

**Minutes of the ODL Board of Directors Meeting**  
**June 21, 2002, 10:00 a.m.**  
**Oklahoma Department of Libraries**  
**South Conference Room**

Chairman Clyde Petete called the meeting to order at 10 a.m. and asked for roll call.

Board Members present: Duchess Bartmess, Benny Briggs, James Carter, Doyle Kinney, Judi Knapp, Clyde Petete, Sherry Roberts and Susan McVey, ex officio.

Guests present: Steve Beleu, Dan Connally, Karen Currie, Jan Davis, Gary Fifer, Tally Fugate, Susan Gilley, Mary Hardin, Gary Harrington, Imogene Petete, Gary Phillips, Vicki Sullivan, and Bill Young.

Petete asked for approval of April 19, 2002 minutes. Bartmess suggested a word change on page two, regarding the U.S. Supreme Court's recent ruling on the Child Pornography Prevention Act. Knapp made the motion to approve the April minutes with the correction included. Kinney seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Carter, yes; Kinney, yes; Knapp, yes; Petete, yes; Roberts, yes. The motion was approved.

McVey introduced Gary Harrington, Administrative Archivist. Harrington introduced Jan Davis, new Records Management Division Head, who began work on May 20, 2002. Davis, a former law librarian, has Masters Degrees in Business Administration and Library Science, and a Bachelors of Arts degree from OU.

Harrington reported on changes to ODL Rules submitted to the Office of Administrative Rules. There were six changes to the department's fee schedule. The new Rules appeared in the June 17<sup>th</sup>, 2002 issue of the *Oklahoma Register* and will become effective July 1, 2002.

Tally Fugate, ODL Archivist, reported on the *100 Years of Oklahoma Governors* project, an online exhibit/database taken from the Oklahoma Governors' collection housed in Archives. A sampling of Oklahoma's Governors' administrative papers and the territorial governors' papers are being digitized and will be viewable/downloadable on ODL's website. The project was submitted to the Centennial Commission in April as an official Centennial Project. The Commission immediately accepted the project and is very excited about it. The shelf list was utilized to create the database. The website will have brief biographical information on each governor with the option of downloading a more detailed description. Also included will be lists and descriptions of the records, how many cubic feet of records on a given subject, how to use the database, how to do citations, agency (Governor's Office) history, and links to related websites. Research topics on certain subjects, such as World War I, II, or women's suffrage will be included. In the future, the Archives Division hopes to have all state agencies' histories included with links to related areas.

Knapp asked if the project would be complete by 2007. Fugate responded yes, probably before then. She has completed a detailed index for more than half of the collection. Many more records exist for the more recent governors, so indexing will take more time. The Archives has started to receive Governor Keating's papers, which must be processed before indexing. Bartmess asked if the Centennial Commission gave grants to help cover costs. Fugate reported that ODL had not received a grant. Archives was already working on the project and has been using the department's own resources. Fugate said the Centennial Commission usually reserves money for larger projects, but she would contact them again to see if money is available.

Harrington reported that the Archives Division has been recognized in several publications recently. The book *Reconstructing the Dream Land* and two other books about the Tulsa race riot credit the Archives Division for providing historical records and assistance.

McVey introduced Steve Beleu, U.S. Documents division head, who distributed several publications. Kevin Motes, U.S. Documents staff member, compiled *An Annotated Bibliography of Government Documents Related to the Threat of Terrorism and the Attacks of September 11, 2001*. The document has been reviewed by the *Washington Post*, featured in the *Scout Report*, listed by Yahoo, linked to by Princeton University's Politics and Law Collection, Michigan's *Electronic Libraries*, and others. Available on ODL's web page, a hard copy will be mailed to public libraries later in the summer. Web hits to the U.S. Government Information Division's pages have increased from approximately a 5,000 monthly average to 57,199 in May. A CD-ROM with *The Complete Annual Reports of the Territorial Governors, 1893 – 1907* was produced with the help of Kitty Pittman, Oklahoma Room librarian, who received a grant to produce CDs of Oklahoma records and publications. Photos, charts, annual reports, geological surveys, the first federal census of Oklahoma in 1907, a 1934 map of the state identifying areas affected by drought, and other items were imaged. The drought map is also viewable on the web page. The annotated bibliography *American Indian Materials in Federal Depository Libraries of Oklahoma* was also distributed to the board.

