

Minutes
Oklahoma Department of
Libraries ODL Board of Directors
December 16, 2022, 10:00 a.m.
Del City Public Library – Metropolitan Library System
<https://www.zoomgov.com/j/1603326557> Meeting ID:
160 332 6557

Chair Lee Denney called the meeting to order at 10:05 a.m. and asked for roll call. Board members present: Vice-Chair Robert Dace, Kristen Ferate, Steven Gray, Maren Lively, James Robison, Ronda Smith, Chair Lee Denney, and ODL Director Natalie Currie.

Guests and staff members present: Tara McCleod, Fara Taylor, Cassie Spindle, Larry White, Paige Harkins, Jan Davis, Michael Hull, Sadie Bruce, Courtney Mayall, Adrienne Butler, Melissa Askew, Holly LaBossiere, Marcia Hull, Sam Karns and an individual that signed with the initials ST.

In conformity with the Oklahoma Open Meeting Act, advance notice of the December 16, 2022 meeting was transmitted to the Oklahoma Secretary of State on December 14, 2021. Public notice of this meeting, together with the agenda, was posted December 12, 2022 on the Oklahoma Department of Libraries website. The agenda was also posted in prominent public view on the glass front door of the Del City Public Library, 4330 SE 15th Street, Del City, and on the exterior glass walls of the Allen Wright Memorial Library Building, 200 N.E. 18 Street, Oklahoma City.

Item 2: Consider approval of minutes from regularly scheduled ODL Board Meeting held September 23, 2022 Vice-Chair Dace made a motion to approve the September 23, 2022 minutes, seconded by Gray. Votes were as follows: Denney, yes; Dace, yes; Ferate, yes; Gray, yes; Lively, abstain; Robison, yes; Smith, yes. The motion passed.

Item 3: Consideration and possible acceptance of financial reports Currie presented the Cover Letter/Summary, and Agenda Items 3a (SFY 23 Expenditure Report), 3b (SFY 23 Budget to Actual Report), and 3c (SFY 23 Cost Variance Report).

Item 3a: Consideration and possible acceptance of SFY 23 Expenditure Report through November 30, 2022 Currie pointed out on 3a, there was an error on the total. The Business Unit Total of 2,253,869 should be 901,478. That number is negative or under the amount of expenditures from last year. Explanations are provided on the report for all variances over 30%.

Vice-Chair Dace made a motion to accept SFY 23 Expenditure Report through November 30, 2022, seconded by Robison. Votes were as follows: Denney, yes; Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

Item 3b: Consideration and possible acceptance of SFY 23 Budget to Actual Expenditures and Encumbrances Report through November 30, 2022 Robison made a motion to accept SFY 23 Budget to Actual Report through November 30, 2022, seconded by Lively. Votes were as follows: Denney, yes; Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

Item 3c: Consideration and possible acceptance of SFY 23 Cost Variance Report through November 30, 2022 Gray made a motion to accept SFY23 Cost Variance Report through November 30, 2022, seconded by Lively. Votes were as follows: Denney, yes; Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

Item 4a: Consider acceptance of status report for Library Services and Technology Act (LSTA) FFY 2021 projects Federal Programs Officer and Business Manager Tara McCleod stated that we requested an extension for the FFY21 Funds. We were able to extend those funds to the end of this month. There is \$4,000 that has yet to be allocated. But these funds have been directed to other projects. No funds will need to be returned to IMLS. Denney inquired about the projects that would receive the funds. McCleod report that \$2,900 will be directed toward Health Literacy materials to libraries for their programs. The 5-year evaluation and 5-year plan booklets will be printed with some of the funds. The rest will be swapped with appropriate LSTA FFY22 funds spent on payroll to free those back up for other FFY22 projects.

Dace made a motion to accept the status report for the FFY 2021 projects, seconded by Ferate. Votes were as follows: Denney, yes; Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

Item 4b: Consider acceptance of status report for FFY 2022 projects McCleod stated that we have several projects underway right now. Since we are able to spend ARPA funds longer, we are moving some funds from LSTA funding for Brainfuse to the ARPA funds.

Gray made a motion to accept the status report for the FFY 2022 projects, seconded by Robison. Votes were as follows: Denney, yes; Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

Item 5: American Rescue Plan Act projects and updates McCleod reported that we are coming in under budget and will have to return funds. One of the libraries did not send in the required documentation for the telehealth hub in time. That site will not be able to get the items needed before the funds run out. The funds that will be returned total under \$30,000.

