



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting - *Special*

September 05, 2024 | 10:00 a.m.

Norman Public Library East

3051 E Alameda St

Norman, OK 73071

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/Board-Packet-20240905.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 10:10am and saw a quorum. Roll was called as follows: Chair Jim Robison, present; Kristen Ferate, present; Vice Chair Steven Gray, present; Maren Lively, absent; Ronda Smith, present; Teresa Sutter, absent; Natalie Currie, present.

Guests and staff present: Madalynn Martin from the Office of the Attorney General, Cassie Spindle, Ashley Welke, Tara McCleod, Nancy Hooper, Kaylee Reed, Melissa Nucci, Katie Packell

Chair Robison initiated the meeting by reordering the agenda to start with Item 7, the Director's Report, followed by Item 9, Executive Session for the purpose of discussing employment, classification, and/or compensation for individual occupied positions. The meeting would then return to Item 2 and continue in agenda order.

Director Natalie Currie informed the board that reordering the meeting agenda was to accommodate the schedule constraints of Dr. Katie Packell from Arrowhead Consulting Services who was invited to provide a final status report for ODL's recently completed Classification, Compensation and Organization study.

Teresa Sutter joined the meeting at 10:14am.

2. Consideration and possible action on minutes for the regular board meeting held June 14, 2024

Chair Robison asked if the board had questions about the minutes. No questions.



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

3. Discussion, consideration, and acceptance of ODL Board Officers for 2024-2025.

Chair Robison invited Ferate to disclose what was discussed during the ODL Board Officer Nominating Committee meeting. Ferate stated that the committee recommended Jim Robison continue as Chair and Ronda Smith be nominated as Vice Chair for 2024-2025.

Ferate motioned to accept Jim Robison as incoming Chair and Ronda Smith as incoming Vice Chair of the ODL Board, and Vice Chair Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

4. Consideration and possible acceptance of financial reports

a. SFY 24/SFY 25 Expenditure Report through July 31, 2024

Chair Robison invited Tara McCleod to introduce the SFY 24/SFY 25 Expenditure Report.

McCleod noted an increase in travel expenditures due to increased travel to libraries and expanded access to critical professional development opportunities. Most large conferences occur in the fall, so spending on travel in the spring should decrease.

McCleod pointed out an administrative expense under informational services and explained that it was based on the prior year's addition of Brainfuse and an increase in EBSCO costs. McCleod further explained that an increase in furniture and equipment spent correlated to payment for a safety lift purchased for the Record's Center. The lift was purchased with carryover funds, but due to supplier issues, the invoice was not paid until July.

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

b. SFY 24 Budget to Actual Report through July 31, 2024



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McCleod pointed out errors in the budget to actual expenditures and encumbrances document, including incorrect annual variance figures. Under Class Funding 19401, the annual variance amount should be corrected to 783,231 from 576,746.

Director Currie outlined that any funds carried over would be used to supplement renovation costs.

Chair Robison asked if there was time left to spend encumbrances. McCleod advised that there are a couple of months remaining to spend the funds, and there are several invoices left to pay. However, she pointed out that the report was dated through 31 July. Since that time, most remaining encumbrances have been spent.

Ferate made motion to accept SFY 24 Budget to Actual expenditures and encumbrances with discussed corrections, and Vice Chair Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

c. SFY 24 Cost Variance Report through July 31, 2024

McCleod provided a new copy of the SFY 24 Cost Variance Report that corrected a formula error in the FY 23 to FY 24 year to date expenses column.

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

d. SFY 25 Budget to Actual Report through July 31, 2024

McCleod explained encumbrances and purchase orders, noting that funds are encumbered even before they are spent, which affects the budget appearance. McCleod further advised that rent expenses, including software renewals, contributed to the high spending figures.

McCleod clarified that high-value amounts were due to authority orders, which allowed for multiple payees and were typically used for grants or purchase cards. A significant portion is budgeted in the 555 payments, local governments and nonprofits.



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

e. SFY 25 Cost Variance Report through July 31, 2024

McCleod highlighted changes in budgeting for certain departments, such as the Office of Library Resources moving to Government Information Services budget division. McCleod drew attention to an increase on expenses and encumbrances in Division 30 as well as a decrease in services to libraries expenses and encumbrances.

Director Currie stated that the budget reorganization allowed for more flexibility in budgeting and better matches the agency's organizational structure. The discussion included the higher encumbrances in Division 88 due to faster purchase order processing for technology.

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

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

a. Consideration and possible acceptance of changes to the FFY 2024 Summer Reading Resources Project

McCleod proposed expanding the Summer Reading Resources Project to include youth services, allowing for broader support beyond just summer reading. The expansion aimed to address the needs of libraries throughout the year, not just during the summer. The proposal included the flexibility to reallocate unspent funds from other projects to support youth services. The project focus would be on training librarians to support early learning and school readiness, with a concentration on rural communities.

