

Minutes
ODL Board of Directors
June 6, 2003
10:00 a.m.
Oklahoma Department of Libraries
South 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: Betty and Gene Bass, Susan Feller, Carol Fox, Leslie Gelders, Susan Gilley, Mary Hardin, Gary Harrington, Glenda and Jim Kilmer, Donna Norvell, Imogene Petete, Kitty Pittman, Donna Skvarla, Vicki Sullivan, and Bill Young.

Briggs asked for consideration of the minutes of the March 28, 2003 meeting. Bartmess moved 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 minutes were approved.

McVey asked Kitty Pittman to report on an AMIGOS grant to digitize rare documents from the Oklahoma Collection. ODL has been digitizing in-house rather than outsourcing, but applied for an AMIGOS grant to convert the 1905 promotional booklet published by the Red Bird Investment Company, *Red Bird, Creek Nation, Indian Territory*, and the book *Oklahoma Libraries: 1900-1937*, a history of Oklahoma's public libraries and the Oklahoma Library Association. The project is in conjunction with the Oklahoma Library Association's Centennial involvement, with hopes the materials will be digitized by the state's Centennial year, 2007.

Board member Judi Knapp arrived to the meeting.

McVey asked Donna Norvell, Children's Consultant to report on the Summer Reading Program *DIG IT! @ YOUR LIBRARY*. The program is in full swing around the state. There are two posters, ODL's and the *Daily Oklahoman* poster. A private grant was used to produce Family Adventure kits for one hundred public libraries. Each kit contains information, books, a video, a game and a packet parents can share with children about basic science and dinosaurs. Six large *Excavation to Exhibit* kits were prepared with the help of the Museum of Natural History in Norman. Libraries can borrow the kit and present programs, showing how the museum excavates fossils, prepares and exhibits them. June 21st is "Library Day" at the museum. Admission is free when you show museum staff your library card. There will be story times and puppeteers. Museum paleontologists will speak to the children. ODL's booth will have Frisbees, pencils and goodies for the children. The *Daily Oklahoman* is sponsoring their annual newspaper contest and will award prizes to young readers. Sonic is providing coupons for free tater tots and is the corporate sponsor for the book bags. Information about the Summer Reading Program may be found on ODL's website. Briggs praised the Summer Reading program for its excellence. 76,000 children participated statewide last year.

Board member Sherry Roberts arrived to the meeting.

McVey asked Bill Young to report on the *2003-2004 Oklahoma Almanac*. The *Almanac* has been published since statehood. The original publication was known as the *Oklahoma Red Book*, and for many years it was published as the *Directory of Oklahoma*. The *Almanac* is published every two years,

following the general election. The primary purpose of the publication is to record information about elected officials and government. Following its transfer from the Election Board to ODL in the '80s, the publication has grown to include additional information about the state. The agency did not have a good experience with the out-of-state vendor that printed this edition of the *Almanac*, and production was delayed. Fortunately, the publication did arrive in time for distribution to the legislature before their adjournment. The *Almanac* is being sold at \$15.00 per copy. Free copies are provided to state elected officials, ODL Board members, county clerks, public libraries, tribes, and directors of state agencies.

McVey asked Leslie Gelders to report on Literacy happenings. Gelders' writes a monthly literacy column for the *Daily Oklahoman's* Living Section, and she shared samples of her articles.

ODL continues its partnership with the Department of Human Services (DHS) to assist TANF (Temporary Aid to Needy Families) clients and has received \$455,000.00 for the *Welfare to Work* program. This is a \$50,000 decrease from previous years, but federal requirements have also changed. Rather than thirty hours a week of literacy instruction for welfare parents, there will be sixteen hours per week. Most of the money received is rerouted to local programs that offer these services. The program is now in its seventh year.

ODL also has a new partnership with DHS to train targeted daycare providers who care for at-risk children. The project is an expansion of the ODL/OETA/PBS *Ready to Learn* program, which educates parents, caregivers and daycare providers about how pre-school children learn. \$23,000.00 was received to purchase books for daycares. There are 1,500 DHS approved daycare providers in the state. DHS has developed a three tier training system to give these providers the training and tools they need to help young children grown and learn. ODL is part of the Tier II training courses. ODL's workshops will be offered statewide and are four-hour courses. Daycare providers are required to take twenty hours of continuing education a year.

