

**Minutes  
ODL Board of Directors  
November 1, 2002  
10:00 a.m.  
Oklahoma Department of Libraries  
South Conference Room**

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

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

Guests present: Karen Currie, Ginny Dietrich, Susan Feller, Tally Fugate, Susan Gilley, Mary Hardin, Gary Harrington, Donna Skvarla, Debra Schwartz, Vicki Sullivan, and Bill Young.

Briggs asked for consideration of the August 30, 2002 minutes. Bartmess moved that the minutes be approved. Kinney seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Kinney, yes; Petete, yes; Carter, absent, Knapp, absent; Roberts, absent. The motion was approved.

McVey introduced Debra Schwartz, ODL's new liaison from the Attorney General's Office. Schwartz said she will be attending ODL's board meetings regularly. She will also be presenting at the annual meeting of Oklahoma's Federal Depository Librarians on November 4, 2002 and at the First Amendment Congress on November 8<sup>th</sup>, 2002.

Sullivan reported on the ODL Board Minutes Project. Most files have been processed, arranged in chronological order, and labeled. With the extended illnesses of three staff members and one optical imaging specialist position frozen in the budget reduction, there remains one staff member available for microfilming. Sullivan hopes to have the board minutes for the current year microfilmed by the next meeting in January. The plan will be to begin with the most recent year and work backward.

Gary Harrington reported on his recently published article. The subject of the article was moving archival materials. Written in the summer of 2001 and published in the book *Moving Archives*, the article is one of eleven in the book and is available now in bookstores.

Tally Fugate, Archivist, reported on the ODL's online exhibit on the construction of the state Capitol building. Fugate has been working on web development and has been comparing ODL's site with other State Archives web sites. The online exhibit trend has taken off. Bill Struby in ODL's PIO Office created the online exhibit using Flash Web Software. Archives contains much information on the Oklahoma Capitol building construction and related subjects. The online exhibit is available with click and drag and print options. Some original documents and photographs have been digitized and are available for viewing on the website. Petete asked if there were any personal letters or items included. Fugate said most were state agency and governmental records, including estimates, bids, and vendor advertisements on everything including boilers, marble, and lighting. Included is an unsuccessful bid from Tiffany Studios, for the lighting fixtures of the Capitol. Also included, a letter stating there was no money left to build the capitol dome. Bartmess said there are many interesting stories and reports of in-fighting while the capitol was being built.

McVey asked Susan Feller to report on the October 31<sup>st</sup> workshop *To Save Our Past: Foundation and Funding Strategies for Archival Institutions* co-sponsored with the Oklahoma Museums Association. The workshop was a success with ninety-five registrants, and positive evaluations. The Sarkeys Foundation hosted the event and panelists from five of the top foundations in Oklahoma were presenters. The panelists were warm and welcoming and interacted with the participants. A list of approximately 400 foundations located in Oklahoma was compiled and distributed. Feller said there is a tremendous need for board development and training in the grants process. Feller said the research done for the workshop will help her with the OELR Board and highlighted the potential and diversity of foundations located in Oklahoma.

Petete asked about preservation of audio/video tapes and whether ODL is involved in this type of preservation. McVey and Harrington said the agency has various formats stored in the Archives but they pertain to state agency records not personal tapes, interviews and videos. Briggs asked if storing videos was a mandate of the agency. McVey reported if identified as a permanent record, Archives would store it. Harrington said we currently store audiotapes from the Corporation Commission and reel-to-reel tapes from the floor debates of the Legislature. ODL owns one of two machines in the state that can play the tapes. The Supreme Court also stores videos and 8mm tapes in Archives. Bartmess suggested starting a dialogue with Bob Blackburn of the Oklahoma Historical Society to see if the Historical Society has established methods of preserving and storing such media. Harrington said the upcoming November 22<sup>nd</sup> *Oklahoma Conservation Congress* held at the Oklahoma Historical Society will have a session on *Migration of Medias and How to Preserve*.

McVey said the Oklahoma Historical Records Advisory Board is focusing on trying to capture just these types of items before they are damaged or destroyed. If ODL receives a regrant award from the National Historical Records Advisory Board, we would be able to pass on as grant opportunities to smaller entities for preservation of these types of format.

