



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

June 14, 2024 | 10:00 a.m.

Sapulpa Public Library

27 W Dewey Ave

Sapulpa, OK 74066

All participating members of the Board were in person at the above meeting location. The meeting was open to the general public and was conducted under the provisions of the Open Meeting Act as provided in SB 1031 approved by the Governor on February 10, 2021.

Public access to the complete Board Packet:

<https://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/agendas/ODL-Board-Packet-20240614.pdf>

Order of Business: The Board may discuss, table, defer, or vote to approve or disapprove or take appropriate action with respect to any agenda item. The sequence of the agenda may be changed at the Board's discretion.

1. Call to Order, Roll Call, and Compliance with Open Meeting Act

Chair Jim Robison called the meeting to order at 10:05am and saw a quorum. Roll was called as follows: Chair Jim Robison, present; Kristen Ferate, present; Vice Chair Steven Gray, absent; Maren Lively, absent; Ronda Smith, present; Teresa Sutter, present; Natalie Currie, present.

Guests and staff present: Madalynn Martin from the Office of the Attorney General, Cassie Spindle, Tara McCleod, Ashley Welke, Katherine Witzig, Katie Packell

2. Consideration and possible action on minutes for the regular board meeting held December 8, 2023

Director Currie pointed out a corrected item in the meeting minutes on page 6, agenda item 11b. The Walters Public Library Director is Desiree Drattlo. The minutes had previously said Ronda Smith.

Ferate motioned to accept the minutes with the amendment, and Chair Robison seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, absent; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed

3. Consideration and possible acceptance of financial reports
 - a. SFY 24 Budget to Actual Report through April 30, 2024



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Smith made motion to accept, and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, absent; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

b. SFY 24 Cost Variance Report through April 30, 2024

Ferate made motion to accept, and Smith seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, absent; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

c. SFY 24 Expenditure Report through April 30, 2024

Smith made motion to accept, and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, absent; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

4. Library Services and Technology Act (LSTA) projects and updates

a. Consideration and possible acceptance of the final status report for FFY 2022 LSTA Project

Ferate made motion to accept, and Smith seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, absent; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

b. Consideration and possible acceptance of status reports for FFY 2023 LSTA Projects

Chair Robison requested clarification that the FFY 2023 report was still open. McCleod affirmed and said funds must be expended by September 30 of this year, and the report must be submitted to IMLS by the end of January 2025. There will be carryover funds that need to be spent. McCleod advised that present spending considerations include postage to recoup funds spent on LSTA packages, continuing education for staff, and other expenditures within already approved projects.

McCleod expanded on the carryover funds and explained that most was left over from the website development project that had not progressed as far as previously hoped due to the expense of website development. Information is still being gathered on the most cost-effective way forward. Chair Robison asked if all funds are fully encumbered



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at this time. McCleod said yes and agreed that all funds had been assigned, they just hadn't gone out the door yet.

Chair Robison asked Madalynn Martin from the Office of the Oklahoma Attorney General on clarification of rules regarding his capacity as chair to make or second a motion. Martin advised that it is permitted under the Open Meetings Act. Martin further explained that under Robert's Rules of Order, it is not preferential, but Robert's rules are not law.

Robison made motion to accept, and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, absent; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

5. American Rescue Plan Act (ARPA) projects and updates

a. Consideration and possible acceptance of the final status report for ARPA Projects

McCleod stated that the final ARPA report was complete and \$37,000 was returned to IMLS. The final report was approved on January 29, 2024. Most returned funds were from libraries that did not spend allocated money within the required timeframe.

Ferate made motion to accept, and Smith seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, absent; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

6. Public Comments

a. No public comments

7. Director's Report

a. Agency Activity Report from December 1, 2023 through January 31, 2024

See attached report

b. Agency Activity Report from February 1, 2024 through April 30, 2024

See attached report

c. End of Session Report: Second Session of the 59th Oklahoma Legislature



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See attached report

d. Status Report for Classification, Compensation, and Organizational Studies

See attached report

e. ODL Staff Service Recognitions

- i. Director Currie recognized Melecia Caruthers, Administrative Assistant II, who has been with the agency for 40 years
- ii. Director Currie recognized Adrienne Butler, Librarian IV, who has been with the agency for 30 years
- iii. Director Currie recognized Douglas Amos, Librarian II, who has been with the agency for 10 years.

8. Consideration and possible approval of FFY 2024 Library Services and Technology Act Projects

McCleod stated that the agency is set to receive the full amount available from LSTA, \$2,529,838. The expected amount is \$28,000 more than the previous year due to meeting and exceeding the required maintenance of effort. McCleod advised that if an agency does not meet the maintenance of effort requirement, then the allotted funds are decreased by the same percentage that the milestone was missed.

McCleod said that the money allotted will continue to fund the same projects, though some might go by different names. For example, the project formerly called Statewide Databases transitioned to Online Resources since Brainfuse is now included. Also, a new software was added to improve the annual report process.

McCleod indicated that information had been included that showed what every state received from IMLS for comparison. Oklahoma received its full allotment, which must be matched by state funds. McCleod does not foresee difficulty meeting that maintenance of effort requirement.

Director Currie provided a reminder of how the process works. Once the board approves a project with the initial budget, the agency then works within those projects for the life cycle of the award. Any new projects must be presented for approval before funds may be allocated to



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it. Chair Robison expressed understanding that the approval process was less about approving the budget as a whole and more about approving buckets within that budget to be allocated to specific projects.

