

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
March 13, 2020
10:00 a.m.
South Conference Room

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

Guests and staff members present: Marc Pate from the Office of the Oklahoma Attorney General, Connie Armstrong, Passion Bradley, Christine Chen, Jan Davis, Leslie Gelders, Moni Kunnel, Vicki Mohr, Cindy Mooney, Judy Tirey, Cathy Van Hoy, Susan Woitte and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the 2020 regularly scheduled meetings was transmitted to the Oklahoma Secretary of State in December, 2019, and public notice of this meeting, together with the agenda, was posted on March 16, 2019 at 10:00 a.m. in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 NE 18 Street, Oklahoma City.

Vice Chair Vogel asked for consideration of the minutes for the December 13, 2019 board meeting. Shannon moved to approve the minutes, seconded by Robin. Votes were as follows: Dace, yes; Robin, abstain; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker, Denney and Chair Moss. The motion passed and the minutes were approved.

There were no public comments.

Director's Report and Division Activity Reports

Vice Chair Vogel and Kellogg presented the following staff with commemorative pins and certificates for their years of service with the State of Oklahoma: Christine Chen, 25 years; and Leslie Gelders, 30 years. Congratulations!

Kellogg welcomed Moni Kunnel as the new Business Manager in Administration. He joined ODL on January 21, 2020. Passion Bradley began working in the Office of Library Development as contractor through the Galt Foundation on January 13, 2021. She's the new Technology Lab Coordinator and will provide training to library staff throughout the state.

Kellogg announced that the *Oklahoma Book Awards* for 2020 has been canceled. The committee recognized that over forty percent of the program's participants are older and in the high risk population, and that there are other uncertainties concerning the coronavirus outbreak. Hannibal Johnson was selected to receive the *2020 Arrell Gibson Award for Lifetime Achievement*. He will be recognized when the *Oklahoma Book Awards* resume in 2021.

Kellogg mentioned the *Oklahomans Virtually Everywhere Act*, HB1921 authored by House Representative Darrel Fincher and passed in the 2019 legislative session. The goal of the legislation is to help make Oklahoma a leader in telepresence and virtual presence. This program will provide Oklahomans an opportunity to receive a High School Diploma through their public library that is accredited with all Oklahoma Colleges and Universities . Library Consultant Cathy Van Hoy from the Office of Library Development prepared the pilot program for *Career Online High School*. If funded, five public libraries will be selected to pilot the project: Western Plains Library System, Southern Oklahoma Library System, Southeastern Public Library System, Southern Prairie Library System and Eastern Oklahoma Library System. The average participants in the national program are thirty-two years old. There are 330,000 Oklahomans who do not have a High School diploma.

Kellogg said ODL has begun to look at documenting necessary processes and to streamline procedures in the Business Office and Human Resources. Earliest project on the horizon will be working with the Office of Management and Enterprises' (OMES) CORE Team to implement the Time and Leave Employee Self Service and Manager Self Service (ESS/MSS) modules in the business application PeopleSoft. This application contains the payroll, purchasing and financial modules within the system used by the State of Oklahoma. This process will replace the paper formatted timesheet and will allow managers and employees to enter their own time worked and leave used.

Kellogg said an HR Task Audit will be conducted in the near future to help work toward smoother processes and procedures. Vogel asked what the audit covers. Kellogg said the audit would help the agency identify opportunities for improvement in payroll, time and leave, employee relations, recruitment, and policy and procedures.

Kellogg explained the elements of the score on the OMES Information Technology survey. After half of the ODL Staff completed Security Education Awareness Training (SEAT) in December 2019, OMES notified agencies that the product was no longer available and the SEAT program would restart once the new software arrives in March. Vogel asked when to expect the next survey. Kellogg said it's an annual survey.

Kellogg mentioned that multiple projects and events have been canceled due to the rising concerns regarding the Coronavirus. The agency anticipates several more cancelations along with various travel plans. ODL is trying to respond in terms of the impact affecting ODL's budget. Both state and federal funds could be affected. Vogel asked if funds could be used or moved to other programs later. Kellogg said the strategy is to be cautious and plan wisely if agencies are allowed to reallocate state and federal money.

Kellogg said ODL desperately needs to invest in new computers. Natalie is overseeing the Computer Refresh project. It was discovered that the oldest computer currently being used by an employee was a 2008 model.

Kellogg asked if anyone had questions on the FY2020 Budget to Actual Report. Vogel pointed out on page 19, under Public Library Development, that the variance amount for the professional services appears to be over spent. Kellogg explained past practices did not require department managers to

monitor their budget, and in most cases they didn't even see it. Kunnel has been asked to work on a report to reflect the details to help understand the discrepancies. Kellogg mentioned that the Secretary of Budget has asked for agencies to provide an explanation on budget variances over 10%. ODL has been able to explain all variances reported through December 31, 2019.

Kellogg reported on proposed HB3009 that will allow a copy of the Oklahoma Register to county clerks, members of the legislator, agencies and public libraries for those who request a copy, as opposed to the requirement to provide copies. Another bill that's considered specific to ODL is one that redefines broadband in the Telecommunications Act of 1997.

