

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
December 4, 2009
10:00 a.m.
Oklahoma Department of Libraries
South Conference Room

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

Guests and staff members present: Connie Armstrong, Sharon Asher, Steve Belevu, Melecia Caruthers, Karen Currie, Jan Davis, Susan Gilley, Carol Guilliams, Holly LaBossiere, Vicki Mohr, Kitty Pittman, Debra Schwartz, Vicki Sullivan, Judy Tirey, Desiree Webber, Pat Williams 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 12/03/09, 8:15 a.m. In addition, an email announcement of the meeting with agenda was sent to all Oklahoma public libraries on November 30, 2009 at 8:29 a.m. and the announcement of the Board meeting and agenda were posted on the ODL website at 9:02 a.m. on December 2, 2009.

Johnson asked for consideration of the board minutes of the August 28, 2009 board meeting. Douthitt moved the minutes be approved. Terry seconded. Votes were as follows: Douthitt, yes; Terry, yes; Wills, yes; Wilson, yes; Johnson, yes; absent: Geurkink and Turner. The motion passed and the minutes were approved.

Susan McVey asked for division reports. Vicki Sullivan reported the ODL federal depository was named the best depository in the nation in 2009. In 2003, the Government Printing Office began giving the Crystal Award to the best depository library of the year. Since that time, two libraries from Oklahoma have been honored with this distinction. One thousand two hundred and forty two (1,242) libraries take part in the federal depository library program. Steve Belevu is the ODL regional depository librarian and head of the U.S. Government Information Division. Since September 2003, the division has presented one hundred and seventy nine (179) state workshops on finding government information. In December 2010, ODL will celebrate its 120th anniversary of receiving federal government information. The original Territorial Library began receiving federal publications in 1890.

Bill Young passed out the new Oklahoma Agencies, Boards and Commissions (ABC) booklet, a screen print from the Federal Depository Library website about ODL's Crystal Award, and info on Teen Read Month with results of a half million pages read by young participants throughout the state. Two of the winners read more than twenty thousand pages each during the month of October. A booklet on John Joseph Matthews, who was honored with an Oklahoma Literary

Landmark designation by the Friends of Libraries in Oklahoma (FOLIO), was distributed to three thousand (3,000) 11th grade English students in five counties. Literary Landmark events were held at the Constantine Theatre in Pawhuska, with the reception held at the Osage Tribal Museum. The official Literary Landmark plaque will be installed at the museum. Matthews' daughter, Virginia, now lives in Pawhuska. Oklahoma is one of the top three states in recognizing its literary heritage with the Landmarks project. This was the 8th annual Literary Landmark event in the state.

Kitty Pittman reported the move to a new Interlibrary Loan and Resource Sharing project for public libraries has been successful. There are 34 libraries using OCLC/WorldCat for resource sharing. These libraries are also using CATexpress for cataloging. Ninety-six (96) libraries are now on ILLIAD.

Vicki Mohr spoke about ODL's grant application for federal BTOP (Broadband Technology Opportunity Program) stimulus funds. Oklahoma was one of fourteen states chosen by the Gates Foundation to participate in their Opportunity Online Broadband Grant Program. The grant will be used for upgrading public libraries to higher broadbands. The grant was written for three categories: broadband infrastructure, gigabyte (Norman and Moore) and Wi-Max (Antlers and Altus). Four library systems will be upgraded to have a minimum of ten laptops for mobile labs, and 13 municipal libraries will gain the ability to teleconference. ODL has assisted with public library E-rate applications since 1997. Public libraries in Oklahoma have gone from early-on dial up access to T1, or tier 2 levels, and will now go to tier 6 and 7 if the grant is approved. The CSMG Consulting group will be on-site for eight weeks to assist ODL in the application process to the federal government for stimulus funds. Before the application goes to the federal government, it must go to the Gates Foundation as a draft to determine the amount that Gates will give. Oklahoma is far and above many states that are still using dial-up access in public libraries. ALA is using part of Oklahoma's *Five Year Evaluation* to the federal government to show the FCC how important federal dollars and the E-rate are for libraries.

McVey recognized ODL staff with service pins and certificates: Judy Tirey, 5 years; Connie Armstrong, 15 years; Sharon Asher, 20 years; Kitty Pittman, 25 years; Melecia Caruthers, 25 years; and Carol Guilliams, 30 years.

McVey gave a budget update. Many state agencies came into this fiscal year with a five to seven percent cut. ODL was only cut three hundred dollars (\$300). Some agencies have furloughed and terminated employees. Additional reductions may be decided in a special session. Senate and House staff has asked ODL how the agency would take a 5, 7.5, or 10 percent reduction in the current fiscal year. ODL, by being conservative, had a cushion of \$306,231 in carryover funds. The five percent cut we have already experienced came to \$334,334, so only approximately \$28,000 had to be found. On the 7.5 percent cut, ODL begins to look at not filling vacancies, cutting training by 23%, cutting travel by 100%, reducing equipment purchases and maintenance in I.T. 29%, reducing the number of motor pool vehicles leased, an 11% cut to the library materials budget, and a 50% cut to library construction grants. At a 10% cut, the department would look at DP equipment reduction (100%), reduce library materials purchases by 20%, cut library construction grants 100%, and reduce state aid 2%.

