



OKLAHOMA

Department of Libraries

Minutes

ODL Board Meeting

June 12, 2026 | 10:00 a.m.
Western Plains Library System
Weatherford Public Library
219 E Franklin Ave
Weatherford, OK 73096

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-20260612.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 Ronda Smith called the meeting to order at 10:01am and saw a quorum. Roll was called as follows: Chair Ronda Smith, present; Vice Chair Kristen Ferate, present; Samuel Alaback, present; Steven Gray, absent; Katherine Neal, absent; Teresa Sutter, present; Geetika Verma, absent; Natalie Currie, present.

Guests and staff present: Scott May from the Office of the Attorney General, Cassie Spindle, Tara McCleod, Kelly Parker, Brooklynn Bors, Mary Westman, Tim Miller, Connor Kirk, Jason Dibler, Nancy Hooper

Director Currie acknowledged the meeting complied with the Open Meeting Act. The agenda had been posted at the entrance to ODL 24 hours prior to the meeting. It was also posted on the ODL website and emailed as appropriate.

2. Welcome from Western Plains Library System Executive Director Tim Miller

Director Tim Miller welcomed the ODL Board to the Weatherford Public Library on behalf of the Western Plains Library System. Director Miller informed the board that Western Plains services 50,000 citizens in Custer, Dewey, Roger Mills, and Washita counties, covering approximately 4,000 square miles. Director Miller notified the Board that ODL has shown consistent engagement with Western Plains libraries, and the agency's collaborative efforts have created a stronger library ecosystem.



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3. Consideration and possible action on minutes for the regular board meeting held December 12, 2025

Chair Smith asked the board if anyone had questions or concerns regarding the submitted minutes from the last special board meeting. Sutter pointed out that Agenda Item 4b required a correction to the names of the board members listed.

Vice Chair Ferate motioned to accept the corrected minutes, and Chair Smith seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, absent. The motion passed.

4. Consideration and possible acceptance of financial reports
 - a. SFY 26 Budget to Actual Report through April 30, 2026

Director Currie advised the board that the agency is in the preliminary stages of a routine audit. There were no other items of significance to report.

Vice Chair Ferate motioned to accept the report, and Sutter seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, absent. The motion passed.

- b. SFY 26 Cost Variance Report through April 30, 2026

Chair Smith asked the members of the board if they had any questions or concerns about the report. No questions or comments.

Sutter motioned to accept the report, and Vice Chair Ferate seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, absent. The motion passed.

- c. SFY25/SFY 26 Expenditure Report through April 30, 2026

Chair Smith asked the members of the board if they had questions or concerns about the report. No questions or comments.



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Vice Chair Ferate motioned to accept the report, and Sutter seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, absent. The motion passed.

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

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

Geetika Verma arrived 10:17am.

Director Currie stated that this would be the final FFY 2024 LSTA report presented to the board. At close-out, there was approximately \$78,000 in funds unspent. Director Currie reminded the board that approximately \$40,000 of those funds were not spend due to a tragic incident with a vendor who was unable to complete services prior to the September 30, 2025 deadline. Director Currie explained that the agency has adjusted the timing of award announcements. This change increases flexibility to reallocate unspent funds where they can be most impactful.

Vice Chair Ferate motioned to accept the FFY 2024 LSTA financial status report, and Alaback seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.

b. Consideration and possible acceptance of status reports for FFY 2025 LSTA Projects

Director Currie stated that the report currently shows \$183,000 in funds unallocated as of April 30, 2026. Those funds have since been allocated, and plans to spend down all the funds are proceeding well to meet the September 30, 2026 deadline.

Vice Chair Ferate motioned to accept the FFY 2025 LSTA financial report, and Sutter seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.

6. Public Comments

a. No public comments



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7. Director's Report

- a. Agency Activity Report from November 1, 2025 through April 30, 2026

See attached report

8. Consideration and possible approval of FFY 2026 LSTA Projects

Director Currie advised that most projects listed were similar to those approved for the last several years.

