

Minutes

Oklahoma Department of Libraries

ODL Board of Directors

December 8, 2017

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, Don Evans, Phil Moss, Annabeth Robin, Mary Shannon, Cynthia Vogel and Susan McVey, Secretary. Board member absent: Lee Denney.

Guests and staff members present: Melissa Askew, Adrienne Butler, Doris Dixon, Wendy Gabrielson, Carol Williams, Vicki Mohr, Cindy Mooney, Arlene Paschel, William Struby, Fara Taylor, Vicki Sullivan, and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the 2017 regularly scheduled meetings was transmitted to the Oklahoma Secretary of State in December, 2016, and public notice of this meeting, together with the agenda, was posted on December 7, 2017 at 9:45 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 Moss asked for consideration of the minutes for the August 12, 2017 board meeting. Shannon moved to approve the minutes, seconded by Robin. Votes were as follows: Barker, yes; Denney, absent; Evans, yes; Moss, yes; Robin, yes; Shannon, yes; and Vogel, yes. The motion passed and the minutes were approved.

Director's Report and Division Activity Reports

McVey introduced ODL Youth Services Consultant Adrienne Butler. Butler talked about the success of the first Oklahoma Teen Book Convention (OKTBC), held October 28, 2017 at the Scottish Rite Temple, a beautiful historic site in Guthrie, Oklahoma. There were featured author panels, book sales, exhibitors and vendors, a teen artist alley, book signings, and author meet-ups. Sixteen young writers were selected as winners (out of 100 entries) in the writing contest. Robin asked who helped coordinate the event. Butler said the promotion went out through the Department of Education, plus, the writers contest was announced to all the public libraries. McVey said it was tremendously successful and it was very much a partnership with other organizations. Almost 500 people attended the event.

Chairman Moss and McVey presented the following staff with commemorative pins and certificates for their years of service with the State of Oklahoma: Melissa Askew, 5 years; Doris Dixon, 5 years; Arlene Paschel, 5 years; Fara Taylor, 5 years; William Struby, 20 years; and Cindy Mooney, 25 years. Congratulations to all of you!

Melissa Askew is the ODL Library Consultant who manages the Public Library Website Program. Melissa demonstrated to the board members sample websites for public libraries and literacy organizations. ODL provides web templates and hosts the sites at no cost to the individual libraries. The mobile-responsive websites resize to any screen. There are three basic themes, each with its own possible configurations, customizations and color schemes. The program, which serves almost 50 libraries and literacy organizations, is funded with federal dollars.

McVey reported the first legislative special session did not make any great advances in solving the state's budget crisis. Essentially, one item was passed that will create \$41 million in new revenue this year. Legislators would have redistributed \$60 million dollars from some agencies to others. There was a proposal not to cut the budget of twelve state agencies, but a great part of the agencies would have received a 2.44% reduction. The legislation passed both houses but the governor line-item vetoed the majority of the bill. Most of the health agencies received partial funding, which will be depleted within a couple of months. The governor has called a second special session to begin on December 18, 2017. There have been no executive orders and items identified at this time for the legislators. It's going to be very much a work in progress.

McVey and Chairman Moss shared an idea with ODL board members about participating in possible board study sessions or retreats in the upcoming years. Both McVey and Chairman Moss thought it could be a good way to incorporate some background contextual information for ODL board members on action items they're required to vote on. The topics would be listed on the board agenda such as finances, services, and regional rankings. McVey has already spoken to ODL's AG-liaison, Kim Heaton, who felt the format would work fine during an open session. Chairman Moss asked the board members for their feedback. Board members liked the idea and agreed to move forward.

There were no public comments.

Consideration and possible vote on ODL Board meeting schedule for 2018

Shannon asked if a scheduled board meeting date could be changed. McVey said the open meetings act requires notification to the Office of Secretary of State 48 hours prior to the original date scheduled. Vice Chairman Vogel asked if it's in the statutes for boards to schedule their board meetings every quarter of a calendar year. AG-liaison, Kim Heaton, said yes, the statutes require an official board meeting to be held each quarter.

Chairman Moss asked if there were any other questions. Evans moved to adopt the 2018 schedule of the quarterly board meetings on February 9th, April 25th, August 10th and December 14th. The April 25th meeting will be held in conjunction with the Oklahoma Library Association Annual Conference in Tulsa at the Tulsa Hyatt Regency. After discussion about the schedule, Barker seconded the motion. Votes were as follows: Barker, yes; Denney, absent; Evans, yes; Moss, 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. The Library Development Staff spend a good deal of the time making libraries aware of the rules. Library Development uses annual reports filed with ODL each fall by all public libraries and systems to determine eligibility for state aid.

Currently, the process allows libraries that fail to meet the rules to appeal to ODL's Director. Evans asked McVey if an appeal process to the ODL Board would give the staff some level of comfort. McVey expressed how important it would be for the board to share the decision-making rights, the responsibilities and the authority relating to the appeal process.

Chairman Moss asked about the proposed appeal timeline should the board become involved. McVey said ODL would have to have a special meeting to occur at the end of November each year. Robin said the state rules would have to be amended to say something specific about the appeal process. McVey said in the February 9, 2018 board meeting, ODL would present the proposed rule change. The board has to take action before April 1st of every legislative session. ODL will then submit the rule change to the Office of Administrative Rules, the Governor, and ODL's Cabinet Secretary.

McVey suggested that since funding is still up in the air, any motion to approve the State Aid formula should include the 90%/10% rule from past motions.

Chairman Moss asked for a proposed motion. Shannon moved that the ODL Board approve the formula and limit SFY2018 initial state aid payments to 90% of estimated total award, with the balance of state aid payments to be made before the end of the SFY2018 based on available funds, seconded by Vice Chairman Vogel. Votes were as follows: Barker, yes; Denney, absent; Evans, yes; Moss, 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 Moss made the motion for the board to go into executive session to discuss employment of the Director, seconded by Evans. Votes were as follows: Barker, yes; Denney, absent; Evans, 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 return to open session. Votes were as follows: Barker, yes; Denney, absent; Evans, yes; Moss, yes; Robin, yes; Shannon, yes; and Vogel, yes. The motion passed to return to open session.

Chairman Moss stated for the record that the only matter discussed was agenda item 8, 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 9, 2018.

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

The next ODL Board meeting is scheduled for February 9, 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