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

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



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McCleod stated that all funds would be expended by the deadline, September 30 of this year. The report to IMLS must be submitted by the end of January 2025, which will officially close out FFY 2023.

Chair Robison made motion to accept FFY 2023 LSTA financial report as presented, and Vice Chair Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

c. Consideration and possible acceptance of status reports for FFY 2024 LSTA Projects

McCleod explained that the agency has only just begun to spend the funds allocated for FFY 2024. The deadline to spend the funds is September 30, 2025. The application cycles closed for Citizenship and Immigration and Health Literacy. The applications will be processed soon for those funds to be distributed.

Sutter made motion to accept LSTA financial report for 2024, and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; 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 through July 31, 2024

See attached report

- b. Final Status Report for Classification, Compensation, and Organizational Study by Arrowhead Consulting Services

Dr. Packell stated that Arrowhead Consulting Service's primary objective was to determine if the jobs within the agency were currently slotted into the appropriate classifications. If not, Arrowhead established what modifications or adjustments needed to be made. Packell said that the results of the study identified three categories of positions within the agency: 36% of positions were classified correctly, 22% were classified incorrectly with correct classifications available, and the rest were incorrectly classified with recommendations to establish new classifications through OMES.



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Dr. Packell said that the study led to the creation of distinct classifications for archivists and records managers. The two had previously been combined. Packell noted that Arrowhead also proposed a new classification for library development consultants. For positions that were incorrectly classified with an appropriate classification available, Arrowhead recommended reclassifying those positions to the correct role.

Arrowhead reviewed the agency's organizational structure and provided recommendations to streamline and better align positions within the agency. Dr. Packell outlined the proposed organizational structure, including six main departments: Library Development, Archives and Records, the State Library, Finance, Marketing and Communication, and Operations. It is further recommended that the State Library be split into Circulation and Reference, and Operations into a facilities-specific unit and HR.

Dr. Packell discussed the employee development process, which involved leveraging job analysis work to inform the state's performance management system. The compensation study considered market rate data and provided benchmarks for existing and new positions, ensuring competitiveness. Arrowheads recommendations aimed to support the agency's obligations while considering the needs of long-term staff and providing professional development opportunities.

8. Consideration and possible action on ODL internal policies
 - a. Alternative work Arrangement Policy

Update focused on modernizing language and reflecting recent changes to statues in order to balance business needs with those of employees.

- b. Dress Code Policy

Adjustments promoted the importance of maintaining a professional image while remaining responsive to employees.

- c. Progressive Discipline Policy

New policy established to formalize the discipline process.



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

9. Consideration and possible action to enter into Executive Session for the purpose of discussing employment, classification, and/or compensation for individual occupied positions.

- a. Vote to enter executive session

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

- b. Vote to return to open session

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

- c. Action on matters discussed in executive session

Ferate made motion to accept the proposed reclassification and reorganization as discussed in executive session, and Vice Chair Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

10. Consideration and possible action on SFY 26 ODL Budget Request

Director Currie introduced the SFY 26 budget request, which included a request for reinvestment in state aid to public libraries, as well as funds for additional positions to implement the Classification, Compensation, and Reorganization study. Additional budget considerations included funding for pay for performance, technology implementation for the state Archives and Record Management program, and inflation-related expenses.

The requested budget totaled \$3.3 million, in line with the prior year's request.



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

11. Consideration and possible action to enter Executive Session to discuss the ODL Director's performance review.

a. Vote to enter executive session

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

b. Vote to return to open session

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

12. Consideration and possible action on schedule of regular meetings for the 2025 calendar year:

Friday, March 14
10:00 – 11:30 a.m. Oklahoma Library Association
Annual Conference
Embassy Suites Norman
2501 Conference Dr
Norman, OK 73069

Friday, June 13
10:00 – 11:30 a.m. Muskogee Public Library
Eastern Oklahoma Library System
801 W Okmulgee Ave
Muskogee, OK 74401

Friday, September 12
10:00 – 11:30 a.m. Alva Public Library
504 7th St
Alva, OK 73717



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Friday, December 12 ODL South Conference Room
10:00 – 11:30 a.m. 200 NE 18 Street
Oklahoma City, OK 73105

Chair Robison asked if the board had any questions or comments about the proposed schedule. There were none.

Sutter made motion to accept the 2025 calendar year schedule, and Vice Chair Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; 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

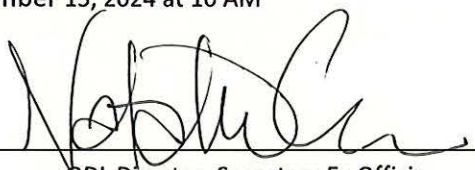
14. Adjournment

Chair Robison made motion to accept, and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed. Meeting adjourned at 12:06pm.

Next ODL Board Meeting - *Special*: Friday, November 15, 2024 at 10 AM



ODL Board Chair



ODL Director, Secretary Ex Officio

