

**Minutes
Oklahoma Department of Libraries
ODL Board of Directors
February 24, 2017
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: Jana Barker, Don Evans, Phil Moss, Mary Shannon, Cynthia Vogel and Susan McVey, Secretary. Absent: Ann Ritchie and Annabeth Robin.

Guests and staff members present: Doug Amos, Connie Armstrong, Adrienne Butler, Jan Davis, Wendy Gabrielson, Kitty Pittman, 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 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 February 21, 2017 at 11:51 a.m. in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 NE 18th Street, Oklahoma City. 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 December 9, 2016 board meeting. Chairman Evans moved to approve the minutes, seconded by Shannon. Votes were as follows: Barker, yes; Evans, yes; Moss, yes; Shannon, yes; and Vogel, yes. Absent: Ann Ritchie and Annabeth Robin. The motion passed and the minutes were approved.

There were no public comments.

Director's Report and Division Activity Reports

Connie Armstrong reported the Oklahoma Center of the Book is working with Adrienne Butler from the Office of Library Development on the *2017 DoubleR Author Tour*, which will take place in September 2017. ODL hopes to build from the success of the 2016 tour featuring Roy Deering and Hannah E. Harrison. There were more than 5,700 students and individuals who attended the 2016 tour at both public schools and libraries. Authors participating this year will be Alton Brown, Oklahoma Book Award YA winner for *The Boy who Carried*, and Cynthea Liu, winner of the 2016 Oklahoma Book Award for children for her book *Bike On, Bear!* Shannon asked the criteria for a town or city library to be participate in the Tour. Armstrong said the project usually tries to host programs in smaller communities with 2,500 or less population.

Kitty Pittman Administrative Librarian for the Office of Library Resources introduced Doug Amos who is a Reference Law Librarian at ODL. Doug presented the *Oklahoma Register*

digital collection, which contains over 1,000 *Registers*, published by the Secretary of State's office and ODL. *The Gazette* is the forerunner to the *Register*, published from 1962 through 1983. The collection is available through ODL's *Digital Prairie* electronic library. Staff are still working on the years 2003 through 2007 to finish the collection.

Jan Davis, the Administrative Archivist for Archives and Records, talked about the experiences she and Kitty Pittman had during their continuing work on the *Images of Oklahoma* project. The project is three years old now, and the agency is working with 40 different organizations. This year, a new participating organization is the Girl Scouts of Eastern Oklahoma, which covers 30 counties, serving 10,000 girls. The Girl Scout troops in Oklahoma began in 1914. Jan said ODL is often surprised by the collections, unique materials, and the history of the groups. A key objective is to help these organizations provide digital access to their materials. Kitty works closely with the organizations to help them describe the items after they've been digitalized.

Vicki Mohr introduced the agency's new Library Consultant, Wendy Gabrielson, who started employment in Library Development on February 1, 2017. Wendy worked for the Metropolitan Library System for eight years. She also worked at Devon Energy as an Archival Librarian. Welcome Wendy!

McVey announced it's the beginning of a new legislature session. The board packet includes a list of bills that have been introduced that could impact libraries and/or ODL. She noted HB1650, which would require automatic doors in public buildings. The deadline is March 2nd to get bills out of committee in the house of origin.

Chairman Evans noticed from the Directors report that ODL is expecting a flat budget, which seems like good news. McVey said yes, but it will depend on the revenue situation, and taxation changes that are still to be determined. She said the Equalization Board had met this week and there was a projected revenue failure. They did across the board reduction of 0.7%. It affects ODL by \$32,279.67 which is being cut out of the current fiscal year. The Secretary of Finance mentioned there is a potential for further reductions this year.

Consideration and possible vote on purposed changes to the Oklahoma Administrative Code Title 405 Chapter 25 State Aid Grants to Public Libraries

Chairman Evans noted the proposed rules changed the requirements for the Chief Executives of small town libraries to no longer require a master's in library science. McVey said the process began with recommendations from Library Development staff who work directly with municipal libraries and system libraries. Chairman Evans said it sounds like some of these rural libraries need the flexibility to go outside the required degree. McVey said some concerns were expressed by individuals who currently have a degree in Library and Information Studies. Other individuals expressed support for the change. She said the proposed change is only for the municipal libraries, not the systems. Vogel asked if the agency is concerned about negative backlash because there are people who spoke out against the proposal. McVey said there are some people who are still concerned. One of the individuals represents Common Education school libraries k-12. She was quite passionate, but ODL is unsure if anyone's mind was changed in terms of her concerns.

