

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
May 31, 2019
10:00 a.m.
South Conference Room

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

Guests and staff members present: Joe Ashbaker from the Office of the Oklahoma Attorney General, Adrienne Butler, Melecia Caruthers, Christine Chen, Jan Davis, Sidney Lee, Cindy Mooney, Wendy Noerdlinger, Vicki Sullivan, Cathy Van Hoy, and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the 2019 regularly scheduled meetings was transmitted to the Oklahoma Secretary of State in December, 2018, and public notice of this meeting, together with the agenda, was posted on May 23, 2019 at 11:45 a.m. in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 NE 18th Street, Oklahoma City.

Vice-Chairman Vogel asked for consideration of the minutes for the March 15, 2019 board meeting. Dace moved to approve the minutes, seconded by Robin. Votes were as follows: Barker, yes; Dace, yes; Robin, yes; Shannon, abstain; Vogel, yes. Lee Denney and Chairman Phil Moss, absent. The motion passed and the minutes were approved.

There were no public comments.

Discussion and possible action on FY2019 April Budget Report

Vice-Chairman Vogel asked Vicki Sullivan to explain how to read the FY2019 April monthly budget report. Sullivan said the reports reflect a snap-shot-in-time of the budget. ODL's annual budget is an estimated budget, but expenditures are never more than the allotted amount. There are flexibilities within the divisions to reallocate funds as necessary. The budget for ODL has four major categories which are Administration, Services to Libraries, Government Information, and Information Technology purchases. ODL receives its budget allocation in twelve monthly installments. ODL's year-to-date budget is an accumulation of each monthly allocation. Staff monitor the agency's spending every month to help keep track of ODL's budget balance.

Vice-Chairman Vogel pointed out that the reports show ODL's budget, as of May 23, 2019, to be \$219,000 under budget. Vice-Chairman Vogel asked how much ODL expects to spend before the end of the fiscal year. Sullivan said ODL has until October 2019 to hold any remaining funds to cover encumbered expenditures. After the cut-off date, the remaining funds will be placed into a carryover account for ODL to use for one-time expenses, which will be available November 15, 2019.

Vice-Chairman Vogel said she would definitely like to see another monthly budget report at the next board meeting. Kellogg explained her plan to continue providing these reports at future ODL board meetings.

Director's Report and Division Activity Reports

Kellogg mentioned there is only one meeting's worth of tabs left in supplies and asked ODL board members if they wish to continue with the sectional tabs or if they would prefer page numbers. Vice-Chairman Vogel said whatever is easiest to prepare the packets. Kellogg said creating the board packet will be easier without the tabs.

Kellogg said the Activity report format changed to be more concise. Staff had to make adjustments to report things differently. The *Read Across Oklahoma* event had a 98,000 reach through Facebook in March and April. Library Development division researched 400 potential authors for the *Oklahoma Book Festival*, which will be held on September 21, 2019. In all the digital collections there were 60,000 page views. Staff is also working on the best way to track and report ODL's accomplishments. Robin said it would be helpful to show trends for comparison. Kellogg said it's the goal to show more structure, because of the amazing work being produced by the 34 staff members at ODL. Shannon said the report is moving in the right direction. The Vice-Chairman commended Kellogg on the changes and suggested carrying forward on the statistics and trends comparison.

Kellogg provided each ODL board member a copy of the book "*Palaces for the People.*" Author Eric Klinenberg is a sociologist who has researched and written on the role public libraries play in the social infrastructure of communities. She said she hopes the book serves as an advocacy tool for the board.

Kellogg mentioned Governor Stitt is hosting an Agency Leadership Retreat on Monday, June 3, 2019. All agency directors will come together to learn the Governor's expectations and hear about his vision for the state. Also coming soon, the Governor will be revealing the replacement for Open Books, which reports on how state funds are spent. The new product is called Oklahoma's Checkbook, and it will better help the state be more transparent to the public.

Vice-Chairman Vogel presented a 35-year service pin and certificate to Melecia Caruthers who began as summer help in Government Documents before she was hired permanently in 1984. She worked half-time in both Government Documents and Circulation for many years. She's held her current position since 2013 as Administrative Assistant responsible for ordering and processing books, DVDs and audiobooks, as well as invoicing for the items ordered. Congratulations, Melecia!

Vice-Chairman Vogel presented Adrienne Butler with a 25-year service commemorative pin and certificate. Butler started employment at ODL in 1994 as a Library Technician in the Circulation Division. During her time working at ODL, she successfully completed her college degree, which led to her promotion to Librarian in the Library Resources Division. In the fall of 2006, she

transferred to the Library Development Division to become a Library Consultant working with Youth programs throughout Oklahoma. Congratulations, Adrienne!

Vice-Chairman Vogel announced that Jana Barker was scheduled to receive her resolution of appreciation for serving on the ODL board since May 1, 2013. Barker's term expires July 1, 2019. It was brought to the attention of Bill Young, ODL's Public Information Manager, by the Governor's office that Barker's replacement has not yet been appointed by the Governor, and that the Senate will be unable to confirm a successor until the next legislative session. Vice Chairman Vogel asked Jana, prior to board meeting today, if she would consider holding her seat on the ODL Board for one more year. Barker agreed.

Legislative Session Report and the anticipated impacts on ODL

Kellogg said the Legislative Office of Fiscal Transparency (aka LOFT) had been established. It is a 14-member committee of the legislature created for agency accountability. HB 2771 was approved for pay raises for state employees. ODL's appropriation is \$44,401 more than last year, and this will be used to fund pay raises in the agency. Another bill requires each agency that receives federal funding to disclose certain information online annually. ODL's proposed permanent rules were recommended for approval.

Appointment of a Board nominating committee for ODL Board officers, 2019-2020

Vice-Chairman Vogel asked for a motion for a nominating committee. Shannon made a motion for a nominating committee made up of Dace, Robin and Chairman Moss. This was seconded by Barker. Votes were as follows: Barker, yes; Dace, yes; Robin, yes; Shannon, yes; Vogel, yes. Lee Denney and Chairman Phil Moss, absent. The nominating committee will be Dace, Robin and Chairman Moss.

There being no additional business, Vice-Chairman Vogel asked for a motion to adjourn. Robin moved to adjourn, seconded by Barker. Votes were as follows: Barker, yes; Dace, yes; Robin, yes; Shannon, yes; Vogel, yes. Lee Denney and Chairman Phil Moss absent. The motion carried.

The next ODL Board meeting is scheduled for August 23, 2019 at 10:00 a.m. located 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