Chair Robison asked if the board had further questions. No questions.

Smith made motion to accept, and Robison seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, absent; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

9. Consideration and possible action on appointment of Jackie Kropp to the joint ODL and Oklahoma Library Association Continuing Education Board

Director Currie explained that one responsibility outlined in the statute regarding the ODL board and agency was to collaborate with the Oklahoma Library Association (OLA) to develop standards for public library service. The Joint Continuing Education Board is one vehicle used to uphold this responsibility. The Joint Education Board is made up of 3 individuals appointed by OLA, 3 individuals appointed by the ODL board, and 1 continuing education coordinator who is an ODL staff member. The Joint Education Board reviews and approves curriculum used in the Oklahoma Department of Libraries' Public Library Academy.

Director Currie outlined Jackie Kropp's experience and stated that Kropp would be an excellent addition to the Joint Education Board.

Ferate made motion to accept, and Smith seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, absent; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

10. Consideration and possible action on ODL internal policies
a. Complaints, Investigations and Retaliation Policies

Director Currie explained that the agency has recently been reviewing all its policies to verify currency and reflect best practices. Ultimately, all policies will be updated, but the *Complaints, Investigations and Retaliation Policies* and *Drug and Alcohol-free Workplace Policy* were viewed as a priority. Director Currie asserted that every agency should have a clear policy to address complaints, investigations, and retaliation, as well as a drug-free workplace policy in place before they are needed, because when a problem arises, they are needed immediately.



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Director Currie stated that references were deleted from the *Complaints, Investigations, and Retaliation policies* based on sections of the statute that were repealed. Director Currie informed the board that the policies had been sent to Madalynn Martin for review to ensure they followed best practices as outlined by the Office of the Attorney General. Most changes to the policy were not addition or deletions, but changes in language to make the policy more detailed and clearer.

Director Currie asked Assistant Director Cassie Spindle for any further input. Assistant Director Spindle informed the board that they should expect more policy changes to be presented at future meetings. Furthermore, they should expect to see them on a recurring basis for review to make sure that the agency is keeping up to date with best practices.

b. Drug and Alcohol-free Workplace Policy

Director Currie advised the board that a significant change to the Drug and Alcohol-free Workplace Policy was based on the passage of medical marijuana legislation several years ago. Director Currie went on to explain that up to now the agency had no drug testing policy in place. Madalynn Martin stepped in to add that without a written drug testing policy in the employee handbook, a business cannot force an employee, including new hires, to take a drug test. Martin stated that this applied to all businesses in Oklahoma, not just state agencies. Director Currie and Martin emphasized that the agencies proposed policy only allowed drug testing under specific circumstances.

Smith made motion to accept, and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, absent; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

11. Discussion and possible action on the annual performance review process for the Director of the Oklahoma Department of Libraries

Director Currie explained that the agency's new Human Resources Specialist, Melissa Nucci, researched and developed the process for the Director's annual performance review in conjunction with Madalynn Martin. After researching requirements, Nucci coordinated with OMES HCM to create an updated process and used examples provided by Martin.



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Director Currie outlined that the submitted process changed the areas addressed in the Director's evaluation and resolved the previously raised issue of the need for a Director's self-evaluation. The new policy proposed that the Director submit a self-evaluation in conjunction with the board's evaluation. Those two submissions are then synthesized by the Chair and utilized when the board meets to conduct their review. Chair Robison stated that the proposed changes seemed more direct and targeted in the areas of evaluation.

Director Currie reminded the board that the on-going classification, compensation, and organization study could change the Director's job description. Additionally, Director Currie informed the board that OMES is creating a state-level Director's job description, though OMES has not provided a timeline on the project. Director Currie felt confident the suggested changes would not conflict with those upcoming adjustments and advised that Nucci concurred. Director Currie informed the board that if there was uncertainty about the proposal, approval could wait until after the classification, compensation, and organization study finished and OMES created their product.

Chair Robison asked when Director Currie's annual review was due. Director Currie responded that it had not occurred on a set schedule in the past. It took place in September the previous year, but Director Currie believed the aim is to complete the review in June.

Chair Robison advanced a concern that if the board waits on OMES to provide verbiage and the classification, compensation, and organization study to conclude, then there may not be enough time to complete the annual review. Chair Robison stated that the job description contained in the proposal was clear and it was unlikely that any changes would materially affect it. Ronda Smith concurred and put forth that the procedure could be amended in the future if necessary and suggested that putting it off served no purpose.

Smith made motion to accept, and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, absent; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

12. Discussion, consideration, and possible action on an ODL Board Officer Nominating Committee for 2024-2025 ODL Board Officers

Chair Robison stated that the ODL board needed to select a Chair and Vice Chair during the upcoming September meeting. Chair Robison verified that the committee is comprised of three members and cannot be four to avoid quorum. Chair Robison requested volunteers. Ronda



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Smith, Jim Robison, and Kristen Ferate volunteered to be on the committee and determined that they would meet and discuss nominations prior to the September meeting.

Sutter made motion to accept, and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, absent; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

13. New Business. This business, in accordance with Oklahoma Statutes, Title 25 § 311(A)(9) is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.

No new business

14. Adjournment

Chair Robison made motion to accept, and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, absent; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed. Meeting adjourned at 11:11am.

Next ODL Board Meeting: Friday, September 5, 2024 at 10 AM

Signature:

Jim Robison (Sep 11, 2024 10:58 CDT)

Email: robisonj@gmail.com

ODL Board Chair

ODL Director, Secretary Ex Officio