Vicki Sullivan reported that the State Auditor and Inspector's Office audited the agency with no exceptions to accounting and personnel according to the exit interview. However, an audit report received from the Auditor's office listed a minor exception. The department possessed an unauthorized credit card, which was used to place orders during the renovation/opening of the new Records Center with payment by purchase order. The card had been destroyed before the audit. The Auditor's Office said many agencies, including their own, had been using credit cards. ODL will now be using an authorized credit card recommended by the State of Oklahoma. The credit card may be used for needs such as publishers, who require pre-payment for materials.

Sullivan reported ODL sustained a 5% budget cut. Another budgetary item is the increase in risk management and property insurance. Risk management and property insurance saw an increase in excess of \$38,000 from last year. Knapp asked if the insurance would include liability for lives lost, such as in a case of catastrophe. Sullivan responded the insurance policy includes coverage for property, tort, personal vehicles, and directors and officers.

McVey asked Susan Feller to report on the Oklahoma Endowment for Literacy and Reading Foundation. Minutes of the first OELR Board meeting were included in the ODL Board packet. Feller distributed the OELR bylaws and handouts from the meeting. Three board members (Jane Harlow, Anne Morgan and Ann Benson) have resigned. Feller said the concept of the foundation had changed radically but the remaining Board members are very enthusiastic, with the understanding it is a fund-raising board and they will be expected to participate in those activities. The next meeting will be in September and committees will be established in the interim. Feller is working on finding seed money.

Feller is working on three applications to federal entities for ODL— one for providing technical centers in public libraries or literacy centers throughout the state; an application to expand the Summer Reading Program; and an application for a building addition for the State Archives. Feller has some applications pending, including a grant request to help build an Oklahoma Author database, and is looking for corporate sponsorship of the Summer Reading Program, which would free some LSTA funding. Feller is compiling a list of foundations for which both the OELR and ODL would be eligible to apply for grants.

Petete suggested that the ODL Board have a liaison to the OELR Board so information could be reported back to the ODL Board. Petete asked if Feller were comfortable in her duties and Feller reported that it

was sometimes difficult to separate foundation and ODL duties, which sometimes places her in a difficult position. Briggs asked if there had been discussion with the OELR Board regarding contracting for Feller's services from ODL. Feller said she is working on a *Memorandum of Understanding* between ODL and the Endowment Board. Bartmess said a contract between ODL and OELR should clarify the issues.

Petete and Briggs asked if there were seed money to get the Foundation started. Feller reported there was none at this time. Feller said unless the seed money is from an individual, it is going to be very difficult because most foundations distributing grants expect 100% participation of the entity's board members. The OELR Board has met once and has held no events. Feller said she could submit applications but most foundations want to see structure, history and board involvement before granting money. At this time, the OELR does not have programs in place that a foundation would be interested in funding, and there are no special events where corporate sponsorships would be available. Progress has been slow. She is, however, making progress on federal grants for ODL. Petete asked if ODL receives more federal dollars, would the state penalize ODL by taking money away. McVey said the Treasurer's Office is familiar with federal funds, and that federal grant funds are for specific projects and so should not adversely impact state funds for the agency. Kinney thanked Feller for her work.

McVey asked Gary Phillips to report on the LSTA Five Year Plan. Phillips said five hearings were held in May in locations around the state. There will be a slight rewording of a few goals, mainly verb tense, but the document will be very similar to the draft passed out at the April 19<sup>th</sup> meeting. The plan must be submitted to the IMLS by July 31, 2002 with approval hopefully by October 1, 2002, the beginning of the next federal funding year. Bartmess suggested a few grammatical changes. Phillips reported that the IMLS requires plans every five years but accepts annual amendments if needed. Any amendments would be submitted to the board for approval. Petete asked for a motion. Kinney made a motion to adopt the LSTA Five Year Plan, 2003-2007. Knapp seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Carter, yes; Kinney, yes; Knapp, yes; Petete, yes; Roberts, yes. The motion was approved.

