

Minutes
ODL Board of Directors
September 24, 2004
10:00 a.m.
Oklahoma Department of Libraries
South Conference Room
Oklahoma City

Chair Judi Knapp called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Duchess Bartmess, Betty Bass, Anne Geurkink, Doyle Kinney, Judi Knapp, Sherry Roberts, and Susan McVey, ex officio. Absent: Glenda Kilmer.

Guests and staff present: Cynthia Black, Clifton Broadworth, Karen Currie, Ginny Dietrich, Travis Fitzgerald, Carol Fox, Susan Gilley, Lori Gillian, David Hankey, Mary Hardin, Gary Harrington, Vicki Mohr, Vicki Sullivan, Lucy Usiukiewicz, and Pat Williams.

Knapp asked for consideration of the minutes of the June 25, 2004 meeting. Kinney moved the minutes be approved. Bass seconded. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Kinney, yes; Knapp, yes; Roberts, yes; Kilmer, absent. The motion passed.

Knapp shared a letter from Glenda Kilmer, resigning from the ODL Board. Kilmer has taken a full-time position with the Tulsa City County Library System and will be unable to attend future board meetings. Five new employees were introduced. Clifton Broadworth, a librarian, will be working in U.S. Documents and the Oklahoma Publications Clearinghouse. Lori Gillian, accounting technician, and Lucy Usiukiewicz, accountant, will be working in the Accounting department. Cynthia Black is new to the Public Service area and U.S. Government Information, and will serve as back-up in Acquisitions. David Hankey is the new Circulation Manager.

Vicki Mohr spoke about the Oklahoma Reads Oklahoma statewide tour with author Billie Letts. Letts is visiting sixteen communities around the state. Warner Books has funded a private jet to take Letts to Guymon. Attendance has been very high for an adult program and has ranged from 72 in Altus to 225 in Ardmore. Mohr hopes next year's winning author will be willing to travel the state and present programs. The Humanities Council gave mini-grants of \$350 to help public libraries fund the author programs.

Ginny Dietrich reported on the Summer Reading Program (SRP). For the next two years, the agency will participate in a collaborative SRP. Approximately thirty state libraries participate in creating a theme, manual and accompanying materials. Stephen Kellogg, children's artist, has been hired for the artwork. The theme will be *Dragons, Dreams and Daring Deeds*. States that join the collaborative are required to participate a minimum of two years. The collaborative process was started in the mid 1990's. Each participating state will be represented at an annual meeting. Themes are voted on with number of votes based on population. Oklahoma has six votes.

In other business, the Literacy Conference will begin on October 5, 2004, in Oklahoma City. Registration will be paid for any interested board member. The Center for the Book is accepting books to be considered for the coming year's Book Award. Public libraries will be receiving free Compact Discs as a result of a group of State Attorney Generals' lawsuit against music companies for price fixing.

Knapp asked for any public comment. There was none. Travis Fitzgerald, reporter from the *Capitol Network News*, introduced himself.

Agenda Items:

Consideration and possible vote on appointment of Michelle Miller to OLA/ODL Certification Board: Geurkink made the motion to appoint Miller and Roberts seconded. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Kinney, yes; Knapp, yes; Roberts, yes. The motion passed.

Consideration and possible vote on the FY2006 budget: Agencies must submit their budget request documents to the Office of State Finance, State House of Representatives Fiscal Division and State Senate Fiscal Division by October 1st each year. The 2006 budget begins July 1, 2005. Below are the requests for new money:

- * **Increase in State Aid to Public Libraries:**
This request would restore state aid to the original 2002 level plus an additional \$749,649 for municipal libraries. Municipal libraries, for the first time, would receive money for the square mileage of their county as well as the per capita amount for the county, using a similar formula used for public library systems. Representative Susan Winchester, one of the authors of the interim study on funding for public libraries, has written a letter indicating support for the proposal. McVey said every state has developed their own formula to meet their own needs. The Public Library Directors Council felt it made more sense to continue using the same basic formula that was currently being used.
- * **Restoration of construction grants:**
This is a restoration of funding for seed grants, previously affected by budget reductions.
- * **Salary adjustments for ODL staff:** This request would be for promotions for staff. Due to reductions, ODL has given up funding for eleven positions, or approximately a 13% vacancy rate. Bartmess asked if a request for additional funding for vacancies could be added to this. Sullivan said it could be included in the budget request. Bartmess felt ODL should request funding to fill three to five of the vacant positions.
- * **Restoration of funds for professional development:** This money would allow ODL professional staff to attend one out of state conference per year or for other training events.

