

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
June 19, 2009
10:00 a.m.
State Capitol, Room 512A
Oklahoma City, OK

Chair Ann Geurkink called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Jon Douthitt, Ann Geurkink, Hannibal Johnson, Shelly Wilson, Tom Terry, and Susan McVey, ex officio. Absent: Wally Turner, and Harlene Wills.

Guests and staff members present: Connie Armstrong, Karen Currie, Jan Davis, Leslie Gelders, Jack Geurkink, Susan Gilley, Vicki Mohr, Kitty Pittman, Vicki Sullivan, Judy Tirey, Lucy Usiukiewicz, and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the 2009 regularly scheduled meetings was transmitted to the Oklahoma Secretary of State on December 11, 2008 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 6/17/09, 8:20 a.m. and 11 a.m. 6/17/09 at the Capitol. In addition, an email announcement of the meeting with agenda was sent to all Oklahoma public libraries on June 16th, 2009 at 11:30 a.m. and the announcement of the Board meeting and agenda were posted on the ODL website at 5:40 p.m. on June 16, 2009.

Geurkink asked for consideration of the board minutes of the April 22, 2009 board meeting. Terry moved the minutes be approved. Douthitt seconded. Votes were as follows: Douthitt, yes; Geurkink, yes; Terry, yes; abstain: Johnson; Wilson; absent: Turner and Wills. The motion passed and the minutes were approved.

There was no public comment.

On the election of board officers, Tom Terry reported the nominating committee (Terry and Bass) proposed retaining Geurkink as chair and Johnson as vice chair and both officers agreed to serve another year. Votes were as follows: Douthitt, yes; Geurkink, yes; Johnson, yes; Wilson, yes; Terry, yes; absent: Turner, Wills. The motion passed.

McVey introduced new board member, Jon Douthitt. Douthitt is a former associate district judge for Ottawa and Harper counties and is currently President of the Friends of the Will Rogers Library, Claremore; involved with the statewide Friends group; current Magistrate for Bureau of Indian Affairs, Court of Indian Offences in Miami and the first judge for the Quapaw tribe. Douthitt was honored to be appointed to the board.

Sullivan reported on the 2007 – 2008 audit. Future audits will be for one and one half year cycles rather than a two year period. The auditor suggested a few procedural improvements

ODL should implement such as counting the petty cash drawer with each change of receptionist (six times per day) to confirm thirty dollar petty cash balance. Posting of disbursements and receiving of warrants done by two individuals, rather than same person; develop an ethics policy for the agency; and to seek revision/establishment of petty cash fund for ODL in Statutes with the assistance of the Office of State Finance. Terry asked if state employees were bonded. McVey said employees and board members were covered through an insurance policy with Department of Central Services Risk Management.

McVey handed out a listing of state agencies and their budgetary cuts. Future concerns are unfunded/mandated increases in retirement contributions and health insurance rates (\$65,518 for ODL). As a result, some positions will remain vacant, with some positions moved to 100% federal dollars, and 100% state dollars.

Pittman reported on upcoming changes to the Interlibrary Loan (ILL) System. Meetings were held internally and with the Oklahoma Library Technology Network (OLTN) Advisory Council and the Public Library Directors Council (PLDC). As a result, the statewide catalog will be maintained through OCLC rather than the current product, Autographics. The cost of moving records will be approximately \$249,765 plus training costs but will save approximately \$200,000 per year. The annual cost of Autographics was \$300,000 for catalog software and ILL and \$86,000 for MARC records from OCLC. Thirty four (34) libraries will be OCLC World Cat resource sharing participants, with sixty-one (61) smaller libraries (those requesting less than one hundred (100) interlibrary loans per year), using the Illiad software available through ODL. They will not have to add holdings or lend materials. Sixteen (16) libraries borrowed nothing through ILL. Biggest borrowers and lenders are academics, specials, systems libraries, public libraries and institutional libraries.

