until it was ascertained that the additional money would be available.

Chairman Evans moved that the ODL Board limit SFY2017 initial state aid payment to 90% of estimated total award, with the balance of state aid payments to be made before the end of the SFY2017 based on available funds, seconded by Vogel. Votes were as follows: Barker, absent; Evans, yes; Moss, yes; Ritchie, yes; Robin, yes; Shannon, yes; and Vogel, yes.

Proposed executive session pursuant to 25 O.S. 307(B)(1) to discuss the employment of the Director

Chairman Evans made the motion for the board to go into executive session to discuss employment of the Director, seconded by Moss. Votes were as follows: Barker, absent; Evans, yes; Moss, yes; Ritchie, 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 Evans submitted that the board return to open session. Votes were as follows: Barker, absent; Evans, yes; Moss, yes; Ritchie, yes; Robin, yes; Shannon, yes; and Vogel, yes. The motion passed to return to open session.

Chairman Evans stated for the record that the only matter discussed was agenda item 9, employment of the Director, and that no votes were taken. Board members will work on evaluations. The board will tabulate the numbers, and take the issue back up at the next board meeting on February 24, 2017. Chairman Evans asked Cindy Mooney to forward a copy of the Director Evaluation to board member Jana Barker and ask her to complete and email to Chairman Evans.

Chairman Evans thanked the ODL staff and expressed how proud he is to be associated with such a fantastic group of people.

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

The next ODL Board meeting is scheduled for February 24, 2017 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