Vogel asked if there should be a threshold on when the State Aid Rules should be reviewed due to the fact the last changes were made back in 1999. McVey said it's based on the level of work required, because the legislature is very clear there needs to significant changes in rules before changes are sought. Plus, she said the library community is concerned about opening the rules process, since the legislature has the opportunity to put in new requirements which might not be in the best interest of the libraries.

Chairman Evans asked for consideration of purposed changes to the Oklahoma Administrative Code Title 405 Chapter 25 State Aid Grants to Public Libraries. Chairman Evans moved to adopt purposed changes, seconded by Moss. Votes were as follows: Barker, yes; Evans, yes; Moss, yes; Shannon, yes; and Vogel, yes. Absent: Ann Ritchie and Annabeth Robin.

Consideration and possible vote on approving use of \$32,000 in Federal Library Services and Technology ACT FFY 2017 funds for renewal of the Encyclopedia Britannica statewide license

McVey said ODL prefers to come to the board for approval for all Library Services and Technology Act projects when the agency has the total budget. Unfortunately, Congress has not yet been able to pass a budget for FFY2017. The agency has a partial award because there is a continuing resolution that doesn't go past April 28, 2016.

The Institute of Museums and Library Services sent out the partial notice award to all of the State Libraries. ODL expects to have at least \$1,300,000 funded. After that, the agency hopes to see the additional monies once the FFY2017 appropriations are passed. At this point, this is the fifth year renewal for Britannica School and the agency is asking for \$32,000. There has been significant use of this resource by the school and students.

Chairman Evans asked for consideration and possible vote on approving use of \$32,000 in Federal Library Services and Technology Act FFY2017 funds for renewal of the Encyclopedia Britannica statewide license. Chairman Evans moved to approve, seconded by Moss. Votes were as follows: Barker, yes; Evans, abstain; Moss, yes; Shannon, yes; and Vogel, yes. Absent: Ann Ritchie and Annabeth Robin.

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 Shannon. Votes were as follows: Barker, yes; Evans, yes; Moss, yes; Shannon, yes; and Vogel, yes. Absent: Ann Ritchie and Annabeth Robin. The motion passed to return to executive session.

Vote to return to open session; possible Board action on matters discussed in executive session

Chairman Evans made the motion for the board to end the executive session, seconded by Shannon. Votes were as follows: Barker, yes; Evans, yes; Moss, yes; Shannon, yes; and Vogel, yes. Absent: Ann Ritchie and Annabeth Robin. The motion passed to return to open session.

Chairman Evans said the ODL board members had the opportunity to evaluate the ODL Director, Susan McVey. He said the director had received a near perfect score. Susan was praised highly for her attention to details and for her excellent reputation among librarians across the state. She was praised “especially (for) her positive attitude in the midst of very challenging times in our state and budget. Her strong and inspirational leadership has been an advantage to the agency.”

The second aspect of the evaluation deals with salary and performance awards. Evans noted agencies are still under a state personnel action freeze. The instant the freeze is lifted the ODL board will want to recommend a salary increase.

McVey thanked the board.

Chairman Evans moved to retain the Director with no change in her salary at this time. Moss seconded. Votes were as follows: Barker, yes; Evans, yes; Moss, yes; Shannon, yes; and Vogel, yes. Absent: Ann Ritchie and Annabeth Robin. The motion carried.

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

The next ODL Board meeting is scheduled for April 26, 2017 at 10:00 a.m. It will be held in conjunction with the Oklahoma Library Association Conference. The meeting will be at the National Center for Employment Development in the President’s Suite Board Room, 2701 E. Imhoff Road, Norman Oklahoma 73071.

Susan C. McVey, Secretary