Gelders, Literacy, reported on April's *Read across Oklahoma* event, held at the Oklahoma City Zoo. Fifteen hundred (1,500) preschool children attended, with Target providing 80 volunteers and free cowboy hats, bandannas, nametags, hot dog lunches, and entertainment as well as a free visit to the zoo, as well as 150 high school students from Capitol Hill. The book, *Cowboy Camp*, by Tammi Sauer was given to each child attending. A delegation from Target's corporate office attended, with an offer of thirty thousand dollars (\$30,000) for next year's event, which will feature Oklahoma authors. Board member Ann Geurkink was able to attend.

The Oklahoma City Community Foundation and OETA television have worked together to broadcast two programs across the state, the GED (to obtain your high school diploma) and a basic adult literacy program called TV411 in June and July. Two sets of GED materials will be given to ten public libraries and twenty literacy councils. DVD's of these programs will also be available with the programs online in the future.

Vicki Mohr and Judy Tirey reported on the *San Jose Way* project. Library Development hopes to rename the project to reflect Oklahoma. Both Anadarko and Enid have received grants from ODL and have raised some matching funds, along with money from Friends groups. ODL will assist grant writing for other funds. Tahlequah is beginning to fund-raise.

An LSTA grant project brought Ruth Barefoot, the program designer, to Oklahoma for four days. The project's concept is to bring libraries into the 20th century, in terms of marketing, efficiency, organizing collections, being customer self-directed, being customer friendly, and increasing circulation. The project includes library re-design, bright colors, marketing materials as in a book store, and use of commercial type furniture.

Jan Davis reported on the recent Institute of Museum and Library Services (IMLS) grant of \$889,610 to ODL for a three year project entitled *Preserving Tribal Language, Memory and Life Ways, a Continuing Education Project for the Twenty-First Century*. The new grant will be used for tribal libraries, museums, and archives. Susan Feller wrote the grant, and there will be more information to come during the next 36 months.

The previous grant from IMLS funded a national conference held in Oklahoma in 2007. As part of the same project, a conference will be held in Oregon in 2009. Oklahoma's conference had 550 participants, with 200 tribes and 47 states represented. New monies will allow a tribal history digital storytelling institute and co sponsorship with the Oklahoma Museums Association and American Association of State and Local History at their annual meeting in 2010 in OKC, and a tribal track for individuals working with tribal libraries, archives and museums. There will also be a leadership development institute and museums services institute and we will be working on a national survey to communicate with the more than 500 tribal organizations to find out what their needs are with respect to preserving their culture, libraries, museums and archives.

Susan Gilley reported on the end of the legislative session. The Law Library is mandated annually to read all legislative bills passed, within 30 days of the end of the session, to produce a list of bills creating, establishing, repealing and sunseting agencies and boards to tell the Legislature what they did during the session. Every six years, agencies and boards are reviewed for their relevance. This is the equivalence of 10+ reams of paper, with most bills passed during the final weeks of session. The list goes to the Governor, leadership of both chambers and the sunset committee. Info updates are also used for the publications *ABC (Agencies, Boards and Commissions)*, the *Almanac*, and to inform the Oklahoma documents division of new state publications.

Connie Armstrong distributed the new *Oklahoma Almanac* formerly known as the *Directory of Oklahoma*. The *State's Office Blue Book* has been published since statehood, with a name change to the *Almanac* in 1987. ODL has been responsible for the *Almanac* since 1987, with publication every other year. This year's theme is *State of the Arts*. It will be available at ODL, Barnes & Noble, and the Oklahoma History Center gift shop for \$15.00. Feedback has been very good.

Jan Davis presented the *Images of Oklahoma* poster promoting the October's upcoming *Archives Month*.

In November 2009, a two day Institute on oral history will cover everything from promoting, collecting, and preserving recordings which will involve how to migrate- collections from one medium to another. Tentatively, Donald Ritchie, historian for the U.S. Senate, will be keynote speaker.

McVey presented a service certificate for 30 years of employment with ODL to Susan Gilley.

There being no further business, the board adjourned at 11:10 a.m. The next ODL board meeting will be held August 28th, 2009 in ODL's South Conference Room, at 10 a.m.

Susan McVey,
Secretary