A companion project to *Ready to Learn* is *First Book*. The program gives books to at-risk preschool children. During the school year, 1,500 books a month were given out for a total of 16,000 books. A Tulsa foundation, along with Rotary Clubs, TANF/DHS, and others provide funds to purchase books for TANF welfare moms. The moms are taught how to read books to their children. Each child receives twelve books per year. Volunteers go to the schools and read to the children each month. Volunteers are needed.

A \$75,000.00 grant from Oklahoma Educational Television Authority will be ending in September. It provided the trainers that train the daycare providers. The number of trainers has been increased from one to eight.

State funded literacy grant funds were reduced slightly this year. The grant applications are due June 20th and grants will be awarded on August 1st. These funds support local volunteer literacy programs.

The *Literacy Handbook* has also been updated for use by literacy councils across Oklahoma. This resource guide lists community-based literacy programs and provides information on the many different aspects of adult and family literacy programs in the state.

Gelders announced that the national literacy conference, *Pro Literacy America*, will be held in October, 2004 in Oklahoma City. Over one thousand participants are expected. Gelders serves on the Executive Board of *Pro Literacy*.

McVey asked Susan Feller to report. The Oklahoma Historic Records Advisory Board Forum hosted the conference *Organizing Special Events*. Over one hundred participants attended, at the cost of \$40.00 per person. Evaluations were good.

A grant application has been submitted to the National Historical Records Advisory Group for funding that would be passed on to other agencies such as historical societies, museums, tribes, and others. The grant would train participants in grant writing, board development, and related subjects.

McVey gave the Director's Report. The agency received an additional 2.95% budget reduction beyond the current reduced level. Other agencies had significantly higher cuts than ODL received, with some as high as 20%. The agency will hold down expenditures, and vacancies will remain unfilled unless the position is essential. Plans are to absorb reductions without furloughs or serious disruption of services.

Briggs asked Petete to introduce Betty Bass, incoming board member who will succeed Petete. Bass has been a social worker, working with juveniles for over twenty years, a secretary for fifteen years, and for a short time, secretary to Carl Albert. Bass has three sons, and three stepchildren.

Briggs introduced Glenda Kilmer, new board member succeeding James Carter. Kilmer is a retired librarian and former Head of the Hardesty South Regional Branch Library in Tulsa. In the mid-1990's, she became involved with the Friends of the Tulsa City-County Libraries. For the last two years, she has served as President of the Tulsa Friends group, which has 1,500 members.

Briggs presented resolutions of appreciation. Recipients Malcolm Wall, Dr. William and Carol Krueger, and board member James Carter were unable to attend. Briggs presented Clyde Petete, outgoing ODL board member, with a resolution. Petete served as ODL Chair from 1997 to 2002. Briggs said Petete's service was appreciated and exemplifies a citizen serving his community and state.

Petete said he was honored to have served on the board. He said ODL staff is dedicated, creative, innovative, and the most self-motivated people he had ever met. He asked the board to give a vote of confidence for Director McVey. Petete said McVey is a politician, budget analyst, and public relations person, along with possessing great leadership skills. He also praised Deputy Director Vicki Sullivan, who he said has an enormous job handling ODL's budget. Petete asked ODL to continue to guard against censorship and protect the constitutional rights of citizens. He invited everyone to visit him in McAlester.

Briggs asked for consideration and a possible vote on moving the next board meeting. September 19th, 10 a.m., at the Clinton Public Library was proposed. Kinney said the meeting would be during the week Clinton celebrates its Centennial. The local Friends of the Library will provide lunch and refreshments. Bartmess moved that the meeting in August be rescheduled for September 19th, 10 a.m., at the Clinton Public Library. Knapp seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Kinney, yes; Knapp, yes; Petete, yes; Roberts, yes; Carter, absent.

Briggs asked the Nominating Committee to report. Bartmess said she was pleased with current leadership and suggested that the current leadership, Chair Briggs and Vice-Chair Knapp, be nominated. Kinney made the motion to nominate current officers, Briggs and Knapp, and Petete seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Kinney, yes; Knapp, yes; Petete, yes; Roberts, yes; Carter, absent.

Bartmess asked if it would be better to wait in the future to elect officers in case incoming members might be interested in a position. McVey said the timing was due to the legislative session and terms beginning on July 1st. Petete noted that the Senate confirmation of Bass' and Kilmer's appointments was the earliest he had ever seen.

