

**Minutes**  
**ODL Board of Directors**  
**March 28, 2003**  
**10:00 a.m.**  
**Cox Convention Center**  
**Native American Conference Room**  
**Oklahoma City**

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, and Sherry Roberts.

Guests and staff present were: Christine Chen, Karen Currie, Carol Fox, Wayne Hanway, Mary Hardin, Gary Harrington, Marilyn Hinshaw, Donna Morris, Donna Skvarla, Vicki Sullivan, and Bill Young.

Briggs asked for consideration of the minutes from the January 31, 2003 meeting. Kinney moved that the minutes be approved. Bartmess seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Kinney, yes; Petete, yes; Carter, absent; Knapp, absent; Roberts, absent. The minutes were approved.

McVey presented the Director's report. The Center for the Book Awards Dinner was March 8, 2003 at the Petroleum Club in Oklahoma City. ODL staff and board members Duchess Bartmess and Judi Knapp attended. The Arrell Gibson Lifetime Achievement Award went to Muscogee Creek poet, Joy Harjo for her body of work. The Children and Young Adult Award went to Darleen Bailey Beard for ***The Babbs Switch Story***; Poetry Award to Joy Harjo for ***How We Became Human: New and Selected Poems***; Fiction Award to Diane Glancy for ***The Mask Maker: A Novel***; Design and Illustration Award to Murv Jacob for ***The Great Ball Game of the Birds and Animals***; and Non-Fiction Award to Michael A. Mares for ***A Desert Calling: Life in a Forbidding Landscape***. Oklahoma's Native American heritage emerged with three of the five winners members of Oklahoma tribes. McVey reported it was a very enjoyable evening. Briggs, Bartmess and Petete encouraged all board members to attend the awards. Next year's Book Awards is set for March 13, 2004 at the Petroleum Club.

Another project, the "Read Y'all" literacy initiative, was unveiled at the Oklahoma Library Association Conference. A joint project between the Metropolitan Library System, OLA, and the Oklahoma Department of Libraries, it will promote the importance of reading to the state's citizens. Promotional materials will include a series of posters featuring famous Oklahomans, including the Governor and First Lady, as well as t-shirts, pins and tote bags.

The Oklahoma Almanac is going to press. The finished product will probably be distributed at the next ODL board meeting in May.

Petete proposed adding the ODL Board minutes to the website before board approval. McVey said ODL could put them on as "draft" minutes.

McVey asked for division reports. Harrington reported on the ODL Board minutes project. Minutes have been prepped, filmed, and processed, creating a master set of microfiche from 1969 through the present. Petete asked if there were any compiled histories and photos of former directors of the agency. Harrington said he would research to see what records Archives has. McVey said there were no "official" photographs of the directors.

Briggs asked Sullivan to report on the budget. In early March, ODL experienced another budget reduction for a total of 7.85% or an additional \$93,034.02. Cuts were taken in Administration (\$41,000), Service to Libraries (\$23,000), and Service to Government (\$29,000). Sullivan thanked Fox, Library Technology Director, for monitoring and reducing expenditures for computers and supplies. The agency has been purchasing in smaller quantities. Most of the cut came from reduced spending on equipment, supplies, postage and two more unfilled vacancies (for a total of 8, or 10% of ODL positions). Three other staff members are on extended sick leave. Overall, ODL is working with a reduction in staff of 11 positions. McVey said staff workloads have increased.

The board expressed concern about the possible loss of vacant positions and overworked staff. The board asked if the vacant positions could be filled and if not, the possibility of raises for existing staff. McVey said any new employees would be at greater risk for furloughs or reductions in force (RIFs) if further cuts were needed. A five percent raise may be given at the end of an employee's year long probationary period. Other possibilities are through conducting regional market surveys and pay inequities within a job class, both of which must be submitted for approval to the Office of Personnel Management. The agency must demonstrate it has sufficient funds to cover any pay raises.