There are four bills related to state agencies. One that would reform the Civil Service program known as the Merit Protection Act was passed in the House and is on its way to the Senate. Basically, all new positions after January 1, 2021 would become unclassified. Shannon asked if the idea was for all classified positions to gradually go away. Kellogg said there will likely be a balance to maintain protections for employees, while reducing the parts that make it difficult to manage. Another bill would affect state employees by garnishing wages of those who don't pay Oklahoma state taxes. The current law requires termination after three occurrences.

Consideration and confirmation of appointments to the Public Library Academy Board

Kellogg asked the board to confirm appointments on Misty Crider with the Western Plains Library System and Brad Thomas with the Tulsa City-County Library System to the Public Library Academy Board.

Vice Chair Vogel asked for motion to approve confirmation of appointments for the Public Library Academy Board. Shannon moved to approve, seconded by Robin. Votes were as follows: Dace, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker, Denney and Chair Moss. The motion passed to approve appointments to the Public Library Advisory Board.

Consideration and possible adoption of proposed changes to Administrative Rules – Title 405. Oklahoma Department of Libraries

Kellogg said the public hearing on the proposed Administrative Rules changes was held on March 4, 2020. No members of the public attended to comment. Rule 405:10-5-2 Annual audit and inventory by public libraries was changed to increase the minimum value of inventory items from \$100 to \$1,000. Distribution of mailing labels was revoked in Chapter 30. Certain fees were eliminated from the Fee schedule.

Vice Chair Vogel asked for a motion to approve the proposed changes to Administrative Rules. Robin moved to approve, seconded by Shannon. Votes were as follows: Dace, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker, Denney and Chair Moss. The motion passed to approve changes to the Administrative Rules.

Consideration and possible action on FFY2020 LSTA Project Proposals

Kellogg said on January 22, 2020 the Institute of Library and Museum Services announced that the state's LSTA funding allotment increased by \$34,046 for FFY2020. This was a nice surprise since it was anticipated that Oklahoma's allotment would be up to \$200,000 less due to failure to meet Maintenance of Effort for several years. The increase is due to an overall increase in federal funding to IMLS.

ODL staff members submitted 17 projects for consideration of funding. Kellogg explained that she works with the Deputy Director and LSTA Coordinator to decide on the projects to recommend for board approval. A summary description is provided for each project. Ultimately, Administration manages the projects internally within any parameters set by the ODL board.

A few new projects were added and one that has been funded the past few years is not recommended this year. Edge cost \$50,000 for the annual subscription, plus the agency lost its Edge Consultant which was an additional \$18,000 in salary, totaling \$68,000 for the program. It's a great project, but for some reason Oklahoma public libraries just were not taking advantage of it. ODL will utilize the resources in another area for now.

Kellogg pointed out an error on the bottom of page 37, under Budget Impact, which should've been \$15,518 for the unallocated balance. In past years, ODL has typically held \$100,000 in unallocated funds. That is not necessary at this time, even if ODL does not provide additional money to projects.

Vice Chair Vogel asked for a motion to approve FFY2020 project proposals. Dace moved to approve, seconded by Shannon. Votes were as follows: Dace, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker, Denney and Chair Moss. The motion passed to approve FFY2020 Project Proposals.

Consideration and possible action of FFY2019 LSTA Project Proposal

Kellogg said there are three ways to spend unallocated funds. Normally towards the end of the year, funds not spent on planned projects are reallocated to the eMedia, Institutional Grants and the Interlibrary Loan programs. The other way would be to add a new project, which is what is being requested today. ODL would like to get an early start on the video platform for training library staff, a project approved by the board in the last action taken.

Vice Chair Vogel advised that Kellogg will maintain transparency and inform the board of any movement of funds.

Vice Chair Vogel asked for a motion to approve FFY2019 project proposals. Shannon moved to approve, seconded by Robin. Votes were as follows: Dace, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker, Denney and Chair Moss. The motion passed to approve FFY2019 Project Proposal.

Vice Chair Vogel proposed to move forward with the Director's Evaluation at the next board meeting.

Consideration and possible action on revised organizational structure

Kellogg said in order to make the most of the skills and experiences of ODL administrators, a revised organizational structure has been implemented. It's a slight switch in the organizational reporting structure. Robin asked how long ODL had been working under the new organization chart and if it's working. Kellogg said the structure had only been in place a few weeks, and it appears positive for both management and staff.

Vice Chair Vogel asked for a motion to approve the revised organizational structure. Dace moved to approve, seconded by Robin. Votes were as follows: Dace, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker, Denney and Chair Moss. The motion passed to approve the revised organizational structure.

New Business

Kellogg mentioned that ODL is keeping watch on the coronavirus situation. Staff is taking precautionary measures to help keep work areas disinfected and cleaned.

Kellogg said the Governor announced yesterday in response to the virus that it's "business as usual" in Oklahoma. Robin asked if ODL has a business continuity plan. Currie said administration is currently working on it. Dace asked if the Governor has prepared the agencies for possible closing. Kellogg said not at this time.

There being no additional business, Vice Chair Vogel made a motion to adjourn, seconded by Dace. Votes were as follows: Dace, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker, Denney and Chair Moss. The motion passed and meeting was adjourned.

The next ODL Board meeting is scheduled for June 12, 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