

**Minutes**  
**ODL Board of Directors**  
**December 2, 2005**  
**10:00 a.m.**  
**Oklahoma Department of Libraries**  
**South Conference Room**  
**Oklahoma City, OK**

Chair Judi Knapp called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Duchess Bartmess, Ann Geurkink, Hannibal Johnson, Judi Knapp, Wally Turner, and Susan McVey, ex officio. Absent: Betty Bass, Sherry Roberts.

Guests and staff present: Karen Currie, Carol Fox, Susan Gilley, Mary Hardin, Gary Harrington, Kristi Hawkins, Vicki Mohr, Debra Schwartz, Vicki Sullivan, Bill Young.

Knapp asked for consideration of the minutes of the September 9<sup>th</sup>, 2005 meeting. Bartmess asked that the minutes reflect that the meeting was held at the Metropolitan Library System and that she be listed as late rather than absent for the beginning of the meeting. Knapp asked that it be mentioned that Wally Turner, new ODL board member, attended her first meeting. Geurkink moved the minutes be approved with above corrections. Bartmess seconded. Votes were as follows: Bartmess, yes; Geurkink, yes; Johnson, yes; Knapp, yes; Turner, yes; Bass, absent; Roberts, absent. The motion passed.

Vicki Sullivan discussed ODL's FY 2004 audit and distributed copies to the Board. She mentioned that ODL's last audit was for FY 2000. Auditors met with the agency's fiscal staff to outline procedures. The auditors examined documents over the summer and issued their findings in October. They were very complimentary of the fiscal staff and expressed their appreciation for the cooperation they received. Only two exceptions were noted: 1) three capital assets were not listed on the master inventory list; 2) two deposits were not timely deposited in the agency's clearing account. Although the assets in question were not entered on the master inventory list, they were included on the data processing inventory. Procedures have been adjusted to ensure that all assets are entered on the master inventory list. The two delayed deposits occurred during the illness of a previous employee. Additional staff has been trained as back-up in preparing deposits to ensure timely depositing of funds.

Sullivan was surprised to learn that two pallet jacks located in the State Records Center were considered "field equipment." She also pointed out that the item, "significant payables," referred to outstanding invoices for June 2005. The auditors informed her that "significant payables" was a standard term they used for outstanding invoices at the close of a fiscal year and was not necessarily meant to indicate a deficiency.

Sullivan next distributed copies of ODL's FY 2007 budget request to the Board. In addition to the request for new monies, the document includes performance measures for a five-year period; financial data for state, federal, and revolving funds; and the agency's data processing plan. Sullivan reported that the online budget request system was not available until mid-September

and the deadline for budget submission was October 1. Since the submission deadline is a statutory requirement, an extension was not possible. Sullivan commended the Fiscal Office staff for their efforts in making sure the deadline was met. In fact, the budget request was submitted one day ahead of the deadline.

Sullivan also reported that she and Susan McVey met with Senate fiscal analysts regarding the agency's current budget, as well as the budget request for FY 2007. They will have an opportunity to discuss ODL's current budget situation with the House Appropriations Subcommittee on Education on December 14, 2005.

Knapp congratulated McVey on her appointment as vice president of Chief Officers of State Library Agencies (COSLA). Knapp and Bartmess expressed interest in attending the "Open Meetings/Open Records" seminar sponsored by the Attorney General's Office and the Oklahoma Press Association on December 7, 2005

McVey asked for consideration of the 2006 Library Services and Technology Act (LSTA) grants. Bartmess requested that consistent terms be used in the Certification request and that the term honorarium be replaced with contract(ed) with presenter.

McVey reported that the budget for the Federal money was not final yet and is typically not passed by Congress until January, with eighteen months left to expend the monies. There will be a reduction of ODL's allocation in the current federal fiscal year because the agency did not meet its maintenance of effort (MOE) target for FFY 2004. The requested projects are basic. Next year will be a tight year because there will be no carryover money. If more federal dollars are received, the agency will approach the board to increase the number of projects. Bartmess asked if the agency was doing anything to recover the twelve and one half percent reduction. McVey said the agency will meet MOE this year due to the rolling three year average. Knapp asked about the salary cap of \$35,000 for the CE Grants to public libraries. The grants target those libraries with fewer resources to send staff various conferences. Bartmess moved that ODL accept the 2006 LSTA grant proposals. Geurkink seconded. Votes were as follows: Bartmess, yes; Geurkink, yes; Johnson, yes; Knapp, yes; Turner, yes; Bass, absent; Roberts, absent. The motion passed.

Knapp asked for consideration of the 2006 ODL Board Meeting Schedule. Following discussion of date conflicts, the board developed a revised schedule: February 3, August 18, and June 9. Geurkink moved that the revised schedule be passed: Bartmess seconded. Votes were as follows: Bartmess, yes; Geurkink, yes; Johnson, yes; Knapp, yes; Turner, yes; Bass, absent; Roberts, absent. The motion passed.

The state aid formula was presented. The \$400,000 in new state aid funding received during the FY 2005 legislative session was distributed to municipal libraries. The minimum \$1,500 grant to municipal public libraries was restored and the increase in state aid money was divided equally among the municipal public libraries for mileage. The latest U.S. Census Records were used for populations. Johnson asked if there were any dissention among the libraries with the new formula. In January, a special meeting of the ODL Board was held and representatives from systems and municipal public libraries spoke on the issue. A recommendation from the Public

Library Directors Council (PLDC) on how the additional funding should be distributed was adopted by the ODL Board in principle. Counties with multiple towns are to be prorated by population served. Because not all the funding requested from the legislature was received, some libraries chose not to participate in countywide service. If the per capita amount goes up in the future, these libraries may decide to participate. The final state aid list was sent to all libraries. The agency receives 1/12 of its state appropriation per month. As a result, Systems receive more than one payment and municipal public libraries receive one check, with all payments ending in May or June. Geurkink moved that formula for state aid to Public Libraries be passed. Johnson seconded. Votes were as follows: Bartmess, yes; Geurkink, yes; Johnson, yes; Knapp, yes; Turner, yes; Bass, absent; Roberts, absent. The motion passed.

Knapp asked about the Red Dirt Book Festival. McVey said Johnson participated in a panel discussion on the Black Experience in Oklahoma and made an individual presentation on the Tulsa Race Riots, both of which were very good. Bartmess asked if a calendar of upcoming events could be sent to board members so there could be board representation. McVey said she would bring a draft to the next meeting.

Knapp asked for consideration and vote to accept Western Council of State Libraries' certification program for public library directors as equivalent to one phase of the Oklahoma Library Association/Oklahoma Department of Libraries' public library certification program. Twenty-one states have voted to accept the Western Council's certification program. Ten of those participating have their own state certification program and eleven do not. The goal is to provide professional education to directors and support staff. Accepting Western Council's program will strengthen Oklahoma's program. Bartmess moved that ODL accept Western Council's certification program. Johnson seconded. Votes were as follows: Bartmess, yes; Geurkink, yes; Johnson, yes; Knapp, yes; Turner, yes; Bass, absent; Roberts, absent. The motion passed.

The board adjourned at 10:50 a.m. The next meeting will be on February 3<sup>rd</sup>, 2006 at ODL.

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Susan C. McVey  
Secretary