Briggs asked for consideration and possible vote on the *Models of Library Service* document. McVey said the Public Library Directors' Council (PLDC), a group of library system directors and directors of the larger unaffiliated libraries, began meeting a year ago on how to mobilize interest in terms of new library services and new funding sources for libraries. ODL receives many requests from communities needing guidance in establishing a library, wanting to know what makes a good library, and what services it should offer. With Library Services and Technology Act funding, a consultant was hired, who worked along with the PLDC to develop the *Models* document. Once developed, it was presented in draft stage at the Oklahoma Library Association (OLA) Conference in March 2003, where the consultant was available to answer questions from the audience. The draft document was provided to all public libraries. Four subsequent hearings were held around the state. Reports from the hearings are included in the division reports.

The *Models of Library Service* provides voluntary guidelines for libraries. Three levels of model service, (Gateway, Pacesetter, and Innovator), were established for different sizes of libraries. The document will aid communities that are doing great in some areas and need improvement in other areas. The document is targeted for trustees, mayors, governing groups and librarians themselves. Knapp thought it was an excellent tool. She said most board members and local elected officials carry an image of libraries formed from their childhood experiences. This gives specific tools to look beyond, to the future. Briggs said it will provide vision and serve as a checkpoint where a library is, where they want to be, and to see the difference between the two. Kinney moved to accept the *Models of Library Service* document, and Roberts seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Kinney, yes; Knapp, yes; Petete, yes; Roberts, yes; Carter, absent.

Bartmess congratulated ODL on being among the first states to put together a development tool for libraries. McVey handed out a companion vision concept document. Briggs said it was nice for ODL to receive so much national recognition on various projects.

Briggs asked for consideration and possible vote on the *Youth Services Guidelines*. Norvell said the *Guidelines* were developed by a group of children's librarians from across the state. Norvell attended a Public Library Association Conference, along with other Oklahoma librarians, where guidelines from four or five states were shared. Norvell requested copies of guidelines from eight additional states. Oklahoma children's librarians were invited to be a member of the committee. Volunteers served on the committee for about a year. The *Youth Services Guidelines* are in checklist format and will be good for new librarians, particularly in small rural libraries, where staff frequently have little training in the library field. The "*It's a Tool, Not a Rule*" session was presented at the OLA Conference to emphasize the guidelines are voluntary. Four hearings were held around the state for input. Knapp moved to accept the *Youth Services Guidelines* and Bartmess seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Kinney, yes; Knapp, yes; Petete, yes; Roberts, yes; Carter, absent.

McVey passed out the Oklahoma Press Association's *Open Meeting / Open Records* booklet to the board. Both new board members received orientation before the board meeting.

Briggs asked if there were any further comments. Kinney recently attended a meeting with State Senator Kerr, U.S. Representative Frank Lucas, and State Representative James Covey. He said their indication was Oklahoma could be seeing the tip of the iceberg as far as reduced tax revenues. In the past twenty-four months, Oklahoma has had significant companies close their doors, further eroding the tax base. It is a serious concern to cities, schools and state government. The legislators did not believe Oklahomans realize how serious the situation is.

Briggs said it will require the department to be conservative and effective in everything we do at ODL and elsewhere. Petete asked if ODL had a contingency plan. McVey said the Board's discussions constituted the contingency planning, such as the forecasts of how the agency would handle a varying range of reductions. Petete asked about private funding. McVey said the Department has received some funding for a number of projects relating to the Summer Reading Program and Literacy. She said foundations have been experiencing the same downturn and are not looking to begin new projects. The Noble Foundation in Ardmore has gone from one billion in investments to three hundred million. The Sarkeys Foundation is not giving grants this year. If further ODL cuts are needed, payment for statewide licenses for databases will be shifted from state to federal dollars and one database will be dropped. Any additional reductions would come from state aid and literacy grants.

Briggs said creativity and an optimistic outlook will be needed to move through this difficult period. Roberts said a positive is that the stock market has recently begun to climb. This would help the foundations rebuild their base. She suggested making the private sector aware of the impact the cuts are having on the agency. She believes most people feel tax dollars for libraries are well spent.

Knapp and McVey both attended the Pioneer Library System's 45th anniversary. Knapp said the Pioneer Library System represents what a library should be and they celebrate the good things the library does. There were no further comments.

Briggs asked for a motion to adjourn. Kinney made the motion to adjourn and Petete seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Kinney, yes; Knapp, yes; Petete, yes; Roberts, yes; Carter, absent. The meeting adjourned at approximately 11:30 a.m.

Susan McVey
Secretary