

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
Special Meeting
May 28, 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: Marc Pate from the Office of the Oklahoma Attorney General, Connie Armstrong, Adrienne Butler, Christine Chen, Natalie Currie, Jan Davis, Vicki Mohr, Cindy Mooney, Wendy Noerdlinger, James Robison, Sara Schieman, Connie Terry, Judy Tirey, Rhonda Turley, Cathy Van Hoy and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the May 28, 2020 special meeting was transmitted to the Oklahoma Secretary of State on May 21, 2020. Public notice of this meeting, together with the agenda, was posted May 21, 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.

Consideration of and possible action on proposed Emergency Rules for Title 405 Oklahoma Department of Libraries Chapter 25. State Aid Grants to Public Libraries to address emergency situations impacting eligibility

Kellogg explained many of the public libraries are concerned about not being able to meet the State Aid requirements because of the reduction in staff hours and partial closures during the pandemic.

Kellogg said ODL consulted the Office of the Oklahoma Attorney General and the Secretary of State and Education who advised to address this with emergency rules. The proposed emergency rules are recommended to ensure the ODL Board can fulfill its responsibility and the agency can continue to provide some level of financial support to libraries in their time of greatest need. Kellogg noted it is possible that not one public library will be eligible for State Aid funding in the coming fiscal year if we do not pursue the emergency rules. These emergency rules will be effective through September 14, 2021, unless superseded by another rule or disapproved by the Legislature.

Chair Moss asked for a motion to approve proposed Emergency Rules for Title 405 Oklahoma Department of Libraries Chapter 25 to address emergency situations impacting eligibility. Robin moved to approve, seconded by Denney. Votes were as follows: Dace, yes; Denney, yes; Chair

Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker. The motion passed to approve Emergency Rules for Title 405 Oklahoma Department of Libraries Chapter 25.

Consideration of and possible action on CARES Act Funding Proposal

Kellogg said the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding of \$357,546 was allotted to ODL as the State Library Administrative Agency for Oklahoma. The Institute of Museum and Library Services (IMLS) distributed the funding based on population. ODL worked with museum and tribal partners and together decided to distribute a survey to all eligible entities and determine individual organization needs. Based on the survey, it was determined to propose two grant programs.

Kellogg said the PPE Grant for protective equipment and supplies will be the first with a dedicated \$60,000. The grant will help entities that qualify to purchase materials and supplies that help ensure a safe environment for library and museum visitors and staff. This grant will be awarded on a first-come, first-served basis. Organizations with a single site can apply for up to \$1,000. Organizations with multiple sites can apply for up to \$1,000 per site for a maximum of \$4,000. There will be a very short turnaround-time for entities to apply and then the "Digital Inclusion Grant" will be announced. This grant will be offered to public libraries, tribal libraries, museums and literacy programs. A total of \$296,301 will be set aside for the Digital Inclusion Grant which will be awarded on a ranking system based on unemployment, poverty rate and broadband availability using information provided by IMLS. Grant amounts will be based on the size of the operating budget of the organization.

Denney asked what makes an entity eligible to receive these funds. Wendy Noerdlinger with the Office of Library Development said the organization must have one or more paid staff members, regular open hours, a dedicated facility for library or museum purposes, and an annual budget with funding for library materials (public and tribal libraries only). Vogel asked how the libraries can spend the money from the "Digital Inclusion Grant." Kellogg said the grant will permit organizations to purchase items to help network connectivity and shrink the digital gap in communities. Robin asked if the application process allows enough time for organizations to clarify particular needs. Kellogg said the drafted application is very simple and asks the entities to list items with a short description and estimated costs. Staff anticipate that there may be a need to work with some of the grantees on final equipment orders.

Vice Chair Vogel noted that some of the smaller sites may need assistance with funding installation costs as well.

Chair Moss asked for a motion to approve the CARES Act Funding Proposal. Chair Vogel moved to approve, seconded by Shannon. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker. The motion passed to approve the CARES Act funding proposal.

Consideration of and possible action on proposed budget based on 4% reduction in State Appropriations for FY2021

Kellogg said ODL's appropriation for FY2021 is \$4,346,315, which a 4% reduction from FY2020 and will cause a budget impact of \$181,096. Kellogg said it has become very difficult to absorb reductions due to repeated cuts to the budget over the last twelve years.

Kellogg presented some of the areas that will be reduced on the summary of the proposed budget. Personnel Services can be reduced 3.03% by leaving some vacancies unfilled to hopefully save \$73,543.28. Travel expenses were reduced by 9.39%. The Information Technology Service budget was not cut due to the continued increase in costs for equipment and services. The budget for Library Resources has been drastically cut over the last twelve years and will see another reduction in library materials. The proposed budget includes eliminating one of the state vehicles leased from Fleet Management. Kellogg also noted that not all of the information has been received by the agency for inclusion in the proposed budget. Other increases may still need to be included in the final Budget Work Program.

Kellogg asked board members if the format of the budget summary was helpful. All members agreed it gave them a chance to see the real impact and how it affects the agency.

Chair Phil Moss asked for a motion to approve the proposed budget based on a 4% reduction in State Appropriations for FY2021. Dace moved to approve, seconded by Vice Chair Vogel. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker. The motion passed to approve the proposed budget based on a 4% reduction in State Appropriations for FY2021.

Consideration of and possible executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing the annual review of the Director.

Chair Moss asked for motion to approve an executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing the annual review of the Director. Chair Vogel moved to approve, seconded by Denney. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker. The motion passed to approve executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing the annual review of the Director.

Action to return to open session

Chair Moss asked for motion to return to open session. Vice Chair Vogel moved to approve, seconded by Shannon. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker. The motion passed to approve to return to open session.

Consideration, discussion, and possible action on matters considered in executive session

Chair Moss said the ODL board members had the opportunity to evaluate the ODL Director, Melody Kellogg. Chair Moss praised Kellogg highly for a job well done, especially during this difficult time. Chair Moss announced there would be no changes to the Director's compensation package due to the budget, not because she doesn't deserve it.

Chair Moss moved to retain the Director with no change in salary at this time. Shannon seconded the motion. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker. The motion carried.

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

The next ODL Board meeting is scheduled for June 12, 2020 at 10:00 a.m. If still allowed, the meeting will be held virtually via Zoom.



Melody A. Kellogg, Secretary