

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
Special Meeting
June 12, 2020
10:00 a.m.
Via Zoom: <https://zoom.us/j/92804145403>
Meeting ID: 928 0414 5403

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

Guests and staff members present: Arlene Paschel, Bill Young, Cathy Van Hoy, Christine Chen, Cindy Mooney, Cynthia Vogel, Gail Oehler, James Robison, Jan Davis, Joe Ashbaker from the Office of the Oklahoma Attorney General, Judy Tirey, Leslie Gelders, Lori Campbell, Moni Kunnel, Natalie Currie, Steve Gray, Vicki Mohr, Wendy Gabrielson and Yvonne Ross.

In conformity with the Oklahoma Open Meeting Act, advance notice of the June 12, 2020 meeting was transmitted to the Oklahoma Secretary of State on December 13, 2019. Public notice of this meeting, together with the agenda, was posted June 8, 2020 on the Oklahoma Department of Libraries website and in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 NE 18 Street, Oklahoma City.

There were no public comments.

Consider approval of minutes from regularly scheduled ODL Board Meeting held March 13, 2020

Chair Moss asked for consideration of approval of minutes for the March 13, 2020 board meeting. Shannon moved to approve the minutes, seconded by Vogel. Votes were as follows: Dace, yes; Denney, abstain; Chair Moss, abstain; Robin, yes; Shannon, yes; Vogel, yes. Barker, absent. The motion passed and the minutes were approved.

Consider approval of minutes from Special ODL Board Meeting held May 28, 2020

Chair Moss moved to approve the minutes for the May 28, 2020 board meeting, seconded by Robin. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Barker, absent. The motion passed and the minutes were approved.

Consider acceptance of FY2020 Budget to Actuals Report through May 31, 2020

Kellogg said ODL has contracted with former Business Manager Kristi Howes to serve as a consultant. Kellogg said Howes has been helpful with learning and training on the in-house accounting

system which provides crucial information related to the agency's match and maintenance of effort for the federal Grants to States program funds from IMLS. Howes helped Administration understand why overages occurred in certain areas. All expenditures are still within budget in terms of division and fund, federal projects, and board approval. Vogel noted the miscellaneous expenses are over budget and the general operation shows it is considerably under budget. Kellogg said invoices were budgeted in one account and paid from another. Plus, a lot of money is left over from canceled projects due to the pandemic. Vogel thanked Kellogg for the clarification.

Vogel asked if the Variance Report is still available. Kellogg said that report is completed quarterly and she'll be sure to provide it to the board members at the next meeting. Kellogg said the agency is currently working on preparing the Budget Work Program for SFY2021, due July 1.

Chair Moss asked for consideration on acceptance of the FY2020 Budget to Actuals Report through May 31, 2020. Dace moved to approve, seconded by Robin. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Barker, absent. The motion passed and the FY2020 Budget to Actuals Report through May 31, 2020 was approved.

Director's Report

Kellogg thanked and expressed appreciation and gratitude to ODL Library Development Consultant Cathy Van Hoy for hosting and managing the secure Zoom board meeting.

Kellogg presented Lori Campbell a commemorative pin and certificate for her years of service with the State of Oklahoma.

Kellogg said ODL is still on track to implement the "Employee Self Service Time and Leave Module". There are two state agencies ahead of us.

She said the legislature had not acted on the proposed "Permanent Rules." If the Governor approves them by June 25, 2020, the rules will go into effective at that point. The "Emergency Rules" have been submitted. Jan Davis, administrator of the State Archives, is the rulemaking contact for ODL. Kellogg appreciates Jan's accurate work and overseeing the rule changes.

To date, applications have been received from 21 libraries and 34 Museums and Art Centers for "PPE" grants. Kellogg said ODL staff from multiple departments have worked on the CARES Act Grants. "Digital Inclusion" grants have been announced and those will be due June 19, 2020.

In April 2020 ODL received the "Statewide Unauthorized Commitment Audit Report." Previous ODL Administration already responded to the Audit. There is no further action required at this time.

ODL will begin working with Colleen Flory, Director of Statewide Performance from the Office of the State Chief Operating Officer, on the agency's strategic planning process.

Kellogg introduced LSTA Coordinator Judy Tirey and recognized all the hard work and training she completed over the past five months during the transition in the Business Office. Tirey explained the Grants to State Program and reviewed the “Year to Date Report on FFY 2019 as of June 1, 2020.” Tirey said at the end of the year there are usually unallocated funds. The extra monies are normally transferred to E-Media, Institutions and, this year, Census 2020 projects. Kellogg said there’s a couple of bills that might have a potential impact on public libraries. With the “Absentee Voting” proposal, legislators are concerned that the requirement for voters to provide a copy of their driver’s license may not be affordable for part of the population. Libraries showed strong support for providing free copies of driver’s licenses, should the bill pass.

Kellogg said HB1799 will authorize the Secretary of State to provide publication of the state constitution, the statutes and the session laws in an electronic form. ODL publishes the Oklahoma State Agencies, Board and Commissions (ABC) book which is part of the contract that provides printed statutes and session laws. We are looking to see how this legislation may possibly impact ODL and the ABC publication.

Presentation by Literacy Resources Office regarding announcement of Year 24 Community Literacy Contracts

Literacy Coordinator Leslie Gelders said the Literacy Resource Office started 24 years ago when the Oklahoma Literacy Coalition, along with local libraries and community-based literacy organizations, asked the legislature to allocate dedicated funding for adult literacy in Oklahoma through the Oklahoma Department of Libraries. The first appropriation totaled \$300,000, with \$200,000 budgeted for grants to local programs.

Literacy groups worked with ODL to develop Quality Standards for Oklahoma Literacy Programs, which is used as criteria for three different levels of funding. Gelders said current funding of \$149,000 for FY2021 is preliminarily approved for Community Literacy funding.

Consider approval of ODL Telework Policy

Deputy Director Natalie Currie said in response to the COVID-19 pandemic, and in accordance with guidelines for state agencies, ODL adopted a temporary telework posture for as many staff as possible beginning March 16, 2020. The agency has learned that several positions can successfully transition to telework. Denney asked how ODL will determine which staff can continue to telework once the pandemic is over. Currie said the telework procedure and policy proposal outlines the requirements for employees to qualify. Denny asked if “special needs” employees are covered in the proposed policy. Currie said not at this time, but it could be added to the telework policy. Vogel asked how many ODL staff members are currently teleworking. Currie said it is a mix of teleworking and in-person office work. Supervisors have coordinated schedules to spread people throughout the building as much as possible to follow the COVID-19 Social Distancing Guidelines. Shannon and Vogel both said the policy was well written.

Chair Moss asked for consideration of approval of the ODL Telework Policy. Shannon moved to approve the policy as presented, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Barker, absent. The ODL Telework Policy was approved.

Consider approval of Resolution of Appreciation for Phil Moss's service on the Oklahoma Department of Libraries Board

Kellogg presented Chair Phil Moss a "Resolution of Appreciation" for his time served on the ODL Board. Kellogg and board members shared their appreciation for a job well done. Moss said it has been an honor to serve.

Denny moved to approve the Resolution of Appreciation, seconded by Vogel. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, abstain; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Barker, absent. The Resolution of Appreciation for Phil Moss was approved.

There being no additional business, Chair Moss adjourned the meeting.

The next ODL Board meeting is scheduled for September 11, 2020 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