The question of aging or obsolete equipment was also raised. Sullivan reported the MIS department rebuilds equipment using parts from other machines but at some point the equipment will reach the end of usability and need replacement. Equipment and supplies on state contract must be purchased through Central Purchasing. If not on contract, and under \$25,000, the agency may purchase after receiving three phone bids. Briggs suggested the agency use the 10% reduction in staff salaries for equipment replacement. Petete asked if there were any danger of losing federal funds. Sullivan responded the agency is ahead of last year on meeting maintenance of effort.

Briggs and Bartmess suggested ODL identify services offered to government and state agencies and consider reducing those services, giving duties back to the agencies, or looking at new fees and increased fees. Storage, retrieval and research fees were suggested. McVey said any fee change would involve the rulemaking process, which includes submission to the Legislature and the Governor, and a public hearing, all of which would not be possible until early next fiscal year. Fees are currently assessed to anyone storing records with the Records Management Division. A new step added to the rulemaking process for increasing fees is assessment of the impact on small business. Several areas of high usage identified were land surveyors and their use of corner records, interlibrary loan for state government, reference services, and database searches. Sullivan said the agency is investigating placing land records on the website to alleviate staff workload. Bartmess was interested in seeing some of the impact reports submitted by other agencies regarding fee increases/changes. Bartmess said the Secretary of State's Office has many self-supporting fees.

Kinney asked how the legislative staff determined what budget cuts were needed. McVey said when revenue collections come in each month, it is compared with the state's projected estimates and adjusted accordingly. Each agency receives the same percentage cut. However, last year there was some protection of education.

Agency consolidation was a topic. In the past, some smaller agencies have been absorbed into larger agencies when overlapping duties existed or if there were financial considerations. Briggs and Bartmess said the State Library has a unique mission with unique services, and does not fit within any other category.

Petete asked if endowment money could be used for funding. McVey said private grants awarded to ODL are earmarked for specific projects and cannot be used for other projects. Once the Department's dollars have been used for matching funds or in-kind match, those dollars cannot be

used again for matching funds. Recently, the agency returned a Department of Education grant due to lack of matching funds. Foundation grants have slowed due to the economy. The instability of the stock market has hit foundations hard and they are not looking to take on new projects. In January, there will be an opportunity to apply for computer hardware and software grants with no match required.

Petete asked if the Department was required to return carryover funds. McVey responded carryover funds were not allowed until Governor David Walters' term. It is unclear if carryover will be allowed this year. McVey said the agency is developing a wish list if carryover is allowed. Bartmess didn't think ODL would have carryover funds due to the cuts the agency has already sustained. Petete asked if the Legislature was considering any early retirement options for state employees. The Oklahoma Public Employees Association is working with the Legislature to introduce a bill covering this subject. It is unclear what the outcome will be.

Briggs appointed a nominating committee. Bartmess was asked to Chair and Petete and Kinney were appointed members. Briggs asked Bartmess about any progress she and Knapp had made for ideas to promote a higher profile for ODL. Bartmess said there were ideas at this point, but nothing in writing. Bartmess met with Susan Feller for help with implementation of ideas. Knapp and Bartmess will develop a white paper and ask the board for suggestions. Briggs asked Bartmess and Feller to report at the next board meeting. Briggs reported he had shared the O.U. Poll results with local Representative Barbara Staggs. The results of the poll were also shared in a brochure that was given to all legislators at the Oklahoma Library Association's Legislative Day at the State Capitol.

Petete asked if ODL's budget reductions were affecting the public libraries of the state. McVey said State Aid to Public Libraries would be 5.5% less this year, which amounts to approximately \$75 less for the smaller libraries, many of whom need the grant the most. On the local level, any reductions in sales tax revenue would also impact public libraries.

Briggs asked for any comments from guests. Mary Hardin thanked the board for the concern shown for the ODL staff.

The next ODL Board meeting is scheduled for May 23, 2003 at the Clinton Public Library. ODL will be taking a van if any board members are interested in riding. Clinton is approximately 1.5 hours from Oklahoma City. If you are arriving the night before, Kinney suggested the Days Inn, 580/323-5550.

There being no further business, Briggs asked for a motion to adjourn. Petete made a motion to adjourn 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 and the board adjourned at 11:45 a.m.

---

Susan C. McVey  
Secretary