

Minutes
ODL Board of Directors
August 18, 2006
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, Betty Bass, Ann Geurkink, Hannibal Johnson, Judi Knapp, Tom Terry, Wally Turner, and Susan McVey, ex officio.

Guests and staff present: Connie Armstrong, Sandy Cate, Karen Currie, Carol Fox, Susan Gilley, Gary Harrington, Holly LaBossiere, Marcia Hull, Bill Petrie, Kitty Pittman, Debra Schwartz, Vicki Sullivan, and Desiree Webber.

In conformity with the Oklahoma Meeting Act, advance notice of the 2006 regularly scheduled meetings was transmitted to the Oklahoma Secretary of State on December 6, 2005 and public notice of this meeting together with the agenda was posted in prominent public view on the glass exterior walls of the Allan Wright Memorial Building, 200 NE 18th Street, Oklahoma City, on August 11, 2006 at 10:30 a.m. An email announcement of the meeting with agenda was sent to all Oklahoma public libraries on August 11, 2006 at 10:40 a.m. and the announcement of the Board meeting and agenda were posted on the ODL website on August 11, 2006 at 10:40 a.m.

Knapp asked for consideration of the minutes of the June 9, 2006 meeting. Bartmess moved the minutes be approved. Geurkink seconded. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Johnson, yes; Knapp, yes; Terry, yes; Turner, yes. The motion passed.

Vicki Sullivan introduced Kitty Pittman, new Administrative Librarian of the Public Service Department. Pittman has been with ODL since 1984, and came to ODL with experience from the OU Health Sciences Center Library and the University of Central Oklahoma Library. Pittman has worked in reference services, interlibrary loan and collection development. Pittman has been manager of the Oklahoma Collection since 1997 and is a Center for the Book member. Pittman helped to establish the ODL author database.

Carol Fox spoke about the new reference database products, including Bowker, EBSCO, eLibrary, SIRS Discover, Discover Web Find, Books in Print, and others. The databases are accessible from the ODL webpage. Two full day introductory training sessions will be held. Anyone interested may attend.

McVey asked for any questions about the division reports. Bartmess asked if the Archives had approached the Governor's Mansion Trust on assisting with their upcoming Centennial exhibit. ODL's Public Information Office is fine-tuning an exhibit and will contact the Trust about the information resources available to them in the Archives.

Director's Report: The legislative session was extended until the end of June. The Department received funding starting July 1st including an increase to State Aid to Public Libraries of one

hundred thousand (\$100,000), and partial funding for the mandated five percent raise for state employees. Staff paid with federal funds must receive their raise with federal dollars. Unfunded increased retirement, FICA, and health insurance premiums will come from ODL's general operating budget. New this year is blended premiums for active and retired employees which will require additional dollars. There were unfunded mandates of approximately fifty to sixty thousand dollars this coming fiscal year.

The additional one hundred thousand dollars (\$100,000) for State Aid will go toward funding per capita and square mileage for municipal libraries. The latest available population counts are used. With the number of eligible libraries changing each year, the per capita and mileage amounts varies each year. The new funding will allow ODL to begin per capita funding for county residents for those libraries providing service to the county. The Public Library Development Council (PLDC) met recently and rather than requesting four hundred and ten thousand dollars (\$410,000) in additional state aid, recommended raising the per capita to two dollars and fifty cents (\$2.50) which would boost the ODL budget request to \$7.5 million.

Last year, two communities did not extend service to their counties. Catoosa's newly opened casino brought a great influx of people to their area and the library did not feel it had the resources to serve the county. The Catoosa Library Board opted not to offer countywide service. Catoosa had requested a change to the formula. Coweta charges an out of service area library service fee, which raises approximately nine thousand dollars (\$9,000) per year. The amount they would receive in state aid was significantly less than that. Also affecting these two libraries are the number of other libraries in their counties. State aid is divided among all the libraries of the county. The ODL board will vote on the State Aid formula at the December 2006 meeting.

Knapp asked guest Desiree Webber, Mustang Public Library, to speak as a director of a small municipal library. Webber said Catoosa was instrumental in working on the new state aid formula, obtaining additional money and getting the legislation passed. Knapp asked for public comment. Webber supports a two dollars and fifty cent (\$2.50) per capita amount. Webber said Senator Wilcoxson and Representative Winchester were given OLA recognition awards for starting the state aid conversation in the legislature. The additional monies were used for, among other things, hiring of children's librarians, summer reading program performers, new book drops and shelving, encyclopedias, and renovations.

Bartmess motioned to approve the FY2008 Budget with an additional request on State Aid to be added. Bass seconded. The votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Johnson, yes; Knapp, yes; Terry, yes; Turner, yes. The motion passed. Bartmess made a motion to add to the budget request, a request to increase State Aid from currently forty-six cents (\$.46) per capita to two dollars and fifty cents (\$2.50) per capita and raise the minimum grant from one thousand five hundred (\$1,500) to three thousand dollars (\$3,000). Geurkink seconded the motion. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Johnson, yes; Knapp, yes; Terry, yes; Turner, yes. The motion passed.

Bartmess asked about other projects on the budget request. A five hundred dollar (\$500) grant will be offered to help with summer reading program expenses such as books, presenters, extra staff, etc. Reimbursement for interlibrary loan participation will be increased due to an upcoming postal increase. Extra money is included for *Almanac* production for the centennial year and providing an *Almanac* to every public school in the state. Bartmess made a motion to

accept the 2008 budget request and Bass seconded. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Johnson, yes; Knapp, yes; Terry, yes; Turner, yes. The motion passed.

Discussion and possible vote on FFY06 LSTA proposal to evaluate 2002 to 2007 LSTA Five Year Plan to conform with the Institute of Museum and Library Services (IMLS) requirements and review OLTN strategic plan was next agenda item. McVey said the agency had developed a five year plan with IMLS' guidelines. Priorities are technology and assisting people who have difficulty using the library. The plan includes a broad description of goals with grants tied to the plan. The plan will be submitted to the IMLS. Focus groups will be held statewide for feedback on the 2008 to 2013 plan. Johnson made the motion to accept the FFY06 LSTA Five Year Plan and Terry seconded. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Johnson, yes; Knapp, yes; Terry, yes; Turner, yes. The motion passed.

Geurkink made a motion to go into Executive Session to discuss employment of the Director and Terry seconded. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Johnson, yes; Knapp, yes; Terry, yes; Turner, yes. The motion passed.

Johnson made a motion for the board to reconvene from Executive Session and Geurkink seconded. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Johnson, yes; Knapp, yes; Terry, yes; Turner, yes. The motion passed.

Consideration and possible vote to increase the Director's salary five percent effective October 1st. Bartmess made a motion to increase the salary five percent and to contact the Speaker and President Pro Tem of the Senate for permission to increase the maximum amount and allow an additional five percent raise. Terry seconded. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Johnson, yes; Knapp, yes; Terry, yes; Turner, yes. The motion passed.

Certification Manual revisions were next agenda item. The Certification program, a voluntary joint program with the Oklahoma Library Association, began in 1996. The program has been a great success, with advanced classes being added. Johnson moved that the revisions be approved and Bartmess seconded. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Johnson, yes; Knapp, yes; Terry, yes; Turner, yes. The motion passed.

Geurkink moved that the board adjourn and Turner seconded. Votes were as follows: Bartmess, yes; Bass, yes; Geurkink, yes; Johnson, yes; Knapp, yes; Terry, yes; Turner, yes. The motion passed.

There being no further business the board adjourned at 12:00. The next ODL board meeting will be at the ODL South Conference Room, 10 a.m. on December 1, 2006.

Susan McVey, Secretary