McVey reported that the American Association of School Librarians, a division of the American Library Association has commended Oklahoma for funding the statewide database project with state appropriated dollars. Briggs and Bartmess both wanted to ensure that legislators, the appropriation committee, and the budget office receive a copy of the commendation. McVey said she would draft a letter for Chairman Benny Briggs to sign.

McVey distributed a photocopy of an article describing the Mountain Plains Library Association's first ever leadership institute. McVey stated that she wanted to inform the Board about the event for two reasons. The first reason is that the person quoted in the article is a former president of the Mountain Plains Library Association, Marilyn Hinshaw. Marilyn is the library director for our Board chair's home library system so we want to recognize her accomplishments. The Mountain Plans Library Association is a twelve state organization of which Oklahoma is a member. We also want to highlight this leadership institute because the concept has been suggested that ODL and other library organizations in the state develop a similar program for Oklahoma librarians that would help develop leadership opportunities and experiences for new professionals in the state. At some point, a proposal may be brought to the ODL Board for this type of activity.

McVey reported on the budget. The state is in its third month of declining revenues for this fiscal year. The revenue has come in below the earlier estimates. No action was taken this month, but a potential for more cuts is in the future. In a recent press release, the budget office listed three possibilities: revenues stabilizing; revenues improving; or revenues declining. A staff meeting was held on October 18<sup>th</sup> to inform the staff of the situation. An additional five percent

cut would increase the possibility of furloughs for ODL employees. The number of furlough days at this point is not clear.

Bartmess asked about the Net Lending Reimbursements agenda item of the last Board meeting. McVey reported she had checked with Attorney General Liaison Debra Schwartz on the issue. Following that discussion, it was decided to amend the budget request to fund net-lending reimbursements on a current year basis only. If the budget request is approved by the legislature, libraries will file monthly statistical reports on net lending with reimbursements done quarterly.

Next agenda item was consideration and possible vote on the 2003 ODL Board Meeting Schedule. The start time of 10:00 a.m. was clarified. Kinney moved that the proposed dates be approved and Bartmess seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Kinney, yes; Petete, yes; Carter, absent, Knapp, absent; Roberts, absent. The motion was approved.

Briggs asked for consideration of the final State Aid grant list. McVey asked Skvarla to present the list. Skvarla reported State Aid was reduced 5.75% due to budget reductions, but the formula for disbursement of State Aid to public libraries remains the same with minimum base grants for communities under 3,000; mileage amounts for library systems and per capita grants for communities over 3,000. The 5.75% reduction was applied equally to all three categories of state aid. One thousand four hundred and seventeen dollars will be given to each qualifying unaffiliated library with populations under three thousand or the per capita amount, whichever is greater; eight dollars and sixty nine cents per square mile to all qualifying library systems; and per capita distribution of .466 of the remainder to library systems and all qualifying libraries in cities and towns with populations over three thousand. Kinney moved that the formula be accepted and Petete seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Kinney, yes; Petete, yes; Carter, absent, Knapp, absent; Roberts, absent. The motion was approved.

Briggs moved on to the Certification Board appointment. Earlene Piercy's term has expired and an appointment is needed. McVey said the Certification Board consists of appointees of both ODL and the Oklahoma Library Association. The Certification Board advises ODL whether changes are needed, certification classes need updating, changing or deletion, and if continuing education needs are being met. Kinney asked how often the Certification Board met. Skvarla said quarterly. Theresa Dickson was submitted for the replacement to the Board. Petete moved that Theresa Dickson be appointed to the Certification Board and Kinney seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Kinney, yes; Petete, yes; Carter, absent, Knapp, absent; Roberts, absent. The motion was approved.

Briggs thanked Fugate for her presentation on the new online capitol exhibit and Feller for her efforts on behalf of the OELR and ODL.

Kinney made a motion to adjourn and Petete seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Kinney, yes; Petete, yes; Carter, absent, Knapp, absent; Roberts, absent. The motion was approved and the meeting adjourned at 11:20 a.m.

The next ODL Board meeting is on January 31<sup>st</sup>, 2003.

---

Susan C. McVey  
Secretary