At this point, federal maintenance of effort (MOE) will not be impacted until a couple of years down the road, unless ODL meets the requirements for a waiver. The agency is trying to manage funds in order to impact the federal funds as little as possible.

McVey asked for public comments. Desiree Webber was recognized. Webber expressed her appreciation for State Aid dollars to public libraries and the use of all ODL departments for information and free services. State Aid has been used for new technology, training, and summer reading programs among other things. Many rural communities lack the dollars for parks and recreation departments and the public library fills a vital role. As more people lose jobs, more are using library computers for job hunting, creating resumes and cover letters. State Aid money was used to update Mustang's computer lab and provide training for using all the available resources.

Johnson asked for consideration of the 2010 board meeting schedule. Douthitt moved the schedule be approved. Wills seconded. Votes were as follows: Douthitt, yes; Terry, yes; Wills, yes; Wilson, yes; Johnson, yes; absent: Geurkink and Turner. The motion passed and the 2010 schedule was approved.

The State Auditor's Office requested that ODL create a written Ethics Policy. A policy statement was created referencing two publications published by the State Ethics Commission, making it the responsibility of the employee to be aware of the documents. Terry moved the Ethics Policy be adopted with Douthitt seconding. Votes were as follows: Douthitt, yes; Terry, yes; Wills, yes; Wilson, yes; Johnson, yes; absent: Geurkink and Turner. The motion passed and the policy was approved.

Next on agenda, consideration and possible vote on selected Library Services and Technology Act (LSTA) proposals. First listed are projects already approved but with need to add staff costs/salaries. The second group is new projects which have not been submitted previously but do include staff costs for the administration of the federal funds. In addition, there are two projects that are aimed at supporting the broadband contingency grant that Mohr and Tirey presented. ODL receives approximately 2.2 million dollars a year from the Institute of Museum and Library Services (IMLS) for LSTA projects. Money has been received for these projects. Douthitt made a motion to approve the LSTA proposals and Wills seconded with votes as follows: Douthitt, yes; Terry, yes; Wills, yes; Wilson, yes; Johnson, yes; absent: Geurkink and Turner. The motion passed and the projects were approved.

Consideration and possible vote on approval on formula for State Aid to Public Libraries: The State Aid to public libraries payments change every year due to population shifts and the number of qualifying libraries. All libraries qualified this year. Proposed this year, is giving the grants in two phases, with 90% of the total of the grant given initially and the remaining 10% awarded in June 2010, if budgetary conditions allow. Since ODL receives 1/12th of its state appropriation each month, smaller libraries receive their grants first, with systems paid out last, usually in two payments. The Senate Appropriations Chair suggested developing a process for partial grant payments in case of revenue failure. Douthitt made a motion to approve and Wilson seconded. Votes were as follows: Douthitt, yes; Terry, yes; Wills, yes; Wilson, yes; Johnson, yes; absent: Geurkink and Turner. The motion passed and the state aid formula was approved.

Douthitt moved that the board enter Executive Session to discuss the employment of the Director and Terry seconded. Votes were as follows: Douthitt, yes; Terry, yes; Wills, yes; Wilson, yes; Johnson, yes; absent: Geurkink and Turner. The motion passed and the board entered Executive Session.

Douthitt moved that the board reconvene to open session and Wills seconded with votes as follows: Douthitt, yes; Terry, yes; Wills, yes; Wilson, yes; Johnson, yes; absent: Geurkink and Turner. The motion passed and the board returned to open session. Douthitt said the board thinks McVey does an outstanding job with the difficult task of managing business, finance and personnel, and the board appreciates her.

Jan Davis spoke about the two day *Oral History for the 21st Century* workshop, held at the Oklahoma History Center (OHC) and the Oklahoma City Zoo. Donald Ritchie, U.S. Historian for the U.S. Senate, was the keynote speaker. Attendance included approximately 150 persons representing libraries, museums, and archives. They learned about incorporating oral history into books and were informed about the new Rock and Roll exhibit at the History Center. Oklahoma Historical Society staff went all over the U.S. to interview Oklahomans who had connections to rock and roll, such as Wanda Jackson, Leon Russell, and other famous Oklahoma rock and roll entertainers.

Douthitt moved that the board adjourn and Wills seconded with votes as follows: Douthitt, yes; Terry, yes; Wills, yes; Wilson, yes; Johnson, yes; absent: Geurkink and Turner. The motion passed and the board adjourned at 11:30 a.m. The next ODL Board Meeting will be February 12th, 2010, 10 a.m., in the south conference room of the Oklahoma Department of Libraries.

Susan McVey, Secretary