We are using some of the ARPA funds to update the videoconference equipment. Denney inquired if there was a way to redirect some of the remaining ARPA funds into other library projects. McCleod said that due to the amount of time it takes to complete the documentation and get approvals, it would not allow enough time to be completed before the due date. Denney also asked if the projects will be sustainable after the APRA funds run out. McCleod stated that some of the projects are ongoing, and we were able to infuse them with funding for materials. Some of these ongoing projects include Images of Oklahoma, Ready to Read, videoconference maintenance, online homework help and job assistance. Some we will not be continuing. The Excel Online High School has transformed into the Adult Online High School grant. Moving forward, this will be funded by the Department of Commerce. Many of the others are one-time projects.

McCleod reminded the board that the ARPA funds can only be spent in very specific ways so it limits us on what the funds can be directed toward.

Item 6: Director's Report Currie talked about the grant for libraries provided by the Department of Commerce to fund online high school services. The online high school must provide an accredited high school diploma, not a GED. Tulsa City-County is one of the pilot locations, and they already have 20 people on the waiting list. The age limit for the online high school is 24+.

Cindy Mooney is no longer at ODL. Her position was performing the duties of Human Resources and board support. The position should be posted as soon as we get cabinet secretary approval. Currie introduced Paige Harkins, the new consultant for the Northeast region. Sadie Bruce moved into the state data coordinator role. The Public Information Administrator position is still open. Interviews are being conducted now. The Accounting Technician position is open because the employee, Grace Fuqua, is out on deployment. We are looking to hire a temporary employee to fill that role.

We asked OMES to complete a compensation study. They have since stated that they are unable to complete that project. We are seeking an outside firm to complete an organizational study using carryover funds. The plan is to keep the cost under \$50,000.

Workday implementation has been requiring a lot of staff time and we have not received adequate training for the program. Denney stated the CareerTech had been experiencing similar issues.

The ODL building is not ADA compliant, and OMES Capital Assets Management has budgeted to renovate all the bathrooms as soon as State Fiscal Year 2024. Representative McBride has visited the building several times to tour the archives and discuss ODL's needs. He hopes to submit appropriations legislation to fund a renovation of the ODL building. This will hopefully fix the space issue for the state archives. It has been past capacity for more than 30 years. The plan is also to renovate the public space on the first floor to encourage more interaction with the collections. The plan will also address the ADA issues. He is working with the capitol architect, and they have put together an estimate. The lowest tier would be \$17,605,000. The highest tier is at \$27,605,000. The highest tier includes a solution for our records center. We currently rent a warehouse and are barely able to afford it with the fees for records storage and corner records services. The rent is going up and we hope to find a long-term solution to our records storage problems.

We are working with Oklahoma Broadband Office and the Broadband Extension Council to improve on digital skills building and build the state's digital equity.

HB3702 went into effect November 1, 2022. The bill required libraries, schools, or other entities that provide access to online resources to certify compliance by vendors. The objective is to ensure that obscene material will not be shared on the platforms. So far, there has been no reports of non-compliance.

The Oklahoma Center for the Book has been receiving submissions for the Oklahoma Book Awards. The ceremony is scheduled in the Spring. Plans are moving forward with the Oklahoma Book Festival which is tentatively scheduled for Fall 2023. Library Development completed several field visits and worked with libraries on submitting reports for state aid. ODL's Literacy Development is working with Oklahoma State Department of Health to collaborate on expanding Story Walks in two more communities. Library Resources have been working hard on weeding the collection. Since the weeding project started in January 2020, they have reviewed and weeded 46,675 items from the first-floor collection. It is an on-going project, and the first stage will be completed in the next few months. The books that are weeded

first go through the state surplus. Then they are submitted to the Internet Archive for digital preservation. Archives and Records Management have been active with sharing the unique holdings on ODL's social media. They are also conducting Records Management Training for staff who work at state government agencies, boards and commissions.

Denney inquired about ODL's part with the Imagination Library. Currie responded that Leslie Gelders with Literacy Development holds a spot on the advisory committee for the project. The project has been wildly successful. Director for the Metropolitan Library System, Larry White, reported that they met their first goal within two weeks. They currently have 7,500 children enrolled in the program. Any children under the age of five are eligible for the program and once enrolled will receive a book every month.

Item 7: Consideration and possible action on approval of the Agreement for Library Services, Facilities and Maintenance Between Nelda Clark Myers Library Board (Quinton) and the Southeast Oklahoma Library Association (SEOLS) as an amendment to the SEOLS Long Range Plan, pursuant to OAC 405:10-5-4 SEOLS requests the Board approve the Agreement for Library Services, Facilities and Maintenance between Nelda Clark Myers Library Board (Quinton) and SEOLS as an amendment to their Long-Range Plan to finalize Quinton's wishes to join the system. Both

Boards (Quinton and SEOLS) have approved and signed the agreement which is in the board packet. The library in Quinton submitted an inventory list to ODL of the materials in their collection and equipment originating with them in case the two entities part ways in the future. If passed, the library will retain its name but will become part of the SEOLS system.