Next on the agenda, Doyle Kinney presented a Resolution of Appreciation to Jesse Harris. Kinney said Harris had a vision for ODL and that Harris' vision and commitment have helped to lay a strong foundation for ODL to follow in the years to come. He thanked Harris for "taking a cruise" with fellow board members and for his contributions to the agency. Petete commented he has been friends and colleagues with Harris for over 20 years and that Harris has made many contributions to the City of McAlester as well. Harris is founder of Inner City Productions, Inc., a multi-cultural club for young adults providing activities and assistance. Harris thanked Susan, the board, and staff for their support and the opportunity to assist in expanding access through technology, and in promoting reading and libraries.

Petete asked for the Nominating Committee to present nominations for Officers. Carter presented nominees for Officers of the Board. For position of Chair, nominee, Benny Briggs and for position of Vice Chair, Judi Knapp. Petete asked for nominations from the floor. There being none, Carter made the motion to elect Briggs, Chair and Knapp, Vice Chair. Kinney seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Carter, yes; Kinney, yes; Knapp, yes; Petete, yes; Roberts, yes. The motion was approved. Briggs said he appreciated the opportunity and Petete would be difficult to follow. Knapp said she appreciated the excellent job Petete had done and the example set. Petete thanked the board for their support during his term as chair.

Bartmess asked for the latest information on the bond money for Cleveland Public Library. Connally reported that he had completed the letter indicating that ODL was not involved in any litigation pertaining to outstanding debt. This letter was part of the documentation required to enter into a lease purchase agreement with the Oklahoma Capital Improvement Authority. Sullivan reported that ODL has received a letter from Jim Joseph, State Bond Advisor, which grants provisional approval of this lease purchase

agreement through September 29, 2002. This approval is contingent upon the resolution of the current lawsuit before the Oklahoma Supreme Court. Bartmess asked about the lawsuit. Connally reported that he had no information regarding the lawsuit at this time.

McVey reported on the status of the CIPA (Child Internet Protection Act) case. A Federal Circuit Court ruled the law was unconstitutional. Connally said this law pertains to the requirement of Internet filters on library computers. The case has been appealed to the Supreme Court. Briggs asked about another case the Supreme Court is reviewing, COPA (Child Online Protection Act). COPA would make it a crime to have real or simulated pornographic pictures of children on the Internet. The Supreme Court struck down the Act, saying it is overbroad. Connally said COPA is not that relevant to libraries and won't affect ODL one way or the other.

Bartmess asked if ODL tracked bills, and suggested that board members be kept abreast of any pending changes to laws affecting libraries. McVey said bills affecting ODL and libraries can be found on ODL's website under the Library FYI section. Petete suggested emailing any important information to the board. Carter asked Bartmess what her major concern was: that federal and state law might be inconsistent, for protection, or for other reasons. Bartmess said if federal law is in conflict with state law, federal law takes precedence. Bartmess said she would like to keep the Legislature informed on how bills would affect libraries. Carter asked what the worst-case scenario would be if the board does not stay abreast of these issues. Connally responded that the Legislature could pass something that would be a hindrance to libraries. Bartmess was concerned about unfunded legislative mandates imposing duties on boards and agencies, such as requiring major filtering, with no dollars for support. McVey said this has happened recently when the No Smoking bill passed. The Department of Central Services invoiced ODL for renovation of the State Capitol smoking room because ODL's law library is located in the Capitol building. All agencies located in the Capitol were required to help defray the cost of renovation of the room.

There being no further business, Petete asked for a motion to adjourn. Kinney made a motion to adjourn and Roberts seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Carter, yes; Kinney, yes; Knapp, yes; Petete, yes; Roberts, yes. The motion was approved and the board adjourned at 11 a.m. The next ODL Board meeting is scheduled for August 30<sup>th</sup>, 2002.

---

Susan C. McVey  
Secretary