- * **Restoration of funds for the materials budget:** This would restore the materials budget to previous levels. Additionally, the cost of materials has soared. This would allow some increase in meeting the high cost of materials.
- * **Restoration of the MIS equipment budget:** This would allow for purchasing/updating of computer equipment for staff.
- * **Restoration of state funding for the *Oklahoma Union Catalog (OLTNCat)*:** Approximately four hundred libraries, including a majority of the larger libraries, have their holdings in the shared database, *Oklahoma Union Catalog*. The database allows libraries to view statewide holdings and borrow from each other through interlibrary loan. Originally, the catalog was entirely state funded. Later, federal dollars were added. This request would replace federal dollars with state dollars with the goal of restoring the catalog funding to solely state appropriations.

Bartmess made a motion to request funding for filling three to five vacant positions, sustained in previous cuts, with an emphasis towards the support of the state aid program. Kinney amended the motion to say he supported her motion with the exception that the increase to state aid be the first priority in budget negotiations. Bartmess agreed to the amendment and Kinney seconded the motion. The votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Kinney, yes; Knapp, yes; Roberts, yes. The motion passed. Bartmess made a motion to approve the new operating budget funds pursuant to the amended suggestions and Geurkink seconded. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Kinney, yes; Knapp, yes; Roberts, yes. The motion passed.

Consideration and possible vote on five percent reduction if required: The legislature has requested that agencies preserve, at all costs, their federal dollars and maintenance of effort. Therefore, if ODL sustained a five percent cut, divisions paid with state money would be affected the most. The Services to Government division (Law and Legislative Reference Library and Archives and Records) would be the most affected. To protect federal dollars, these divisions would furlough staff who are not counted towards maintenance of effort the maximum number of days allowed by law, public library construction grants would be eliminated (\$141,000), law/legislative reference materials would be cut (\$35,000), vacant positions would be frozen, and finally, if needed, a reduction in force (RIF). The first to be terminated would be probationary and unclassified staff in the areas named above. Kinney made the motion to accept the five percent reduction plan and Bass seconded. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Kinney, yes; Knapp, yes; Roberts, yes. The motion passed.

Consideration and possible vote on the FY2006 – 2011 Strategic Plan: With minor changes, the major difference in the plan is the inclusion of ODL's organizational chart. Geurkink made a motion to accept the plan and Roberts seconded. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Kinney, yes; Knapp, yes; Roberts, yes. The motion passed.

Consideration and possible vote to go into Executive Session:

The board requested an Executive Session pursuant to the evaluation of the director and adjustments to the director's salary. Bartmess moved that the board go into Executive Session and Kinney seconded. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Kinney, yes; Knapp, yes; Roberts, yes.

The motion passed. The board returned from Executive Session and noted that McVey had received an excellent evaluation.

Consideration and possible vote on salary of the Director:

Kinney moved that the Director's salary be raised to the legislative cap set for agency directors, effective January 1, 2005. Roberts seconded. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Kinney, yes; Knapp, yes; Roberts, yes. The motion passed.

Consideration and possible vote on proposal for federal Library Services and Technology Act grant:

This grant would fund scholarships for people attending the OLA Leadership Development Retreat. A nationally recognized speaker, Pat Wagner, will conduct the leadership training. Smaller libraries' personnel would be targeted for attendance. The CE opportunity would expose participants to leadership training to develop the skills and become leaders in their libraries, communities, and within the library association. The institute is aimed at librarians, support staff, friends, and trustees. Participants will be paired with mentors. Bass made a motion to accept the Library Services and Technology Act grant and Bartmess seconded. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Kinney, yes; Knapp, yes; Roberts, yes. The motion passed.

The board adjourned at noon. The next ODL Board meeting will be November 5th, in ODL's South Conference Room.

Susan McVey, Secretary