Dace made a motion to approve the Agreement for Library Services, Facilities and Maintenance Between Nelda Clark Myers Library Board (Quinton) and the Southeast Oklahoma Library Association (SEOLS), seconded by Gray. Votes were as follows: Denney, yes; Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

Item 8a: State Aid for SFY 2023 Currie presented an overview of the process used to determine State Aid eligibility. The amount available to award for State Aid is the same as last year (\$1,489,276). This is a decrease from past years.

Item 8b: Consider approval of recommendation to waive State Aid requirement for Maintenance of Effort as permitted by OAC 405:25-1-3 for 12 libraries: Apache, Dewey, Guymon, Hinton, Kellyville, Mangum, Mooreland – Beyond the Pages, Okmulgee, Pawnee, Shattuck, Vinita, Walters Currie pointed out the Supporting Document "Libraries Recommended for Waivers" on page 35 of the packet. This document outlines the reasoning provided by the 12 libraries as to why they were unable to meet their maintenance of effort requirements. Based on past precedent, the ODL Director recommends that all twelve libraries should receive the waiver.

Gray made a motion to approve the recommendation to waive the requirement for maintenance of effort for the 12 libraries, seconded by Smith. Votes were as follows: Denney, yes; Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

Item 8c: Consider approval of recommendation to waive requirement for hours of operation as permitted by OAC 405:25-1-3 for three libraries: Ada, Chouteau, Nowata Currie again pointed out the Supporting Document “Libraries Recommended for Waivers” on page 35 of the packet. Three libraries did not meet the hours of operation requirements for State Aid.

Two libraries, Ada and Chouteau report they continue to have reduced hours of operation due to the COVID-19 pandemic. The ODL director recommends these requirements be waived due to the ongoing health emergency declaration. The federal Secretary of Health and Human Services continues to renew the declaration of a public health emergency.

Chouteau is a newly established library that began meeting the hours requirement in February. The Library Development Consultants recommend they be considered eligible for State Aid to reward their efforts to meet the hours requirement.

Robison made a motion to approve the recommendation to waive requirement for hours of operation for the three libraries, seconded by Ferate. Votes were as follows: Denney, yes; Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

Item 8d: Consideration and possible action on appeal from the Anadarko Library which was determined not to qualify for State Aid for SFY 2022 based on not submitting the Annual Report by the August 15 deadline as outlined by OAC 405:25-1-3 (3)(A) The Anadarko Library was determined to be ineligible for State Aid due to not submitting the annual report by the deadline as dictated by the administrative rules. Based on past precedent, Director Currie recommended that Anadarko Library’s appeal be denied for not meeting the deadline requirement.

Anadarko Library Director, Courtney Mayall, spoke to the board explaining the appeal. The library depends on the State Aid to fund technology (such as hotspots), subscriptions, and other programming. The previous director left suddenly the week before the submission deadline of August 15. Mayall did not start until September 19. At that time, she learned of the State Aid denial and began the appeal process. Library Development staff reported that all other requirements were met by the Anadarko Library. Due to these outstanding circumstances, the library seeks appeal of the denial for State Aid funding.

Discussion among board members included the importance of recording for the minutes the unique circumstances of this particular situation. Particularly, based on the facts presented by the Anadarko Library, they were unaware of the situation and therefore unable to comply with the deadline for annual report submission due to an unexpected staff resignation.

Lively made a motion to approve the appeal process and allow the Anadarko Library to receive State Aid, seconded by Dace. Votes were as follows: Denney, yes; Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

Item 8e: Consideration and possible approval of formula for SFY 2022 State Aid Grants for Public Libraries Since the previous agenda items passed, only Scenario Two was available for consideration. In Scenario Two, Bartlesville, Kaw City and Wetumka do not qualify for State Aid. They were notified and did not submit explanation or an appeal.

Currie pointed out an error in the previously distributed State Aid formula, Agenda Item 8e. Corrected copies were passed out to all attendees in the room and posted in the Zoom chat for virtual attendees. Under Boise City, the min. per capita total should be \$1,306 and the FY2022 State Aid should read \$12,923.

Dace made a motion to approve the formula for SFY 2022 State Aid Grants for Public Libraries (Scenario Two) denying Bartlesville, Kaw City and Wetumka libraries State Aid, seconded by Lively. Votes were as follows: Denney, yes; Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

Item 9: New Business

None

Chair Denney stated that there was no additional business and made a motion to adjourn the meeting.

The next ODL Board meeting is scheduled for Friday, February 10, 2023 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.



ODL Board Chair, Lee Denny

ODL Director, Natalie Currie