Finance Director Tara McCleod informed that board that funds for FFY 26 total \$2,536,451, which is an almost \$10,000 increase over FFY 25. McCleod advised the board that the agency must complete its Five-Year Evaluation and Plan. The evaluation and creation of a new Five-Year Plan is a regularly scheduled requirement to continue receiving funding. McCleod also highlighted a new collection development project that was proposed.

Director Currie added that the collection development project created another funding vehicle for smaller libraries.

Vice Chair Ferate motioned to accept the FFY 2026 LSTA projects, and Alaback seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.

9. Consideration and possible action on ODL internal policies

- a. Acceptable Use of Information Technology, State Resources and Artificial Intelligence Policy

Director Currie noted that all internal policies under consideration are part of the agency's continued efforts to ensure up to date guidelines that reflect current business practices. The proposed policy updates agency guidelines for computer usage, use of state equipment and supplies, and appropriate use of AI.

Vice Chair Ferate motioned to accept the policy, and Sutter seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.



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b. Employee Time, Attendance and Leave Policy

Director Currie advised that ODL worked closely with OMES statewide Human Resources to ensure the proposed policy followed best practices.

Sutter motioned to accept the policy, and Vice Chair Ferate seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.

10. Consideration and possible action on ODL Organizational Chart Update

Director Currie stated that recent staff changes prompted an assessment of agency needs and market realities. Current market salary limitations meant a single hire could not be recruited for the prior structure at available salary levels. Director Currie advised that the proposed organization chart reflects current staffing levels and attempts to align responsibilities with current capacity.

Director Currie informed the board that the proposed chart included a new executive level position, the Chief Operating and Grants Officer (COGO). Grants, data, and other operations departments will report to the COGO. Services to Libraries and Services to Government report to Deputy Director Cassie Spindle. The Marketing and Communications, including the Oklahoma Center for the Book, reports to Director Natalie Currie. The changes improved operational stability and maturity by aligning functions with leaders experienced in those areas.

Vice Chair Ferate motioned to accept the updated organizational chart, and Alaback seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.

11. Discussion and possible action on the annual performance review process for the Director of the Oklahoma Department of Libraries, to include the possible creation of a Board subcommittee

Director Currie introduced the existing procedures for the performance review process and advised that the most recent update to the form occurred on June 14, 2024. Deputy Director Cassie Spindle advised that the form replicates the format that OMES is currently using for all state employees.



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The board determined no action needed to be taken at this time.

12. Consideration and possible action on Resolution of Appreciation for Steven Grays's service on the Oklahoma Department of Libraries Board

Director Currie noted that, in addition to the resolution, Governor J. Kevin Stitt gave a commendation for Steven Gray's service.

Vice Chair Ferate motioned to accept, and Alaback seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.

13. Discussion, consideration, and possible action on an ODL Board Officer Nominating Committee for 2026-2027 ODL Board Officers

Director Currie recommended the formation of a subcommittee with three or fewer members to generate nominations.

Vice Chair Ferate moved to appoint Chair Ronda Smith, Vice Chair Kristen Ferate, and Teresa Sutter to the nomination subcommittee, and Chair Alaback seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.

14. 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

15. Adjournment

Vice Chair Ferate motioned to adjourn, and Chair Smith seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed. The Meeting adjourned at 11:15am.



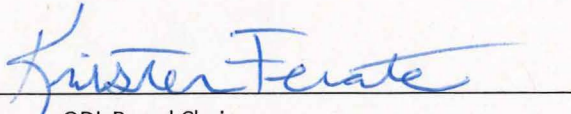
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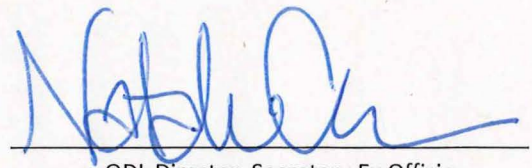
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Next ODL Board Meeting: Friday, September 18, 2026 at 10 AM


ODL Board Chair


ODL Director, Secretary Ex Officio

